



**CITY OF HUGHSON
CITY COUNCIL MEETING**
CITY HALL COUNCIL CHAMBERS
7018 Pine Street, Hughson, CA
Due to construction, the meeting will
be adjourned to the
Senior Citizens Center
2307 Fourth Street, Hughson, CA

**AGENDA
MONDAY, JUNE 27, 2016 – 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: Reverend Ben Bush

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.**

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.

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.

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: Recognition of Service for City Treasurer, John Padilla.

2.2: Service Awards for the Following Employees:

Lisa Whiteside	–	30 Years of Service
Tony Fontana	–	15 Years of Service
Martha Serrato	–	10 Years of Service
Sam Rush	–	10 Years of Service

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 June 13, 2016.

3.2: Approve the Warrants Register.

3.3: Approve the Treasurer's Investment Portfolio Report for April 2016.

3.4: Approval of the Construction Contract with V. Rivera Concrete, Inc. for the Installation of a Basketball Court in Existing Rolland Starn Park.

3.5: Approval to Advertise the Position of City Treasurer.

3.6: Adopt Resolution No. 2016-22, Amending the City of Hughson Personnel Manual

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

6.1: Approval to Adopt Resolution No. 2016-23, to Establish a City of Hughson Policy Regarding the Use of Resolutions.

- 6.2: Approval to Adopt Resolution No. 2016-24, Adopting Addendum #2 to the Negative Declaration for the City of Hughson Well No. 7 Replacement Project.
- 6.3: Approval of Resolution No. 2016-25, Declaring the City Council's Intent to Levy and Collect Assessments for Fiscal Year 2016-2017 for the City of Hughson Landscape and Lighting Districts and Benefit Assessment Districts and to Set the Public Hearing for the July 11, 2016 City Council Meet.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

City Clerk:

Community Development Director:

Director of Finance:

Police Services:

City Attorney:

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

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

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: 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:

May 5 – Sept 29	▪ Hughson Farmers’ Market (Thursday), 5:00 pm – 9:00 P.M.
July 12	▪ Parks and Recreation Commission, City Hall Chambers, 6:00 P.M.
July 19	▪ Planning Commission, City Hall Chambers, 6:00 P.M.
July 25	▪ Hughson Economic Development Committee Meeting, Hughson Senior Center, 5:30 P.M.
July 11	▪ City Council Meeting, Hughson Senior Center, 7:00 P.M.
July 4	▪ 4 th of July – Holiday – City Hall Closed

AFFIDAVIT OF POSTING

DATE: June 23, 2016 **TIME:** 5:00 pm
NAME: Susana Diaz **TITLE:** Deputy 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

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. 4

scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.

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



CITY OF HUGHSON AGENDA ITEM NO. 3.1 SECTION 3: CONSENT CALENDAR

Meeting Date: June 27, 2016
Subject: Approval of the City Council Minutes
Presented By: Susana Diaz, Deputy City Clerk

Approved By: _____

Staff Recommendation:

Approve the Minutes of the Regular Meeting of June 13, 2016

Background and Overview:

The draft minutes of the June 13, 2016 meeting are prepared for the Council's review.



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

**MINUTES
MONDAY, JUNE 13, 2016 – 7:00 P.M.**

CALL TO ORDER: Mayor Matt Beekman

ROLL CALL:

Present: Mayor Matt Beekman
Councilmember George Carr
Councilmember Harold Hill
Councilmember Jill Silva

Absent: Mayor Pro Tem Jeramy Young

Staff Present: Raul L. Mendez, City Manager
Susana Diaz, Deputy City Clerk
Christine Tallman, Consultant
Daniel J. Schroeder, City Attorney
Jaylen French, Community Development Director
Larry Seymour, Chief of Police Services
Shannon Esenwein, Finance Director
Lisa Whiteside, Finance Manager
Sam Rush, Public Works Superintendent
John Padilla, City Treasurer

FLAG SALUTE: Mayor Matt Beekman

INVOCATION: Reverend Tim Gravatt

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

NONE.

2. PRESENTATIONS:

- 2.1:** Mayor Beekman Administered the Oath of Office to the Deputy City Clerk, Susana Diaz.

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 May 23, 2016.
- 3.2:** Approve the Warrants Register.
- 3.3:** Approve the City of Hughson Treasurer's Report for Report for March 2016.
- 3.4:** Approval of City Contribution to the Stanislaus County Focus on Prevention Initiative for Planning, Facilitation and Outcomes Development.
- 3:5** Approval of the 2016-2017 Allocation Agreement for Community Development Block Grant (CDBG) Entitlement Funds with Stanislaus County.
- 3:6** Accept the Quarterly City of Hughson Legislative Report.

BEEKMAN/HILL 4-0 (YOUNG – ABSENT) motion passes to approve the Consent Calendar as presented.

4. UNFINISHED BUSINESS:

- 4.1:** Consideration to Amend the Residency Requirements of the Hughson Parks and Recreation Commission.

Director French presented the staff report on this item.

The City Council directed staff to modify the residency requirement for no more than two (2) members of the Hughson Parks & Recreation Commission from the Hughson City Limits to the Hughson postal code area. No less than three (3) members must reside within the Hughson City Limits as the code currently states.

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

- 6.1: Adopt Resolution No. 2016-19, Approving the Transportation Expenditure Stanislaus County Board of Supervisors Place Retail Transaction and Use Tax Measure on the November 8, 2016 General Election Ballot.

City Manager Raul Mendez and Director French presented the staff report on this item.

SILVA/BEEKMAN 4-0 (YOUNG – ABSENT) motion passes to adopt Resolution No. 2016-19, approving the Transportation Expenditure Stanislaus County Board of Supervisors Place Retail Transaction and Use Tax Measure on the November 8, 2016 General Election Ballot.

- 6:2 Adopt Resolution No. 2016-21, Approving a Resolution of the Hughson City Council Calling and Giving Notice of the Holding of a General Municipal Election on Tuesday, November 8, 2016, for the Election of Certain Officers as required by the provisions of the Laws of the State of California relating to General Law Cities and requesting Consolidation of the Election with Stanislaus County.

Deputy City Clerk Diaz presented the staff report on this item.

HILL/CARR 4-0 (YOUNG – ABSENT) motion passes to adopt Resolution No. 2016-21, approving a Resolution of the Hughson City Council Calling and Giving Notice of the Holding of a General Municipal Election on Tuesday, November 8, 2016, for the Election of Certain Officers as required by the provisions of the Laws of the State of California relating to General Law Cities and requesting Consolidation of the Election with Stanislaus County.

- 6:3 Adopt Resolution No. 2016-20, Directing the Filing of the Annual Reports for Fiscal Year 2016-2017 for the Special Assessment Districts (Benefit Assessment Districts and Landscape and Lighting Districts) in the City of Hughson.

Director French presented the staff report on this item.

CARR/SILVA 4-0 (YOUNG – ABSENT) motion passes to adopt Resolution No. 2016-20, directing the Filing of the Annual Reports for Fiscal Year 2016-2017 for the Special Assessment Districts (Benefit Assessment Districts and Landscape and Lighting Districts) in the City of Hughson.

7. CORRESPONDENCE: No action was taken on these items.

7.1: Parks Recreation Commission Agenda for June 14, 2016.

8. COMMENTS:

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

City Manager: City Manager Mendez provided update regarding the Recreational Marijuana Tax Measure. He informed the Council that the 2015-16 Stanislaus County Civil Grand Jury Report was received. The “Stanislaus County Building Report” pertained to the use of each city’s facilities and Hughson will need to make a formal response. He provided an update on the RFP for the lower ponds; the City Hall remodel; and, the Chamber upgrade. He announced the resignation of the City Treasurer John Padilla, and the need for Council to appoint a new City Treasurer. He thanked Mr. Padilla for his service and wished him well in his new position with Patterson Unified School District.

City Clerk: None

Community Development Director: Director French provided an update regarding the Hatch/Santa Fe signalization project. Preliminary construction will begin July 18, 2016. The intersection will be closed for a two week period beginning July 22, 2016. He noted the website upgrade should be complete within a month. The Hatch Road/Canal walking path is included as part of the Transportation Sales Tax Measure. He reminded Council of the Farmers Market each Thursday night.

Director of Finance:	Director Esenwein updated the Council on the cash flow issue with San Joaquin Valley Insurance Authority.
Police Services:	Chief Larry Seymour provided the City Council with the latest Crime Statistic Report.
City Attorney:	None.

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

Councilmember Carr provided information regarding the Hughson Family Resource Center partnering with Sierra Vista Children’s Center to open a new center in Waterford to provide programs and activities to its citizens. He updated Council on the most recent 2+2 (Fire District) meeting and the reassessment of Hughson’s population, which reduced the assessment fee for their Regional 9-1-1 service. He noted National Night Out will be held on Tuesday, August 2, 2016.

Councilmember Silva said she will be attending two StanCOG meetings this week.

Councilmember Hill said he attended the Disaster Council and thought it was very informative. He also mentioned that the County was working towards the replacement of the bridge on Santa Fe Avenue across the Tuolumne River.

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

Mayor Beekman said he met with a citizen interested in purchasing the City’s former sewage treatment pond property. He expressed that the City is not interested in selling the property at this time.

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: 8:25 P.M.

**9.1: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager.**

10. REPORT FROM CLOSED SESSION:

All of the Councilmembers were present with exception of Councilman Young who was absent and there was no reportable action.

ADJOURNMENT:

HILL/BEEKMAN 4-0 (YOUNG – ABSENT) motion passes to adjourn the meeting at 8:34 P.M.

MATT BEEKMAN, Mayor

SUSANA DIAZ, Deputy City Clerk



CITY OF HUGHSON AGENDA ITEM NO. 3.2 SECTION 3: CONSENT CALENDAR

Meeting Date: June 27, 2016
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Shannon Esenwein, Director of Finance

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 June 20, 2016 through June 23, 2016.

Fiscal Impact:

There are reductions in various funds for payment of expenses.

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REPORT.: Jun 23 16 Thursday
 RUN....: Jun 23 16 Time: 12:08
 Run By.: Lisa Whiteside

City of Hughson
 Cash Disbursement Detail Report
 Check Listing for 06-16 Bank Account.: 0100

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

Check Numbe	Check Date	Vendor Number	Vendor Name	Net Amount	Invoice #	Payment Information Description
47870	6/20/2016	CAR16	CARPETLAND	\$2,730.00	B60620	CITY HALL REMODEL- CARPET REPLACEMENT
47871	6/20/2016	EMP01	STATE OF CALIFORNIA	\$2,731.34	B60620	PAYROLL TAXES
47872	6/20/2016	SCH06	SCHNEIDER SIGNS	\$80.71	B60620	CITY HALL REMODEL- UNDER CONSTRUCTION SIGNS
47873	6/20/2016	UNI07	UNITED WAY OF STANISLAUS	\$58.00	B60620	UNITED WAY
47874	6/23/2016	A&A00	A&A PORTABLES, INC	\$335.62	1651277	SANITARY FACILITIES FOR C LEAN UP DAY
47875	6/23/2016	ABS00	ABS PRESORT	\$714.15	104553	PRINTING OF UTILITY BILLS FOR JUNE
				\$5,000.00	20160609	POSTAGE
Check Total:				\$5,714.15		
47876	6/23/2016	AFL01	AFLAC	\$839.97	B60622	AFLAC
47877	6/23/2016	ARE02	ARENAS, DAVID	\$210.00	B60616	SR CENTER DAMAGE DEPOSIT
47878	6/23/2016	ARR00	NESTLE WATERS	\$68.03	B60621	BOTTLED WATER FOR WWTP
47879	6/23/2016	AVA00	AVAYA, INC	\$88.02	3694590	PHONE
				\$112.01	3695109	PHONE
Check Total:				\$200.03		
47880	6/23/2016	AVA01	AVAYA, INC	\$125.16	B60621	PHONE
47881	6/23/2016	AYE00	AYERA TECHNOLOGIES INC.	\$84.00	53209	WIRELESS AND IP FOR INTERNET FOR REMOTE SCADA
47882	6/23/2016	CEN14	CENTRAL SANITARY SUPPLY	\$117.09	708467	SANITARY SUPPLIES
47883	6/23/2016	CHO00	CHOICE LIGHTING SUPPLY	\$94.33	273142	REPLACEMENT BULBS FOR LEBRIGHT
47884	6/23/2016	CLA03	CLARK'S PEST CONTROL	\$159.00	B60622	PEST CONTROL
47885	6/23/2016	CON14	CONDOR EARTH TECHNOLOGIES	\$750.00	73255	PROFESSIONAL SERVICES FOR MAY WWTP
				\$3,591.50	73300	PROFESSIONAL SERVICES FOR JAN 24-JUNE 8
Check Total:				\$4,341.50		
47886	6/23/2016	CRA03	CRAFCO, INC.(PMSI)	\$97.13	36000079	PARTS FOR CRACK SEALER
47887	6/23/2016	DAR01	DARYL BECK TRACTOR SERVIC	\$1,170.00	15013	RECONDITIONING OF THE PERCOLATION PONDS
47888	6/23/2016	DEH01	DEHART PLUMBING HEATING	\$277.50	W86627	INSPECT AC UNIT AT SHERRIFFS OFFICE
47889	6/23/2016	DEL11	DELEON, ROSALINDA	\$100.00	B60622	PARK DEPOSIT REFUND
47890	6/23/2016	DON01	DON'S MOBILE GLASS	\$189.00	TUR169222	WINDOW REPAIR OF CROWN VICTORIA
47891	6/23/2016	EWI00	EWING IRRIGATION PRODUCTS	\$68.14	1470178	TRANSFORMER NEEDED FOR STERLING GLEN RETENTION PON
				\$162.78	1470179	REPLACEMENT TIMER FOR COMMUNITY CENTER

SE

\$118.42 1470180 VALVES NEEDED TO AUTOMATE
CITY HALL IRRIGATION
\$135.50 1470181 VALVES NEEDED TO AUTOMATE
CITY HALL IRRIGATION

Check Total: \$484.84
47892 6/23/2016 EXP00 EXPRESS PERSONNEL SERVICE \$243.20 174123448 EXTRA HELP 6/5/16
47893 6/23/2016 GAR20 GARCIA, DEBRA \$100.00 B60616 PARK RENTAL DEPOSIT
REFUND 6/12/16
47894 6/23/2016 GEO01 GEOANALYTICAL LABORATORIE \$30.00 B5F3002 LAB WATER TESTING
\$215.78 C6A1907 LAB WATER TESTING
\$215.78 C6B2316 LAB WATER TESTING
\$215.78 C6B2904 LAB WATER TESTING
\$215.78 C6C0814 LAB WATER TESING
\$35.00 C6C1501 LAB WATER TESTING
\$55.00 C6D2601 MONITORING OF WASTEWATER
\$215.78 C6E1609 LAB WATER TESTING
\$90.00 C6E1709 LAB WATER TESTING
\$569.28 C6E2001 WATER LAB TESTING
\$35.00 C6E2402 LAB WATER TESTING
\$215.78 C6E2504 LAB WATER TESTING
\$35.00 C6E3102 LAB WATER TESTING
\$215.78 C6F0109 LAB WATER TESTING
\$225.00 C6F0112 LAB WATER TESTING
\$350.78 C6E16410 LAB WATER TESTING

Check Total: \$2,935.52
47895 6/23/2016 GIL01 GILTON SOLID WASTE MANAGE \$37,662.06 B60616 MAY GARBAGE LESS
FRANCHISE FEE
47896 6/23/2016 GON10 GONZALEZ, MARIA M. \$105.00 B60616 SR CENTER DAMAGE DEPOSIT
6/11/2016
47897 6/23/2016 GRA10 GRANITE TELECOMMUNICATION \$7,574.88 365872939 PHONE
47898 6/23/2016 GUT11 GUTIERREZ, MARIA \$210.00 B60622 SR CENTER RENTAL REFUND
47899 6/23/2016 HAR07 HARRIS & ASSOCIATES \$2,579.75 31770 ADMIN LLD- PROFESSIONAL
SERVICES
47900 6/23/2016 HOL08 HOLMES, XENIA \$100.00 B60616 PARK DAMAGE DEPOSIT
REFUND 6/11/16
47901 6/23/2016 HUG08 CITY OF HUGHSON \$3,266.56 B60616 LLD WATER SERVICE
47902 6/23/2016 HUG11 HUGHSON FARM SUPPLY \$106.50 H177985 MIC TOOLS & SUPPLIES
\$85.42 H178641 MIC TOOLS & SUPPLIES
\$34.32 H178854 MISC TOOLS & SUPPLIES
-\$32.28 H178855C CREDIT
\$29.72 H178982 MIC TOOLS & SUPPLIES
-\$2.15 H179418C CREDIT
\$484.26 H179422 MISC TOOLS & SUPPLIES

Check Total: \$705.79
47903 6/23/2016 HUG34 VALLEY PARTS WAREHOUSE, I \$32.83 175563 SMALL MATERIAL NEEDED FOR
VEHIC. MAINT & REPAIR
\$850.56 175616 SUPPLY & PARTS FOR WWTP
\$6.02 175707 SMALL MATERIAL NEEDED FOR
VEHIC. MAINT & REPAIR
\$2.14 176077 SMALL MATERIAL NEEDED FOR
VEHIC. MAINT & REPAIR

Check Total: \$891.55

SE

47904	6/23/2016	IRO00	IRONS, TRITIE	\$100.00	B60616	PARK DAMAGE DEPOSIT REFUND 6/11/16
47905	6/23/2016	MCR01	MCR ENGINEERING, INC	\$1,207.50	11700	WELL NO. 7 DESIGN
47906	6/23/2016	MEN20	MENDEZ, RAUL	\$545.40	B60622	REIMBURSEMENT FOR NAME PLATES & POD RENTAL
47907	6/23/2016	MOD04	CITY OF MODESTO	\$1,818.00	B60622	POLICE SERVICES
47908	6/23/2016	NEU01	NEUMILLER & BEARDSLEE	\$1,600.00	278151	LEGAL SVCS FOR MAY
				\$10,028.14	278581	LEGAL SVCS FOR MAY
			Check Total:	\$11,628.14		
47909	6/23/2016	NOR06	NORTHSTAR CHEMICAL	\$1,225.91	87014	SODIUM HYPOCHLORITE
47910	6/23/2016	PAP01	PAPE MACHINERY	\$1,509.15	1236657	REPAIR & MAINTENANCE FOR BACK HOE
				\$1,261.30	1236690	ADDITIONAL REPAIRS NEEDED FOR BACK HOE
			Check Total:	\$2,770.45		
47911	6/23/2016	PHI01	PHILLIPS, JULIE	\$210.00	B60616	SR CENTER DAMAGE DEPOSIT REFUND 4/26/16
47912	6/23/2016	PRE07	PREFERRED ALLIANCE, INC.	\$82.56	122037IN	OFF SITE PARTICIPANTS FOR MAY
47913	6/23/2016	QUI03	QUICK N SAVE	\$68.02	1-4920	FUEL
				\$37.00	1-8672	FUEL
			Check Total:	\$105.02		
47914	6/23/2016	RUS01	RUSH, SAM	\$146.92	B60616	REIMBURSEMENT FOR REFRIGE- RATOR FOR CORP YARD
47915	6/23/2016	SAF01	SAFETLITE	\$47.03	325224	STREET SIGNS ON HUGHSON AVE & 4TH ST
47916	6/23/2016	SAN05	SAN JOAQUIN VALLEY	\$502.00	N116088	BACK UP GENERATOR AT WELL #6 OPERATING PERMIT
47917	6/23/2016	SAU00	SAUNDERS A/C & HEATING	\$566.30	A1523	REPAIR AC AT SHERRIFFS BUILDINGS
				\$1,030.39	A2864	REPAIR ICE MACHINE
			Check Total:	\$1,596.69		
47918	6/23/2016	SHO02	SHORE CHEMICAL COMPANY	\$1,379.45	45769	CHLORINE
47919	6/23/2016	SIG03	SIGLE, GENEVIEVE	\$100.00	B60622	DAMAGE DEPOSIT PARK REFUND
47920	6/23/2016	STA01	STANISLAUS COUNTY	\$301.29	46537	ANNUAL FEE FOR FY 2015-20 146 EMERGENCY SERVICES
47921	6/23/2016	STA13	STATE WATER RESOURCES	\$100.00	B60622	WTAER DISTRIBUTION GRADE D1 LIC FEES
47922	6/23/2016	STE07	STEELEY, JARED WATER & WA	\$2,000.00	6435	CONSULTING SERVICES FOR
47923	6/23/2016	TES00	TESCO CONTROLS, INC	\$974.00	0059603IN	TROUBLE SHOOT WELL #8
47924	6/23/2016	TID01	TURLOCK IRRIGATION DIST.	\$34,304.21	B60622	ELECTRIC
47925	6/23/2016	TUR12	TURLOCK, CITY OF	\$112.60	22	FUEL
47926	6/23/2016	UNI05	UNITED RENTALS	\$900.19	717572900	CLEAN UP DAY EQUIPMENT
47927	6/23/2016	UNI13	UNITED WAY C/O FOCUS ON P	\$2,500.00	B60622	CITY OF HUGHSON CONTRIBUTION
47928	6/23/2016	WAR00	WARDEN'S OFFICE	\$331.28	19002620	OFFICE SUPPLIES
47929	6/23/2016	WILO1	CORBIN WILLITS SYSTEM	\$571.40	B606151	ENHANCEMENT & SERVICE FEE
47930	6/23/2016	WILO5	WILLE ELECTRIC	\$36.84	721489001	STREET LIGHT MATERIAL

May-16

SF

47931	6/23/2016	WIL14	WILLDAN ENGINEERING	\$4,876.25	321193	ENGINEERING SERVICES FOR WHITMORE RD IMPR
				\$2,628.75	321389	ENGINEERING SERVICES FOR WHITMORE RD IMPROV
				\$11,129.00	321658	ENGINEERING SERVICES HUGHSON FOX RD IMPROV
				\$217.50	321659	ENGINEERING SERVICES 2YR CIP PROGRAM
				\$906.25	321673	ENGINEERING SERVICES FOR WHITMORE RD IMPR.
				\$290.00	321815	ENGINEERING SERVICES FOR WHITMORE RD IMPROV
				\$6,890.69	613812	ENGINEERING SERVICES HUGHSON E&T-SPEED SURVEY
				\$3,155.00	613887	ENGINEERING SERVICES HUGHSON E&T-SPEED SURVEY

Check Total: \$30,093.44

47932	6/23/2016	ZAV01	ZAVALA, EMILIA	\$285.00	B60616	CANCELLATION OF THE SR CENTER RENTAL 9/24/16
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Cash Account Total: \$255,994.67

Total Disbursements: \$255,994.67
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CITY OF HUGHSON AGENDA ITEM NO. 3.3 SECTION 3: CONSENT CALENDAR

Meeting Date: June 27, 2016
Subject: Approval of the Treasurer's Report: Investment Portfolio Report – April 2016
Presented By: John Padilla, City Treasurer
Approved By: _____

Staff Recommendation:

Review and approve the City of Hughson Treasurer's Report: Investment Portfolio Report for April 2016.

Summary:

The City Treasurer is required to review the City's investment practices and approve the monthly Treasurer's report. Enclosed is a summary of the City of Hughson's Investment Portfolio for April 2016 and is provided as a supplementary document to the monthly Treasurer's report. As of April 2016, the City of Hughson's investment total is \$2,612,412.23 and has a total cash and investment balance of \$12,901,615.89. All investment actions executed since the last report have been made in full compliance of the City of Hughson's Investment Policy. The City of Hughson meets its expenditure obligations for the next six months as required by California Government Code Section 53646 (b) (2) and (3) respectively.

Background and Overview:

The Investment Portfolio Report is intended to provide supplementary documentation of the City of Hughson's investment practices. According to the City of Hughson's Investment Policy, the City Treasurer shall submit to the City Council a quarterly investment report containing a complete description of the portfolio, the type of investments, the issuers, maturity dates, par and dollar values, and the current market values of each component of the portfolio. It is the goal of the City Treasurer however, to provide the investment report on a monthly basis as a supplement to the Treasurer's Report. Furthermore, when dealing with investment activities, the City of Hughson primary objectives, in order of priority, are safety, liquidity, and return on investments.

According to Michael DeGeeter, the City's MBS Account Executive, the City of Hughson utilizes a 5 year Certificate of Deposit (CD) laddering approach for its investment practices. This approach layers various CDs depending on interest rates and timing, which allows for reduced portfolio rates and a continuous stream of maturity dates. Mr. DeGeeter states that this CD approach has always spread positively for the City of Hughson and has had the highest yield of any spread thus far.

Enclosed is the City of Hughson's Treasurer's Report: Investment Portfolio Report for April 2016 along with supplementary graphs depicting the percentage of the City's portfolio of investments. After review and evaluation of the report, City staff submits the following detailed explanation for investments displaying significant variances:

Total Cash & Investments

Upon recent review of the investment portfolio for April 2016, a \$0.04 discrepancy was discovered between the Treasurer's Portfolio of Investment Report and the Treasurer's Report presented on June 6, 2016. The amount reported in the Treasurer's Report, \$12,901,615.93 is incorrect and should reflect the amount reported in the Portfolio of Investment Report submitted today. The minor discrepancy was found as a result of an original misreading of the Multi-Bank WWTP statement, and will be corrected for future statements and records.

L.A.I.F. Investments

The reported Local Agency Investment Fund (L.A.I.F.) investments reflect the City's most current balance statement as of January 15, 2016. The two L.A.I.F. accounts share a combined balance of \$78,909.24, comprising of only 3.02% of the City's total portfolio of investments. L.A.I.F. investments are reported on a quarterly basis. City Staff will continue to report the most recent L.A.I.F. investments and will proceed to update the funds on a quarterly basis.

Fiscal Impact:

As of April 2016, the total investments balance for the City of Hughson is \$2,612,412.23 accounting for 20.25% of the City's total cash and investments. The total cash and investment amount is \$12,901,615.89. Of the amounts invested, 0.54% is invested in Cash, Money, Funds, and Bank Deposits, 3.02% is invested in L.A.I.F. investments, and 96.44% is invested in CDs. As the year progresses and market values and interest rates increase, City Staff will continue to monitor and report the City of Hughson's investment practices.

**City of Hughson
Portfolio of Investments
April 2016**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 9,845,321.57	\$ 506,222.35	\$ -	\$ 10,351,543.92
Adjustment-Direct Deposit Payroll		\$ -	\$ -	\$ -
Outstanding Deposits +	\$ 28,195.87	\$ -	\$ -	\$ 28,195.87
Outstanding Checks/transfers -		\$ (90,536.13)	\$ -	\$ (90,536.13)
ADJUSTED TOTAL	\$ 9,873,517.44	\$ 415,686.22	\$ -	\$ 10,289,203.66
Investments: Various				\$ 1,057,072.67
Multi-Bank WWTP				\$ 1,476,430.32
Investments: L.A.I.F.		\$ 39,517.46	\$ 39,391.78	\$ 78,909.24
Total Investments				\$ 2,612,412.23
Total Cash & Investments				\$ 12,901,615.89

All investment actions executed since the last report have been made in full compliance with the Investment Policy. The City of Hughson will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b)(2) and (3) respectively.

Breakdown of Investments

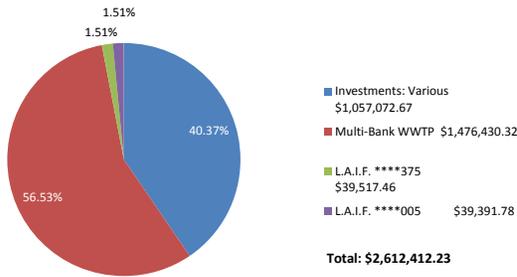
Investments: Various - ***850									
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	Rate of Return		% of Portfolio	
Cash, Money, Funds, and Bank Deposits:			\$ 2,256.17	\$ 3,657.50	\$ -			0.35%	
Total:			\$ 2,256.17	\$ 3,657.50	\$ -				
Fixed Income (Certificate of Deposits)									
Maturity Dates	Months til Maturity	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	% of Portfolio		
09/30/11 - 09/30/16	= 6 mo.	\$ 115,000.000	\$ 100.5900	\$ 115,678.50	\$ 195.34	2.000%	10.94%		
11/16/11 - 11/16/16	= 7 mo.	\$ 53,000.000	\$ 100.7770	\$ 53,411.81	\$ 494.13	2.050%	5.05%		
05/04/12 - 05/04/17	= 13 mo.	\$ 100,000.000	\$ 100.9930	\$ 100,993.00	\$ 848.63	1.750%	9.55%		
05/09/13 - 05/09/18	= 25 mo.	\$ 100,000.000	\$ 100.3680	\$ 100,368.00	\$ 535.62	1.150%	9.49%		
11/13/14 - 11/13/18	= 31 mo.	\$ 27,000.000	\$ 101.2870	\$ 27,347.49	\$ 193.77	1.550%	2.59%		
01/28/16 - 01/28/19	= 33 mo.	\$ 76,000.000	\$ 100.9530	\$ 76,724.28	\$ 290.47	1.500%	7.26%		
09/11/14 - 09/11/19	= 41 mo.	\$ 55,000.000	\$ 101.7120	\$ 55,941.60	\$ 161.99	2.150%	5.29%		
10/16/14 - 10/16/19	= 42 mo.	\$ 30,000.000	\$ 102.0000	\$ 30,600.00	\$ 24.74	2.150%	2.89%		
10/16/14 - 10/16/19	= 42 mo.	\$ 100,000.000	\$ 102.0000	\$ 102,000.00	\$ 82.47	2.150%	9.65%		
12/04/14 - 12/04/19	= 44 mo.	\$ 80,000.000	\$ 102.3650	\$ 81,892.00	\$ 713.64	2.200%	7.75%		
11/04/15 - 11/04/20	= 55 mo.	\$ 91,000.000	\$ 102.4790	\$ 93,255.89	\$ 954.13	2.150%	8.82%		
11/04/15 - 11/04/20	= 55 mo.	\$ 100,000.000	\$ 102.4790	\$ 102,479.00	\$ 1,048.49	2.150%	9.69%		
11/04/15 - 11/04/20	= 55 mo.	\$ 110,000.000	\$ 102.4760	\$ 112,723.60	\$ 1,180.16	2.200%	10.66%		
Total CDs				\$ 1,053,415.17	\$ 6,723.58			99.65%	
Total Investments: Various Holdings				\$ 1,057,072.67	\$ 6,723.58			100.00%	
Total Portfolio Investment								40.46%	

Multi-Bank WWTP - ***934									
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	Rate of Return		% of Portfolio	
Cash, Money, Funds, and Bank Deposits:			\$ 8,198.7900	\$ 10,468.88	\$ -			0.71%	
Total:			\$ 8,198.7900	\$ 10,468.88	\$ -				
Fixed Income (Certificate of Deposits)									
Maturity Dates	Months til Maturity	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	% of Portfolio		
09/30/11 - 09/30/16	= 5 mo.	\$ 31,000.000	\$ 100.5900	\$ 31,182.90	\$ 52.66	2.000%	2.11%		
11/23/11 - 11/23/16	= 7 mo.	\$ 107,000.000	\$ 100.8010	\$ 107,857.07	\$ 955.52	2.050%	7.31%		
05/08/13 - 05/08/18	= 25 mo.	\$ 40,000.000	\$ 100.3680	\$ 40,147.20	\$ 219.29	1.150%	2.72%		
05/09/13 - 05/09/18	= 25 mo.	\$ 57,000.000	\$ 100.3680	\$ 57,209.76	\$ 305.30	1.150%	3.87%		
05/10/13 - 05/10/18	= 25 mo.	\$ 250,000.000	\$ 100.3680	\$ 250,920.00	\$ 143.84	1.050%	17.00%		
12/18/13 - 12/18/18	= 32 mo.	\$ 25,000.000	\$ 101.7950	\$ 25,448.75	\$ 188.15	2.050%	1.72%		
01/10/14 - 01/10/19	= 33 mo.	\$ 95,000.000	\$ 101.7630	\$ 96,674.85	\$ 548.92	1.900%	6.55%		
03/08/13 - 03/08/19	= 35 mo.	\$ 46,000.000	\$ 99.4240	\$ 45,735.04	\$ 31.88	1.150%	3.10%		
03/21/14 - 03/21/19	= 35 mo.	\$ 80,000.000	\$ 101.7840	\$ 81,427.20	\$ 166.68	1.950%	5.52%		
04/30/15 - 04/30/19	= 36 mo.	\$ 100,000.000	\$ 100.2250	\$ 100,225.00	\$ -	1.500%	6.79%		
05/28/14 - 05/28/19	= 37 mo.	\$ 40,000.000	\$ 101.7450	\$ 40,698.00	\$ -	0.000%	2.76%		
06/04/14 - 06/04/19	= 38 mo.	\$ 80,000.000	\$ 101.5940	\$ 81,275.20	\$ 648.77	2.000%	5.50%		
10/08/14 - 10/08/19	= 42 mo.	\$ 50,000.000	\$ 102.0360	\$ 51,018.00	\$ 64.79	2.150%	3.46%		
10/14/14 - 10/15/19	= 42 mo.	\$ 54,000.000	\$ 102.0360	\$ 55,099.44	\$ 49.71	2.100%	3.73%		
10/22/14 - 10/22/19	= 42 mo.	\$ 83,000.000	\$ 101.9980	\$ 84,658.34	\$ 39.11	2.150%	5.73%		
04/30/15 - 04/30/20	= 48 mo.	\$ 100,000.000	\$ 100.1540	\$ 100,154.00	\$ -	1.250%	6.78%		
11/04/15 - 11/04/20	= 55 mo.	\$ 211,000.000	\$ 102.4790	\$ 216,230.69	\$ 2,212.32	2.150%	14.65%		
Total CDs				\$ 1,465,961.44	\$ 5,626.94			99.29%	
Total Multi-Bank WWTP Holdings				\$ 1,476,430.32	\$ 5,626.94			100.00%	
Total Portfolio Investment								56.52%	

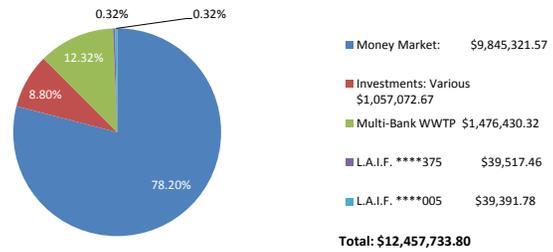
L.A.I.F. Investments					
Account #	Quarter End Principal Balance as of 01/15/2015	Quarterly Interest Earned as of 01/15/2015	Interest Rate	Total	% of Investment
****375	\$ 39,480.92	\$ 36.54	0.37%	\$ 39,517.46	50.08%
****005	\$ 39,355.36	\$ 36.42	0.37%	\$ 39,391.78	49.92%
Total L.A.I.F. Investments Holdings				\$ 78,909.24	100.00%
Total Portfolio Investment					3.02%

Charts and Graphs

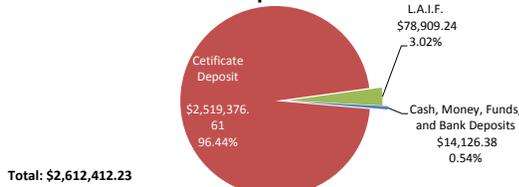
**Total Portfolio of Investments by Account
April 2016**



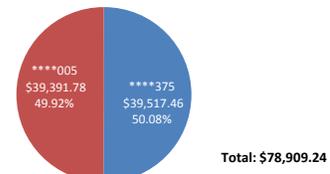
**Total Portfolio of Investment
(Including Money Market Cash)
April 2016**



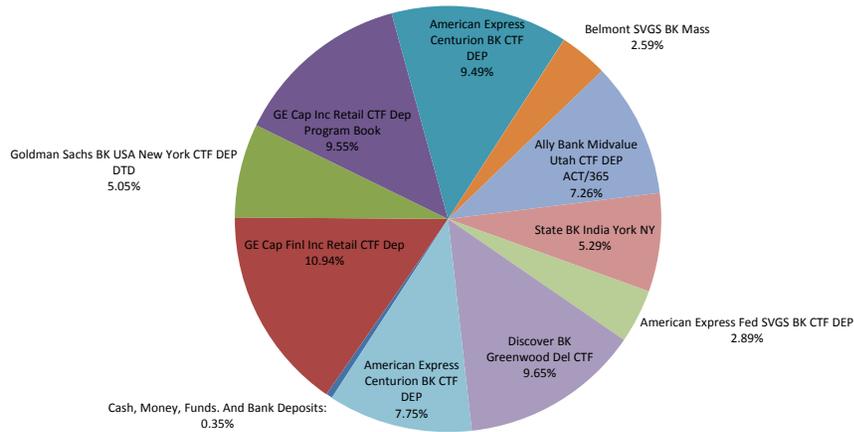
**Total Portfolio of Investments by Type
April 2016**



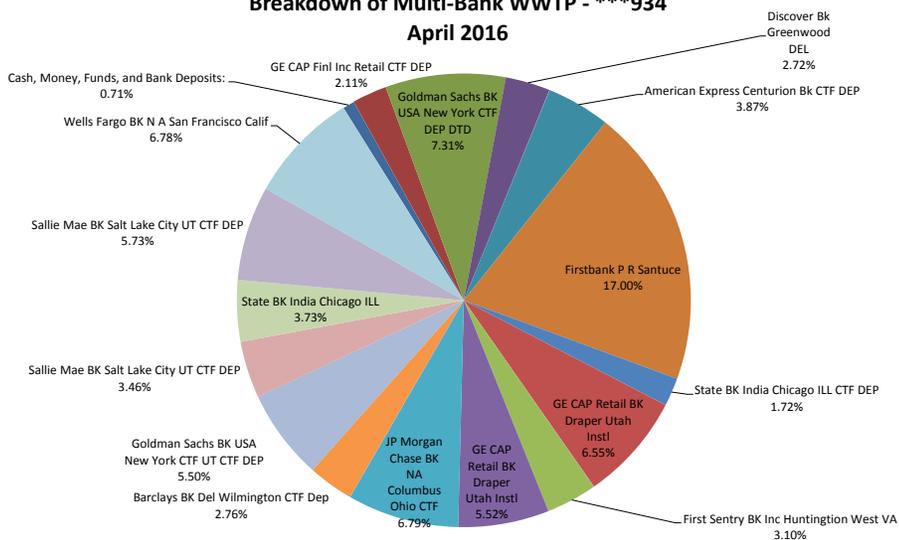
**Breakdown of L.A.I.F. Investments
April 2016**



Breakdown of Investments: Various - *850
April 2016**



Breakdown of Multi-Bank WWTP - *934
April 2016**





CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: June 27, 2016
Subject: Approval of the Construction Contract with V. Rivera Concrete, Inc. for the Installation of a Basketball Court in Existing Rolland Starn Park
Enclosure: Construction Contract with V. Rivera Concrete, Inc.
Presented By: Jaylen French, Community Development Director

Approved By: _____

Staff Recommendation:

1. Approve a Construction Contract with V. Rivera Concrete, Inc. for the installation of a basketball court in existing Rolland Starn Park.
2. Authorize the City Manager to execute the Construction Contract with V. Rivera Concrete, Inc.

Background and Overview:

In 2015, after it was determined that the City would not move forward with the purchase of a nearly 20-acre park at that time, the City Council directed City staff, through the Parks and Recreation Commission, to identify ways to utilize the City's available Park Development and Park In-Lieu Impact Fees. Over the proceeding several months, City staff and the Parks and Recreation Commission considered various ways to expand the park and recreational opportunities to the residents and visitors to the City of Hughson.

In the end, the Commission determined that most viable and largest impact effort would be to install a basketball court in existing Starn Park. Subsequently, City staff identified a suitable location for the basketball court, performed various research to ensure a successful project and sought multiple bids to install the basketball court.

Discussion:

Three bids were received. City staff reviewed all bids and spoke with the submitting contractor several times to ensure that the work could be completed

successfully. The lowest cost bid was received by V. Rivera Concrete, Inc. out of Hughson.

This item is to seek City Council approval of the attached construction contract with V. Rivera Concrete, Inc. and to authorize the City Manager to sign said contract.

It is City staff's goal that work will commence in the next several weeks and conclude by the end of summer 2016.

Fiscal Impact:

V. Rivera Concrete, Inc. has proposed a cost of \$82,958, which includes removal of the existing turf and preparation of the site, installation of the basketball court concrete, as well as concrete for a perimeter sidewalk, installation of retaining walls and mow strips, purchase and installation of three (3) light fixtures and installation of bollards to separate the adjacent parking lot from the basketball court. The City will incur additional costs to purchase the bollards as well as the basketball court equipment.

In total, City staff expects the project, based on the bid received, to come in under the budgeted amount of \$140,000 in the adopted City of Hughson Fiscal Year 2016-2017 Preliminary Budget.

CONSTRUCTION SERVICES AGREEMENT
CONTRACT ID# _____
(City of Hughson/V. Rivera Concrete, Inc.)

DATE: June 28, 2016

PARTIES: CITY: City of Hughson
Post Office Box 9
Hughson, CA 95326

CONTRACTOR: V. Rivera Concrete, Inc.
Post Office Box 1362
Hughson, CA 95326

THIS CONSTRUCTION SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Hughson, a California municipal corporation (“City”) and V. Rivera Concrete, Inc. (“Contractor”), a California corporation.

RECITALS

WHEREAS, the City has determined that it requires certain construction services provided as set forth in this Agreement.

WHEREAS, this Agreement is for the provision of those construction services by Contractor to City.

WHEREAS, the Contractor represents that it is qualified and able to perform the construction services by virtue of its experience and the training, education, and professional ability of its principals and employees.

WHEREAS, the Contractor further represents that it is willing to accept responsibility for performing such construction services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Contractor agree as follows:

1. Definitions

- 1.1. “Chapter 1”: Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code.
- 1.2. “Contract Documents”: It is mutually agreed and understood that the complete Contract shall consist of this Agreement, and the following component documents, all of which

are fully a part hereof as if herein set out in full, or if not attached, as if attached, and which together constitute the Contract Documents:

- 1.2.1. Notice to Bidders
- 1.2.2. Bidding Contractor's Proposal
- 1.2.3. Accepted Bid
- 1.2.4. Faithful Performance Bond and Labor and Materials Bond (if applicable)
- 1.2.5. General Conditions
- 1.2.6. Disadvantaged Business Enterprise Program
- 1.2.7. Any Published Addenda or Supplements
- 1.2.8. The Project Plans and Specifications, Including any Amendments
- 1.3. "Contract Price": Price at which Contractor agrees to perform Scope of Services and City agrees to pay Contractor to perform Scope of Services.
- 1.4. "DIR": Department of Industrial Relations
- 1.5. "Project": Starn Park Basketball Court
- 1.6. "Scope of Services": Such construction services as are set forth in the Contract Documents.

2. Scope of Construction Agreement

- 2.1. Contractor agrees to provide constructions services at Starn Park Basketball Court as described in Contract Documents.
- 2.2. Failure of the Contractor to include any scope of work identified in the Contract Documents will not excuse Contractor's liability to perform such work, unless Contractor provides written notice that Contractor's bid does not include the scope of work defined in the Contract Documents and City accepts Contractor's bid with the understanding that Contractor will not be providing construction services for the scope of work specifically identified in Contractor's written notice to the City.
- 2.3. Contractor agrees to do all the work and furnish all the labor, material, equipment and appliances to complete the work in accordance with the Contract Documents.
- 2.4. Contractor agrees to do and perform said work diligently as directed by the City until completion is evidenced by written acceptance by the City.
- 2.5. Contractor agrees to do and perform the work contemplated hereby and furnish all labor, material, appliances, equipment, tools and pay all taxes therefore, at the bid price specified in the Bid form submitted by the Contractor.
- 2.6. Contractor agrees to remedy, at his expense, any defects in the work which shall appear within a period of twelve (12) months from the date of the final acceptance of the work.
- 2.7. Contractor shall comply with all Federal, State, and local laws, regulations and requirements necessary for the provision of contracted services.
- 2.8. Contractor shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.
- 2.9. Contractor shall maintain current throughout the life of this Agreement, all permits, licenses, certificates, and insurances that are necessary for the provision of contracted services.

3. Term of Agreement

- 3.1. This Agreement shall commence on the date of execution by the City, and continue until September 28, 2016, unless said work is completed on a date prior thereto or unless terminated earlier as provided herein.
- 3.2. Contractor agrees to commence work on its Scope of Services within 10 calendar days after receipt of Notice to Proceed and to complete said work within 90 calendar days from date established by the Notice to Proceed.
- 3.3. Should the Contractor fail to complete the work included in the Scope of Services within the time limit agreed upon or such extensions thereof as may be granted, a deduction of One Thousand dollars (\$1,000.00) per day will be made from amounts otherwise due the Contractor for each and every calendar day, or fraction thereof, that the work, or each stated portion, remains incomplete after the date set for its completion.

4. Hours Worked

- 4.1. Contractor shall comply with and be bound by the provisions of Labor Code section 1810 acknowledging that eight (8) hours labor constitutes a legal day's work.
- 4.2. Contractor shall comply with and be bound by the provisions of Labor Code section 1813 concerning penalties for workers who work excess hours. The Contractor, shall as a penalty to the City, forfeit twenty-five dollars (\$25) for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one (1) calendar day and forty (40) hours in any one (1) calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code.
- 4.3. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight (8) hours per day, and forty (40) hours during any one (1) week shall be permitted upon public work upon compensation for all hours worked in excess of 8 (eight) hours per day at not less than one and one-half (1-1/2) times the basic rate of pay.

5. Compensation

The compensation shall not exceed the amount of \$82,958.00 for services performed pursuant to this Agreement.

6. Invoicing

- 6.1. Contractor shall submit one original and one copy of each invoice to the City, Post Office Box 9, Hughson, California 95326 by the end of each month. The invoice must include the value of all work completed as of the 20th day of the current month. All invoices must reference this Contract ID Number and the services performed.

- 6.2. On or about the tenth day of each month after the commencement of work, an amount equal to ninety-five percent (95%) of the value of all work completed as of the 20th day of the preceding month, based on the quantities of work completed, as determined by the Engineer at the unit prices stated, less the aggregate of all previous payments made to the Contractor, will be paid by City to Contractor.
- 6.3. Thirty-five (35) days after completion of the Contract and its acceptance by the City, the balance of the Contract Price will be paid. Such final payment will not be made until completion of the entire project and acceptance of the whole by the City.
- 6.4. Contractor may substitute securities in lieu of retained funds in accordance with Public Contract Code section 22300.
- 6.5. It is further agreed by the parties that before each payment is made as provided above, receipts and releases of liens of all kinds for all labor and materials and all other indebtedness connected with the work shall be presented to the City by the Contractor upon the request of the City.

7. Contractor's Status

- 7.1. Prior to submitting a bid, the Contractor and subcontractors must be registered with the DIR and qualified to perform public work pursuant to Labor Code section 1725.5, subject to limited legal exceptions under Labor Code section 1771.1.
- 7.2. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.

8. Contractor Responsibility for Employees and Subcontractors

- 8.1. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

“I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

- 8.2. For every subcontractor who will perform work on the Project, Contractor shall be responsible for such subcontractor's compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Contractor shall include in the written contract between it and each subcontractor a copy of those statutory provisions and a requirement that each subcontractor shall comply with those statutory provisions. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a periodic review

of the certified payroll records of the subcontractor and upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any failure.

9. Bonding Requirements

If the total bid amount as set forth in the Bid is in excess of \$25,000, then Contractor shall provide a Faithful Performance Bond and a Labor and Materials Bond, in the sum of 100% of the contract price; the Faithful Performance Bond will be retained by the City for twelve (12) months following final acceptance by the City of the improvements constructed to guarantee correction of failures attributable to workmanship and materials. Upon the final acceptance by the City, the amount of the Faithful Performance Bond may be reduced to twenty percent (20%) of the actual improvement construction costs.

10. Public Work Acknowledgment

- 10.1. Contractor acknowledges that the project as defined in the Contract Documents between Contractor and City is a “public work” as defined in Division 2, Part 7, Chapter 1 (commencing with section 1720) of the California Labor Code (“Chapter 1”), and that this Agreement is subject to:
 - 10.1.1. Chapter 1, including without limitation Labor Code section 1771; and
 - 10.1.2. The rules and regulations established by the Director of Industrial Relations implementing such statutes. Contractor shall perform all work on the project as public work. Contractor shall comply with and be bound by all the terms, rules and regulations described in 10.1.1 and 10.1.2 as though set forth in full herein.
- 10.2. California law requires inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions in this Agreement, whether or not required by California law, does not alter the meaning or scope of Section 10 of this Agreement.

11. Labor Compliance Monitoring

- 11.1. Pursuant to Labor Code section 1771.4, Contractor’s services are subject to labor compliance monitoring and enforcement by the DIR. Contractor shall post job site notices, as prescribed by DIR regulations.
- 11.2. Contractor shall comply with and be bound by the provisions of Labor Code section 1776, which requires Contractor and each subcontractor to:
 - 11.2.1. Keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; and
 - 11.2.2. Certify and make such payroll records available for inspection as provided by Section 1776; and
 - 11.2.3. Inform the City of the location of the records.

- 11.3. Payment to Contractor shall not be made when payroll records are delinquent or inadequate.

12. Prevailing Wage Requirements

- 12.1. Pursuant to Labor Code section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Scope of Services are on file at City Hall and will be made available to any interested party on request. Contractor acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Contractor shall post such rates at each job site covered by this Contract.
- 12.2. Contractor shall comply with and be bound by the provisions of Labor Code sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to the City, forfeit two hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Contract by Contractor or by any subcontractor.
- 12.3. Contractor shall comply with and be bound by the provisions of Labor Code sections 1777.5, 1777.6 and 1777.7 and California Administrative Code title 8, section 200 et seq. concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within sixty (60) days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to the City a verified statement of the journeyman and apprentice hours performed under this Agreement.
- 12.4. The statutory provisions for penalties for failing to comply with the State of California wage and labor laws will be enforced, as well as that for failing to pay prevailing wages.

13. Indemnification

To the maximum extent permitted by law, Contractor shall indemnify, hold harmless and defend (at Contractor's expense with counsel reasonably acceptable to the City) the City, its officials, officers, employees, agents and independent contractors serving in the role of City's officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Contractor, its subcontractors, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Contract, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses. All duties of Contractor under

18. Termination

If the Contractor breaches or habitually neglects the Contractor's duties under this Agreement without curing such breach or neglect upon fifteen (15) working days written notice, the City may, by written notices, immediately terminate this Agreement without prejudice to any other remedy to which the City may be entitled, either at law, in equity, or under this Agreement. In addition, either party may terminate this Agreement upon sixty (60) calendar days written notice to other party.

19. Conflict of Interest Statement

- 19.1. Contractor covenants that Contractor, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement.
- 19.2. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by Contractor under this Agreement
- 19.3. Contractor shall not hire City's employees to perform any portion of the work or services provided for herein, including secretarial, clerical, and similar incidental services except upon the written approval of the City.
- 19.4. Performance of services under this Agreement by associates or employees of Contractor shall not relieve Contractor from any responsibility under this Agreement.

20. Drug Free Workplace

Contractor shall comply with the provisions of Government Code section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

21. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

22. Forum Law

The Laws of the State of California shall govern this Agreement. Venue is Stanislaus County. The provision of this paragraph shall survive expiration or other termination of this

Agreement regardless of the cause of such termination.

23. Entire Agreement and Modification

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties.

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

Contractor

City

V. Rivera Concrete, Inc.
Post Office Box 1362
Hughson, CA 95326

City of Hughson
Post Office Box 9
Hughson, CA 95326

By: _____
[official name]
[official title]

By: _____
Raul Mendez
City Manager

Date: _____

Date: _____

Approved as to Form:

By _____

Daniel J. Schroeder
City Attorney



CITY OF HUGHSON AGENDA ITEM NO. 3.5 SECTION 3: CONSENT CALENDAR

Meeting Date: June 27, 2016
Subject: Approval to Advertise the Position of City Treasurer
Presented By: Raul L. Mendez, City Manager

Approved By: _____

Staff Recommendation:

1. Accept the resignation of the City Treasurer, John Padilla as of June 30, 2016.
2. Approve advertising the position of City Treasurer.

Background:

The City Treasurer is a position appointed by the City Council, traditionally for a two-year term, whose primary duties are to review the City's investment practices and approve the monthly Treasurer's report. The position is currently held by John Padilla who will be resigning as of June 30, 2016. Mr. Padilla was appointed to the position by the City Council on April 14, 2014.

Recruitment for City Treasurer:

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

The essential function of the City Treasurer is to monitor and safeguard the City's cash and investments through oversight of City processes, reporting, and practices. The Treasurer ensures the City's financial viability and that proper financial records and procedures are maintained in a clear, concise, and understandable manner.

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

- Review the Treasurer's Report of Cash on Deposit and Invested, prepared by the Finance Manager.

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

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

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

Fiscal Impact:

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

June 22, 2016

City of Hughson
7018 Pine Street,
Hughson CA, 95326

City of Hughson Mayor, Council, and Staff,

Please accept my resignation for the City Treasurer of the City of Hughson effective June 30, 2016.

It has been a pleasure to work with Hughson for the past two and a half years both as a Management Intern and as City Treasurer. Hughson, being my first encounter in the world of public and government administration, has provided me an essential foundation for my professional experiences and will always be a contributor to my future successes as an individual. I truly appreciate the City and its staff for allowing me to demonstrate my abilities in a variety of ways, and can only hope that my quality of work and enthusiasm reflects my utter appreciation for all the City has done for me. Hughson has provided me an important base for my career path, and I will proudly carry the values and skills established as a result. I am truly lucky to have encountered a city, an organization, and a collection of people with such a kind and fostering nature. I will truly miss all those encountered, and will always hold a special place for the City of Hughson in my heart.

Sincerely,
Juan (John/Johnny) Padilla

A handwritten signature in black ink that reads "Juan Padilla". The signature is written in a cursive, flowing style.



CITY OF HUGHSON AGENDA ITEM NO. 3.6

SECTION 3: CONSENT CALENDAR

Meeting Date: June 27, 2016
Subject: Approval to Adopt Resolution No. 2016-22, Amending the City of Hughson Personnel Manual
Presented By: Lisa Whiteside, Finance Manager
Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2016-22, Approving amendments to the City of Hughson Personnel Manual governing the administration of personnel matters.

Background:

On August 28, 2006, the City Council of the City of Hughson adopted Resolution No. 06-156 approving amendments to the City of Hughson Personnel Manual. On July 12, 2010 the City Council approved a draft revision to the Personnel Manual that included revisions to Section 9.15 (Family care and Medical Leave) and the addition of Section 9.19 (Military Spouse Leave). At that time, City staff was directed to meet and confer with the represented labor groups regarding these revisions. The meet and confer process with the represented employee groups was never initiated and the revisions from July 12, 2010 Council Meeting were never implemented. In addition, the Memorandum of Understanding (MOU) approved on June 23, 2014 created inconsistencies between the Personnel Manual and the MOU. To stay consistent with the current MOU, staff is recommending approval of the following amendments to the Personnel Manual:

1. Create consistencies between the Approved MOU and the Personnel Manual with the following amendments:
 - Add Incentive Pay to Section 8.03
 - Add maximum payment levels for group Medical, Dental and Vision benefits for employees hired after July 1, 2014 to Section 8.10B
 - Add retirement rates for new Public Employee Retirement Members (PERS) and revise the employee share of PERS to section 8.11
 - Add the following sentence to Section 9.02 – Cash out of accumulated balance will be required upon employee promotion out of existing classification.
 - Add tables, thumb drives and smart phones to the Technology Resources Definition in Section 13.01

2. Minor grammar and spelling errors were corrected
3. Revised Section 9.15 according to the changes brought forth to Council on July 12, 2010
4. Added Section 9.19 according to the changes brought forth to Council on July 12, 2010

On November 17, 2015, City Management met with representatives of the Hughson Employee Association and Operating Engineers #3 (OE3) to review the Personnel Manual Amendments. At this meeting, OE3 was in agreement with the proposed amendments. It was also agreed that the Personnel Manual needs a complete and thorough review. Since this process will take longer than expected, the Personnel Manual in front of you today is the first step in the revision process. City staff plans to continue working with the labor negotiating team and to bring forth a completely updated Personnel Manual in the near future. Furthermore, the City Attorney has also identified other areas that need to be reviewed for consistency with Federal and State law and this will also be completed in the next iteration of review.

Fiscal Impact:

There are no fiscal impacts associated with this item outside of nominal printing costs to provide City staff with new copies of the revised Personnel Manual once approved.

CITY COUNCIL
CITY OF HUGHSON
RESOLUTION NO. 2016-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
ADOPTING REVISIONS TO THE PERSONNEL MANUAL FOR EMPLOYEES OF
THE CITY OF HUGHSON**

WHEREAS, the City Council of the City of Hughson has established a Personnel Manual governing the administration of personnel matters of the City (except where a memorandum of Understanding with represented employee groups supersedes such Personnel Policy Manual); and,

WHEREAS, on August 26, 2006 the City Council of the City of Hughson adopted Resolution No. 06-156 Adopting revisions to the personnel manual for employees of the City of Hughson; and,

WHEREAS, revisions to the Personnel Manual must be approved by the City Council; and,

WHEREAS, the City Manager has the overall responsibility for implementation and supervision of personnel regulations; and,

WHEREAS, the City desires to formalize amendments to the Family Care and Medical Leave and Military Spouse Leave as previously contemplated; and,

WHEREAS, the City desires to update the Personnel Manual to maintain consistencies with the Memorandum of Understanding of Operating Engineers Local Union No. 3; and,

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Hughson does hereby approve the Personnel Manual for the City of Hughson attached hereto, superseding all previous Personnel Manuals.

PASSED AND ADOPTED by the Hughson City Council at a regular meeting thereof held on June 27, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

MATT BEEKMAN, Mayor

ATTEST:

SUSANA DIAZ, Deputy City Clerk



CITY OF HUGHSON PERSONNEL MANUAL

ADOPTED JUNE 27, 2016
(RESOLUTION NO. 164-XX)

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DRAFT

CITY OF HUGHSON
PERSONNEL POLICY MANUAL
EMPLOYEE ACKNOWLEDGMENT

I have received my copy of the City of Hughson Personnel Policy Manual. I understand that I am responsible for familiarizing myself with information in this manual and understand that it describes the general personnel policies of the City that governs my employment. Since the information, policies, and benefits described in this booklet are necessarily subject to change, I understand and agree that any such changes can be made unilaterally by the City in its sole and absolute discretion, and that material changes will be made known to employees through the usual channels of communication within a reasonable period of time.

Date: _____

Signature: _____

Print Name: _____

DRAFT

CITY OF HUGHSON
PERSONNEL POLICY MANUAL
STATEMENT OF PURPOSE

The personnel rules and procedures outlined in this document apply to all employees regardless of union or association affiliation, except as noted herein. The purpose of these rules and procedures is to establish a high degree of understanding, cooperation, efficiency, and unity for employees in the City service, and to establish systematic and uniform procedures for the handling of personnel matters, and to implement the provisions of Hughson Municipal Code § 2.08.070, which state: “The city manager shall have the power and shall be required to appoint, and, when necessary for the good of the service, remove any employee of the City, subject to the personnel rules, except the city attorney, city treasurer, commissioners and elected officials.”

The fundamental objectives of this document are to:

1. Maintain and promote economy and efficiency in the City service.
2. Maintain a uniform job classification and a compensation plan based upon the relative duties of each classification.
3. Provide fair and equal opportunity to all persons who apply for City employment through nondiscriminatory and practical methods of selection.
4. Promote high morale among employees by providing good working conditions, opportunity for advancement, consideration for employees’ welfare, and a basis for understanding the conditions of City employment.
5. Develop a program of recruitment and advancement that will make City service employment equitable and attractive as a career, and encourage each employee to give his or her best service to the City.
6. Carry out the personnel policies of the City Council.

This Personnel Manual shall not apply to any employees in a represented employee’s organization unit to the extent to which this policy is inconsistent with the terms of an agreement or memorandum of understanding covering such employees. If this policy is contrary to or inconsistent with the terms of an agreement or memorandum of understanding, the language in the agreement or memorandum of understanding will control.

This Personnel Manual supersedes and replaces all previous personnel policies, practices, and guidelines. The City Council reserves full discretion to add to, modify, or delete provisions of this Personnel Manual, at any time without advance notice.

SECTION 1. GENERAL PROVISIONS.

1.01. Title.

This manual shall be known and may be cited as the "Personnel Manual."

1.02. Purpose.

The purpose and objectives of the Personnel Manual are described in the Statement of Purpose on page 1.

1.03. Non-Discrimination.

The City of Hughson is committed to a policy of equal employment opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Immigration and Nationality Act, and all applicable Local, state and federal laws.

Furthermore, the City believes that all persons are entitled to equal employment opportunity and does not unlawfully discriminate against its employees or applicant because of race, religious creed, color, national origin, ancestry, age, marital status, physical or mental disability, medical condition, gender, or the pregnancy, childbirth, or related individual condition of a female employee. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination.

1.04. Policy Against Harassment.

The City of Hughson is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, on the basis of race, religious creed, color, national origin, ancestry, medical condition (as defined in California Government Code), marital status, age, sexual orientation, the pregnancy, childbirth or related individual condition of a female employee, gender, or physical or mental disability.

Unlawful harassment of an applicant or employee by a supervisor, management employee or coworker on the bases listed above will not be tolerated.

Disciplinary action up to and including termination will be taken for behavior described in the following definition of harassment.

Harassment includes, but is not limited to:

A. Verbal Harassment. For example, epithets, derogatory comments or slurs on any of the bases listed above.

B. Physical Harassment. For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on any of the bases listed above.

C. Visual Forms of Harassment. For example, derogatory posters, notices, bulletins, cartoons, or drawings on any of the bases listed above.

D. Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance, or creates an offensive work environment.

Many persons are not aware that their behavior is offensive or potentially could constitute harassment. Any individual (employee or applicant) who believes that he or she has been harassed, on any of the bases listed above, should immediately inform the offender that his or her behavior is unacceptable and should cease. If an employee believes he or she is the subject of harassment and feels threatened or has difficulty expressing disapproval, informal assistance and counseling should be sought from the supervisor and/or Department Head. An individual may seek at his or her own expense advice and counseling outside of the Department (e.g., employee organizations, and community counseling centers). When an individual's effort to resolve a harassment complaint informally does not satisfactorily resolve the situation, or if the individual does not desire to resolve the complaint informally, the individual should file a complaint of the incident and the name(s) of the individual(s) involved to the supervisor and/or Department Head nearest them in the chain of command who is not involved in the harassment.

Supervisors and/or Department Heads shall immediately report any incident of harassment to the City Manager. In the event that the City Manager is the person of whom the complaint is made, the supervisor and/or Department Head shall immediately report any incident of harassment to the Mayor.

Within 24 hours of receiving such a report, the City Manager or the City Manager's designated representative (unless either is the person complained of, in which case the City Manager (or the Mayor if the Mayor is substituted for the City Manager) shall substitute for that person) shall interview the complainant. The Mayor shall report all complaints of harassment to the City Council in closed session at the next regular meeting, in accordance with the Brown Act. If, in the interviewing party's opinion, there are grounds to investigate further, the interviewing party(ies) shall promptly thereafter interview the person of whom complaint is made, and other persons who may be considered necessary, such as percipient witnesses. If, in the opinion of the investigators, the matter can then be resolved by appropriate warnings, correction action short of the imposition of discipline, or conciliation between the parties, they shall do so.

The interviews and investigations shall be restricted to the harassment issue under investigation; a record, including tape recordings, may be kept, and the City Manager (or Mayor) and City Manager's (or Mayor's) designated representative shall maintain a confidential holding file documenting any investigations made, and the resolutions thereof. Parties interviewed shall not be placed under oath, nor shall they be entitled to representation during the initial investigation.

If the matter cannot be resolved by appropriate warnings, corrective action short of the imposition of discipline or conciliation, and the investigators feel that the imposition of discipline is required, such discipline shall be imposed pursuant to the procedures established in this Personnel Manual.

In the event the imposition of discipline is required, all rights to representation, hearings, and appeal granted by the City's Municipal Code, Personnel Manual, and applicable state or federal law shall be observed.

All investigations will remain confidential to the extent allowed by law. At no time will information concerning a complaint be released to anyone not involved with the investigation except that the City Manager (or Mayor, as appropriate) will report to the City Council in closed session the fact of, and the resolution of, any such investigation if allowed to do so pursuant to the Brown Act, and the investigators may consult with the City Attorney as necessary. Such reports as may be required by the Government Code shall be made. The purpose of this provision is to protect the confidentiality of the employee, to encourage the reporting of incidents of harassment, and to protect the reputation of any person wrongfully charged with harassment.

There will be no retaliation for the making of a complaint, but the making of a knowingly false complaint of harassment may be grounds for discipline.

All employees, supervisors, and managers shall be sent copies of this Policy and this Policy shall be posted in appropriate places.

Harassment as defined above, violates Title VII of the Civil Rights Act of 1964, the California Government Code, and regulatory guidelines of the Equal Employment Opportunity Commission, and the California Fair Employment and Housing Commission. In addition to notifying the City about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. You can contact the nearest DFEH office or the FEHC at the locations listed in the City's DFEH poster or by checking the state government listing in the local directory.

Violation of this policy may constitute cause for discipline, up to and including termination.

1.05. Immigration Law Compliance.

The City is committed to full compliance with the federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he or she begins work. Accordingly, all newly hired employees must go through this procedure.

1.06. Age Requirements.

The minimum age requirement for regular employment by the City of Hughson is eighteen (18) years of age.

1.07. Fair Employment Practices.

Any technique or procedure used in recruitment and selection of employees shall be designed to measure only the job related qualifications of applicants. No questions in any tests, or in any application forms, or by any department manager shall be so framed as to attempt to elicit information concerning the prohibited bases of discrimination set forth in Section 1.03 above, or political opinion or affiliation. Nothing herein contained shall be construed to preclude the execution of loyalty oaths as is permitted by law.

1.08. Dissemination of the Personnel Policy.

Copies of the Personnel Policy shall be provided to all employees. Copies shall be on file in the Personnel Department and in each department manager's office. Where departmental rules and regulations are in force, copies of such rules will also be available to employees of that department.

1.09. City Rights.

The City Manager, and other persons such as the City Council may authorize, has the exclusive right, in accordance with applicable laws and regulations, to take certain actions including, but not limited to, the following:

- A. Directing of employees in the performance of their duties;
- B. Hiring, promoting, transferring, classifying, and assigning employees;
- C. Disciplining or dismissing employees;
- D. Determining the City's purpose, budget, and organization; and
- E. Determining and effectuating methods of implementing the foregoing.

1.10. Personnel Management Responsibilities.

The City Manager is responsible to the City Council, pursuant to the Hughson Municipal Code Section 2.08.070, to appoint, and when necessary for the good of the City, to remove any employee of the City, subject to the Personnel Manual, except the city attorney, city treasurer, commissioners and elected officials.

1.11. Administration of Rules.

The City Manager, subject to the direction of the City Council, is responsible for the administration of the rules set forth in this Personnel Manual.

1.12. Delegability of Powers by the City Manager.

The City Manager, in his or her absence or disability, may delegate any of his or her authority set forth in these rules as he or she may deem appropriate and necessary.

1.13. Employee Organizations.

Employees of the City shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and conditions of employment. Employees of the City also shall have the right to refuse to join or participate in the activities of employees organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by any employee organization because of his or her exercise of these rights.

In the event provisions of these rules contradict those included in a Memorandum of Understanding accepted by the City Council and in effect between the City and formally recognized employee organizations, the terms of the Memorandum of Understanding shall prevail.

1.14. Driving Record.

The following policy shall be applicable to each City employee. (Refer to section 8.17 for mileage reimbursement for use of personal vehicles for city business.)

The City will obtain a driver's record report from the State Department of Motor Vehicles for each existing and new employee(s). The City may from time to time obtain updated reports. Any employee subject to this policy shall cooperate with the City in obtaining such reports.

Each employee subject to this policy shall maintain a safe and careful driving record.

This policy is not intended to require that each employee or applicant possess a driver's license.

1.15. Employment of Relatives.

Relatives of present employees may be hired by the City only if (1) individuals concerned will not work in a direct supervisory relationship, and (2) the present employee is not in a position classified as "confidential," and (3) the employment will not pose difficulties for supervision, safety, security, or morale. "Relatives" are defined to include spouses, registered domestic partners, children, sisters, brothers, mothers or fathers, or children-in law, sisters-in-law, mothers-in-law, brothers-in-law, or fathers-in-law.

In the event that a change in status occurs (as by marriage, promotion, job assignment, demotion, adoption) with respect to present employees then the present employees will be permitted to continue employment with the City only if they do not work in a direct supervisory relationship with one another, and neither is in a "confidential" position, and they do not pose difficulties for supervision, security, safety, or morale. If employees whose status changes do work in a direct supervisory relationship with one another, or one is in a confidential position, or the relationship poses difficulties for supervisors, safety, security, or morale, then the City will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be

required to leave the City employment. The decision as to which employee will leave is left solely to the affected employees.

This policy shall be effective for all employees hired after the date of the resolution of the City Council adopting these Rules.

1.16. Safety.

Every employee is responsible for safety. To achieve our goal of providing a completely safe work place, everyone must be safety-conscious. Please report any unsafe or hazardous condition directly to your supervisor immediately. Every effort will be made to remedy problems as quickly as possible.

In case of an accident involving a personal injury which is work-related, regardless of how serious, please notify your supervisor and the employee performing the Risk Management function immediately. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims.

If an employee is injured on the job, he or she will be entitled to benefits under the Worker's Compensation laws in most cases. The City carries Worker's Compensation insurance and will assist employees to obtain all benefits to which they are legally entitled.

1.17. Personnel Records

The City Clerk shall maintain a roster card for each employee, showing his or her name, title, department, salary, changes in employment status, leave record, and other pertinent information. Personnel files shall also be maintained for each employee, to include the employment application, copies of personnel actions, accident reports, training courses completed, commendations, reprimands, and other pertinent documents.

All personnel records including applications, examination papers, eligible lists, etc., shall be considered confidential and shall be made available only to the employee or to a department head and concerned; except that an employee may inspect his or her personnel records at reasonable intervals and at reasonable times. A candidate in an examination may review only his or her own test papers when test material is open for inspection. A candidate shall not have the ability to review any confidential portions of any background investigation in order to maintain the integrity of receiving truthful information from respondents

All employees, including those on leave of absence, shall keep the Personnel Office informed as to their current home address at all times.

SECTION 2. DEFINITIONS.

2.01. Administrative Leave.

Administrative leave may be provided to management and mid-management employees who do not incur overtime. The amount of time off will be governed by the current memorandum of understanding which is in effect.

2.02. Allocation.

The official determination of the class to which a position belongs or the approved

number of positions in an appropriate class.

2.03. Anniversary Date.

The date the employee began a current continuous service.

2.04. Appointing Power.

The officers of the City, who in their individual capacities, or the City Council, have the final authority to make the appointment to the position to be filled.

2.05. Authorized Position.

A specific work position, within a job classification, which is or may be held by an employee, and has been expressly approved by the City Council by inclusion within the budget.

2.06. Bereavement Leave.

A period of time allowed with pay to a regular employee in the event of death within the immediate family.

2.07. City.

City means the City of Hughson, a municipal corporation, and where appropriate herein, "City" refers to the City Council, the governing body of said city, or any duly authorized management employee as herein defined.

2.08. Class.

All positions sufficiently similar in duties, authority, responsibility, and working conditions to permit grouping under a common title and the application with equity of common standards of selection, transfer, promotion and salary.

2.09. Compensation.

The salary, wage allowance and all other forms of valuable consideration earned by or paid to any employee by reason of his service in a position, but not to include any compensation for expenses incurred incidental to employment.

2.10. Compensation Time (Comp. Time).

Accumulated time which an employee can bank in lieu of overtime payment.

2.11. Continuous Employment.

City employment which is uninterrupted except by authorized absences.

2.12. Continuous Examination.

An open competitive examination which is administered periodically.

2.13. Demotion.

A disciplinary change in job classification to a lower salary or salary range.

2.14. Department.

A major administrative branch of the City, involving a general line of work, with one or more employees under the charge of a designated department head.

2.15. Disciplinary Action.

The written reprimand, ~~discharge~~~~dismissal~~, demotion, reduction in pay, suspension or termination of an employee for punitive reasons and not for any non-punitive reasons.

2.16. Dismissal or ~~Discharge~~~~Dismissal~~.

Involuntary termination of employment with the City.

2.17. Eligible.

A person who was successful in the examination process.

2.18. Eligible Applicant Pool.

That list of individuals who have successfully passed all employment tests for an authorized position, but have not been hired.

2.19. Employee.

A person who is legally occupying a position in City service or who is on an authorized leave of absence from the position. Employees are separated into different employment categories as set forth in Section 5.00 of this Personnel Manual.

2.20. Employee Organization.

Any organization which includes employees of the City and which has as one of its primary purposes representing such employees in their employment relations with the City.

2.21. Good Standing.

Being currently employed, and not under disciplinary action, by the City.

2.22. Grievance.

Any good faith or reasonable complaint of one or more employees or a dispute between the City and one or more employees involving the terms and conditions of his or her employment, but not involving imposition of discipline.

2.23. Immediate Family.

The term immediate family is defined as the employee's wife, husband, registered domestic partner, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law, grandparent or grandchild.

2.24. Job Classification.

Descriptive title of a certain type of job performed by a City employee. Inherent in each classification are certain duties, responsibilities, and degrees of authority.

2.25. Jury Duty.

Time off to serve as required by law on an inquest or trial jury, or to appear in court as a witness.

2.26. Leave of Absence.

An authorized absence from duty without pay of any regular employee pursuant to Subsection 9.05 of this Personnel Manual.

2.27. Merit Increase.

A step increase in an employee's designated salary range.

2.28. Military Leave.

Time off for employees to serve in the armed forces of the federal government, or for military training, or for members of the reserve component of the armed forces who are called to active duty.

2.29. Overtime.

Hours worked by an employee in excess of their regular work schedule or shift.

2.30. Performance Evaluation.

A review and evaluation of an employee's performance and capabilities in his or her authorized position by his or her immediate supervisor.

2.31. Personnel Manual/Rules.

This group of rules and procedures concerning City employment.

2.32. Personnel Officer.

That person charged with the responsibility and given commensurate authority to enforce these rules and regulations. In the absence of another person so designated, the City Manager is the personnel officer.

2.33. Probationary Period.

A period to be considered an integral part of the examination process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position, and during which the employee may be terminated with or without cause, and with or without notice.

2.34. Salary Range.

Categories which determine the minimum and maximum salary payable for each employment classification.

2.35. Salary Step.

A level of salary payable in each salary range.

2.36. Sick Leave.

A paid absence from duty by an employee due to illness.

2.37. Suspension.

The temporary separation from service of an employee, without pay, for disciplinary purposes.

2.38. Termination.

The conclusion or cessation of employment with the City, whether initiated by the City or the employee.

2.39. Vacancy.

An unfilled authorized position with the City.

SECTION 3. GENERAL INFORMATION OF THE CITY ORGANIZATION.

3.01. Governing Body.

The City Council, elected to the office by the people, is the governing body of the City of Hughson. It is their duty and responsibility to enact municipal laws and to formulate the general policies of City government for the general welfare of the people. It is also their duty to interpret these policies when in need of clarification.

3.02. Administration.

The City of Hughson is a general law city and operates under the council-manager form of government. Under this form of government the City Council appoints an administrator of City Government who is referred to as the City Manager. He or she is responsible to the City Council for managing the administrative affairs of the City, and assuring that the City functions properly and in the best interest of the people. He or she is assisted in accomplishing this by working through various department heads and assistant staff.

SECTION 4. CLASSIFICATION DESCRIPTION PLAN.

4.01. Personnel Organization.

The City is organized into several departments. Each department includes one or more job classifications. Each job classification has one or more authorized positions.

4.02. Preparation of Plan.

The City Manager or a delegated individual or individuals shall ascertain and record the duties and responsibilities of all positions in the City service, except City Manager, City Treasurer, and City Attorney, and shall recommend a classification plan for such positions.

The classification plan shall consist of classes of positions in the City service defined by class specifications, including the title. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class.

4.03. Adoption, Amendment, and Revision of Plan.

The classification plan shall be adopted by the City Council and may be amended from time to time. During the process of consideration, any recognized employee organization affected shall be advised. Amendments and revisions of the plan may be suggested by an interested party, including any recognized employee organization.

4.04. Allocation of Positions.

Following the adoption of the classification plan and consultation with any recognized employee organization affected, the City Manager shall allocate every position in the City employee (except City Manager, City Treasurer, and City Attorney) to one of the classes established by the plan.

4.05. New Positions.

A new position shall not be created and filled until the classification plan has been amended to provide there~~offer~~ and an appropriate employment list established for such position.

4.06. Reclassification.

Positions, the assigned duties of which have been materially changed by the City so as to necessitate reclassification, whether new or already created, may be allocated by the City Manager to a more appropriate class.

SECTION 5. EMPLOYMENT CATEGORIES.

In order to determine eligibility for various benefits, the following employment categories have been established.

5.01. Probationary Employees.

Employees are hired by the City on a probationary basis for a period of twelve (12) months for miscellaneous personnel, and twenty-four (24) months for sworn Police personnel for

the purpose of assessing their ability to perform assigned tasks. Such employment may be terminated at any time during the probationary period if such action is deemed appropriate by the employee or the City, with or without cause, and with or without notice. The probationary period may be extended by the City, in its sole discretion, if it determines that such an extension is desirable or appropriate, for up to an additional full period. A new probationary period shall commence upon assignment to a different position.

5.02. Regular Full-Time Employees.

A regular full-time employee is an employee of the City who is regularly assigned to work forty (40) or more hours per week in an authorized position, which position exists continuously, and who has completed his or her probationary period.

5.03. Temporary Employees.

A temporary employee is any employee who is not a regular employee, as defined in Subsection 5.02 of this Personnel Manual, or a probationary employee, as defined in Subsection 5.01 of this Personnel Manual, or an elected or appointed employee as defined in Subsections 5.05 and 5.06 of this Personnel Manual, or a part-time employee as defined in Subsection 5.04. of this Personnel Manual. Thus, employees who work in a position which exists only seasonally, or employees who hold a job of limited duration arising out of special projects, abnormal work load, or emergencies (regardless of the number of hours worked) are temporary employees. These employees are not eligible for City provided benefits, except as provided by applicable law. Temporary employees can be terminated with or without notice, and with or without cause, at any time, by the employee or City. An employee will not change from temporary status to another status unless specifically informed of such a change, in writing, by the City Manager, and Section 7 shall apply to such change.

5.04. Regular Part-Time Employees.

A regular part-time employee is an employee who has been appointed to an authorized position, which position exists continuously, in which the employee will be regularly scheduled to work fewer hours than an employee appointed to a fulltime position. Part-time appointees shall become eligible to receive partial (pro-rated to 40 hours per week) vacation leave, holiday pay and sick leave provided that they have current membership in the Public Employees Retirement System (PERS), that they have worked twelve consecutive months of regularly scheduled halftime employment or more and that they meet the City of Hughson's requirements for the PERS system.

5.05. Rehired Employees.

Regular employees who are rehired following a break in service in excess of 30 days (other than an approved leave of absence) must serve a new probationary period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including for purposes of measuring benefits and seniority.

5.06. Emergency Employees.

To meet the immediate requirements of an emergency condition, such as extraordinary

fire, flood or earthquake, which threatens public life or property, any legally competent officer or employee, with the approval of the City Manager may employ such persons as may be needed for the duration of the emergency without regard to the rules affecting appointments.

5.07. Appointed Employees.

The City of Hughson has three positions which are filled directly by the City Council, and to which the Personnel rules do not apply. These are the City Manager, City Treasurer, and the City Attorney, who serve solely at the pleasure of the City Council, subject to applicable provisions of law.

SECTION 6. FAIR LABOR STANDARDS ACT EMPLOYEE CATEGORIES.

6.01. Non-Exempt Personnel.

Non-Exempt personnel include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act (FLSA) or any applicable state laws. Employees in this category are generally entitled to overtime pay for work in excess of forty (40) hours in a work week.

6.02. Exempt Personnel.

This category includes all employees who are classified exempt from the overtime provisions of the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Such employees include employees who qualify as exempt department managers and mid-management personnel and elected officials.

SECTION 7. RECRUITMENT PROCESS.

7.01. Announcement.

All recruiting for regular (full-time and part-time) positions shall be conducted in accordance with this Section 7.

All examinations for classes for regular (full-time or part-time) positions in the City service shall be publicized by such methods as the City Manager or his or her designee deems appropriate. Recruiting for temporary employees may be conducted and/or advertised in such manner as the City Manager deems appropriate. Special recruiting may be conducted, if necessary, to insure that all segments of the community are aware of the forthcoming examinations. The announcements shall specify the title and pay of the class for which the examination is announced; the nature of the work to be performed; preparation desirable for the performance of the work of the class; the manner of making application, the form or forms of examination which may be used, and other pertinent information.

7.02. Application Forms.

Applications shall be made as prescribed on the examination announcement. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one or more examining physicians and references. All applications must be signed by the person applying.

7.03. Disqualification.

The City Manager or his or her designee may reject any application which indicates that the applicant does not possess the minimum qualifications required for the position. Applications may be rejected if the applicant has made any false statement of any material fact or practiced deception or fraud in an application.

7.04. Examination Process.

The selection techniques used in the examination process shall be impartial and relate to those subjects which fairly measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Examinations shall consist of selection techniques which will test fairly the qualifications of candidates such as, but not necessarily limited to, achievement and aptitude tests, other written tests, personal interview, performance tests, physical agility tests, evaluation of daily work performance, work samples, medical tests, psychological tests, successful completion of prescribed training, or any combination of these or other prescribed training or any combination of these or other tests. The probationary period shall be considered as a portion of the examination process. Examinations shall be designed to provide equal opportunity to all candidates by being based on an analysis of the essential requirements of the class, covering only factors related to such requirements.

7.05. Promotional Examinations.

Promotional examinations may be conducted whenever the needs of the City require. Promotional examinations may include any of the selection techniques approved by the City. Only regular or probationary employees who meet the requirements set forth in the promotional examination announcements may compete in promotional examinations.

All job openings shall be posted for a period of sixteen (16) working days on each bulletin board at all work locations. If applicable, the job posting shall include the name of the validated test(s) to be used.

It is the City's policy to give qualified employees preference to other applicants when filling vacancies within the organization. However, because of legal requirements and because of the levels of education and other qualifications required for many positions, promotions from within are not always possible. An employee's past performance, qualifications, potential, abilities, and job experiences are important factors that are considered in the selection of employees for promotion. Any employee who meets minimum qualifications for the position is guaranteed entrance to the first examination, written or oral. If all applicants are equal in qualifications at the final interview stage, then a qualified employee will receive the position in preference to a qualified non employee.

7.06. Continuous Examinations.

Open-competitive examinations may be administered periodically for a single class as the needs of the service require. Applications will be kept on file by the department affected, for as long as that department head or the City Manager deems appropriate.

7.07. Notification of Examination Results and Review.

Each candidate of an examination shall be given notice of the results thereof, and if successful, of the final earned score and/or whether or not they have been placed on the employment list.

All candidates shall have the right to inspect their own test answer sheet within five (5) working days after the notifications of examination results have been postmarked. Any error in computation, if called to the attention of the Personnel Department within this period, will be corrected. However, such corrections shall not require invalidation of appointments previously made.

7.08. Background Checks.

Background checks will also be conducted for all applicants positions prior to appointment, as well as when the City Manager deems appropriate.

7.09. Medical Examinations.

A medical examination, including drug and alcohol testing, at City expense is required before appointment for all city employees. Such medical examination will be required only after an offer of employment has been made. Such examination shall be performed by a licensed physician of the City's choice. Documents indicating that the employee has received a medical clearance shall be made part of his or her personnel file, but all information obtained as a result of the examination shall be kept in a separate file, in accordance with the American with Disabilities Act. The City Manager may establish job-related physical standards for each job classification.

Only conditional appointment will be offered to an applicant who has not yet submitted to an authorized examination. Employment will be contingent on a satisfactory examination.

7.10. Appointment.

The position of City Manager, City Treasurer, and City Attorney shall be filled by City Council appointment. All other positions shall be filled by appointment by the City Manager. All appointments shall be as a regular employee, temporary employee, part-time employee, emergency employee or probationary employee.

7.11. Probationary Periods.

All new employees shall serve a probationary period as outlined in Subsection 5.01 of this manual. The employee will not be eligible to take vacation leave during the first six months of the probationary period. The employee shall be eligible for sick leave benefits as of the date of hire.

The City can extend the duration of the probationary period one or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate, pursuant to Subsection 5.01. A new probationary period will begin upon assignment of an employee to a new position; if the assignment to the new position is a result of promotion, Section 7.14 will apply. The employment relationship can be terminated by the employee or the City at any time during a probationary period with or without cause, and with or without notice, and without

compliance with Chapter 10 of this Manual.

7.12. Reports on Probationers.

Department heads shall be responsible for the preparation and submission of performance evaluations as required by the City Manager. The department head shall recommend retention or rejection of the probationer prior to the expiration of the probationary period.

7.13. Release Following Promotion.

An employee released during probationary period following promotion shall be reinstated at his/her former salary step to his/her former position or a position in the class from which he/she was promoted unless the reason for his/her release is cause for dismissal. "Release" in this section means failure of the probationary period. If no vacancy exists in this class, the employee with the least amount of time in this class shall be demoted to the most recent class in which he/she has satisfactorily served. If any employee is caused to be released by such action, he/she shall be placed on a reemployment register for the classification from which he/she was released. Any employee who is released during a probationary period following promotion shall retain his/her rights to appeal the dismissal from the City, but not the right to appeal his/her release from the position from which demoted.

7.14. Seniority.

Upon completion of his or her probationary period, an employee's seniority shall be established. The seniority date begins at the original date of hire in a regular position.

SECTION 8. SALARY AND COMPENSATION PLAN ADMINISTRATION.

8.01. Salary Ranges.

The City has adopted certain salary ranges for fulltime City employees. These ranges may be changed from time to time by City Council action or in accordance with approved agreements, or memoranda of understanding with recognized employee organizations.

8.02. Salary Organization.

There shall be a salary range for each authorized position. Each salary range shall include salary steps (A step, B step, C step, D step, and E step) respectively.

8.03. Administration of Salaries.

The City has a salary schedule which denotes the steps in the pay ranges of the City salary plan.

Except as otherwise provided by the City Manager or in this manual, employees and candidates shall be employed or appointed at the entry level of the salary range for their particular class. Advancement within a salary range shall not be automatic, but shall be given only upon approval of the City Manager. An employee may be considered for increases in salary according to the following schedule, but all advances or increases will be based on merit and performance:

- (1). Step A shall be paid upon initial appointment to City service for a period of six (6) months, except when another step is indicated as the beginning pay step.
- (2). After satisfactory completion of at least six (6) months' service at Entry Level, (step A) employees may be considered for merit increase to B Level. Employees appointed at other than Step A may be considered for an increase to the next higher step upon the satisfactory completion of at least twelve (12) months' service.
- (3). New positions or promotions for any position shall not exceed one step per service year and shall include a complete written personnel evaluation prior to any step increase.
- (4). A employee who has ten (10) years of service with the City of Hughson shall be eligible for a longevity pay bonus of five percent (5%) above the E step of the range they occupy provided the performance of the employee is job standard. Longevity pay shall not be considered automatic but will be based upon merit and consistent job standard performance. To receive said pay bonus, the employee shall be evaluated annually by his supervisor, recommended on an annual basis by his or her Department Head and approved by the City Manager in an effort to maintain the longevity pay status.

INCENTIVE PAY

The following incentives are available to employees within this bargaining unit. Those employees who are required through their job description to maintain a listed license, certificate or degree are not eligible for that incentive.

Maintenance Worker Classifications:

- | | |
|--|----|
| a. Water Distribution Operator I | 1% |
| b. Water Distribution Operator II | 1% |
| c. Water Treatment Operator I | 1% |
| d. Water Treatment Operator II | 1% |
| e. Pesticide Qualified Applicator License (QAL) | 1% |
| (Management will identify and select one member of Public Works who will receive the QAL incentive pay.) | |

Professional and Technical Classifications:

Bilingual Pay (Accounting Technician I/II only):

- a. Employees who are certified as bilingual in English –Spanish in the spoken word shall receive additional compensation in the amount of one and one-half percent (1.5%) of base pay.
- b. Employees who are certified as bilingual in English-Spanish both spoken and written shall receive additional compensation in the amount of two and one-half percent (2.5%) of base pay. Said certification shall be determined by the City subject to review and input by the union. Bilingual employees shall be fluent to a level so as to easily

- communicate with Spanish speaking customers and the public on City business matters.
- c. The maximum Bilingual Pay incentive that can be received is two and one-half percent (2.5%) of base pay.

Education Pay (All City of Hughson Employees Association members):

- a. Employees who have obtained a job related Associates of Science or Arts degree from an accredited college shall receive additional compensation in the amount of one and one-half percent (1.5%) of base pay.
- b. An employee who has obtained a Bachelor of Science or Arts Degree shall receive additional compensation of three percent (3%) of base pay.

The maximum incentive pay an employee can receive for qualified certificates is three percent (3%).

The maximum education incentive pay an employee can receive for a qualified degree is three percent (3%).

8.04. Temporary Employees.

The following policies shall be applicable to temporary employees:

- A. They shall have no right to, or expectation of, reemployment after the term of such temporary employment.
- B. They shall not serve a probationary period.
- C. They may be terminated at any time, with or without cause, and with or without notice, and without compliance with Chapter 10 of this Manual.
- D. Their term of employment shall cease when the City Manager determines there is no longer a need for such seasonal or temporary employees.
- E. They shall receive no employee benefits other than wages, except as provided by law.

8.05. Part-Time Employees.

The following policies shall apply for part-time employees:

- A. They may become eligible for fulltime employment should a position for which they are qualified becomes open.
- B. They shall become eligible to receive partial vacation leave granted to full

time employees, provided that they have current membership in the Public Retirement System and ~~have worked~~have worked at least twelve(12) consecutive months of regularly scheduled half time employment.

8.06. Performance Evaluations.

A. An employee's supervisor will prepare at least once per year, after probation ends, in writing, a performance evaluation for each regular employee.

B. Performance evaluations may also be prepared in the following instances:

(1). When an employee has worked an initial six (6) month period in his or her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job positions);

(2). Upon completion of the employee's first twelve (12) months of service following the probationary period and annually thereafter;

(3). When an employee is being considered for promotion, transfer, demotion, termination, or when other disciplinary action is being considered.

(4). Whenever the employee's supervisor believes there has been a significant change in the employee's performance.

(5). All performance evaluations become a permanent part of the employee's personnel file.

C. Upon the completion of the performance evaluation, a meeting shall be held between the employee and the supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential within City service.

D. Employees receiving less than an overall average rating on their performance evaluation will not be entitled to a merit increase in salary.

8.07. Change in Pay Following Promotion.

When an employee is promoted, he or she shall normally receive the first step in the salary range for the new position. However, if such step is equal to or less than his or her present salary, or he or she would be eligible for step advancement shortly in his or her previous position, he or she may receive the next step in the salary range of the new position which is immediately above his or her present salary.

8.08. Re-Classification Change in Pay.

A reclassification study and change reflect an equity adjustment based on the assigned duties and responsibilities of the position. When a position is reallocated to a classification with a higher pay range, and the incumbent employee retains the position, the employee will retain the same step assignment and his accrued time-in-step. No minimum salary adjustments will be applied. When a position is reallocated to a classification with a lower salary range, the

incumbent employee shall not be reduced in pay while he continues to occupy the position. If his current salary rate exceeds the maximum step of the new range, his salary shall be frozen at its current level. When the incumbent leaves the position, his replacement may be hired at the beginning rate; rate will normally be the beginning rate, but is negotiable.

8.09. Pay for Employees in an “Acting” Capacity.

Any employee who is formally assigned to and performs the duties of a higher level position on an “acting” basis for longer than thirty (30) continuous work days shall, commencing with the sixth (6) work day of such assignment, receive the first salary step of the assigned position to continue for so long as he performs the duties of the higher classification.

Any employee who is assigned to and performs the duties of a higher level position on an “acting” basis in an emergency situation such as an accident, injury, or sickness for longer than thirty(30) continuous work days shall receive compensation from the sixth (6) work day in the first salary step of the assigned position for so long as he or she performs the duties of the higher classification. Such pay shall be retroactive to the sixth (6) day. Such assignment shall be approved by the City Manager.

Any employee serving in an acting capacity whose compensation at their regular position is greater than the first salary step of the acting position, shall be paid one step above his or her current salary. There shall be no additional compensation for an employee in an acting capacity occurring because of annual vacation.

8.10. Employee Benefits.

The City provides certain benefits for its employees, depending on employee categories. The City reserves the right to eliminate or modify any of the benefits at any time, subject to such requirements for meet-and-confer as may be established by law.

A. Workers’ Compensation. All employees are covered by Workers’ Compensation, as required by law. Any on-the-job injuries or illness must be immediately reported to the employee’s supervisor and to the employee performing the Risk Management function.

B. Group Medical-Dental-Life-Vision Insurance Benefits. Regular employees and their dependents may participate in the City’s group medical, dental, life, and vision insurance programs. All regular employees shall be included automatically in the programs, unless coverage is waived by the employee. The City pays the cost for employee group insurance coverage as established by City Council resolution.

For employees hired prior to July 1, 2014, the City will establish a maximum payment level for Group Medical-Dental-Vision costs based on the San Joaquin Valley Insurance Authority (SJVIA) Anthem Blue Cross PPO rate (effective July 2014). At initial enrollment, the employee will have the one-time option to change current status (single employee, employee and spouse, employee and child or family). Thereafter, employee status may change only upon a qualifying life event which shall have the same meaning as an event allowing an out of open enrollment period change in typical insurance plans (i.e., marriage, divorce, birth of a child). For employees hired after July 1, 2014, the City will pay the cost of

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Group Medical-Dental-Vision for employee and dependents to a maximum of \$920 per month. The City and employee will share equally in the cost of any excess above these maximum thresholds.

Maximum payment level based on SJVIA Anthem Blue Cross PPO rate (July 2014)

Single Employee	\$7,836 (includes \$3,000 HSA Contribution)
Employee and Spouse:	\$15,600 (includes \$6,000 HSA Contribution)
Employee and Child:	\$15,144 (includes \$6,000 HSA Contribution)
Family:	\$21,348 (Include \$6,000 HSA Contribution)

C. Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are entitled to a continuation option of group health plan benefits coverage at group rates plus costs to the City on the occurrence of certain qualifying events such as termination and retirement.

8.11. Retirement Plan.

The City's retirement program through the Public Employee's Retirement System is available to employees as provided in the contract between the City and PERS... Retirement for employees covered hereunder shall be 2.7% at 55 for current members and 2.0% at 62 for new members under the California Public Employee Retirement System.

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Current members as defined by the California Public Employees' Pension Reform Act of 2013 to pay 2% increase per year of PERS employee share contribution. New members would fall under the California Public Employees' Pension Reform Act of 2013 and pay the full amount of the employee share contribution.

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Annual PERS employee share contribution (Current members):

Fiscal Year 2014-2015:	2% increase from prior year.
Fiscal Year 2015-2016:	2% increase from prior year.
Fiscal Year 2016-2017:	2% increase from prior year.
Fiscal Year 2017-2018:	2% increase from prior year.

For further information, please contact the Personnel Department.

8.12. Deferred Compensation.

The City offers to all regular employees a voluntary Deferred Compensation Plan. The employee may elect to have any amount of money up to the legal limit withheld from their regular paycheck and placed in the Deferred Compensation Plan. A brochure explaining this benefit is available in the employment package.

For an employee participating in the deferred compensation program, the City shall pay into deferred compensation in a dollar for dollar match up to a maximum of Twenty Five Dollars (\$25.00) per month.

For an employee with a management classification participating in the deferred compensation program, the City shall pay into deferred compensation in a dollar for dollar match up to a maximum of Fifty Dollars (\$50.00) per month.

8.13. Credit Union Program.

The City offers to all employees, whether regular, temporary ~~or and~~ part-time, a volunteer payroll deduction to be placed in the Credit Union Program. Brochures explaining this benefit are in the employment package.

8.14. Unemployment Insurance.

Unemployment insurance is provided in accordance with current state and federal laws.

8.15. Damaged Clothing Reimbursement.

The City will reimburse any employee for the accidental destruction of, or damage to, personal clothing when used on the job. Reimbursement shall be based on the cost of repair, as approved by the City Manager through a reimbursement claim form, but if the damage cannot be repaired then reimbursement shall be based on the article's market value.

8.16. Mileage Reimbursement.

Reimbursement shall be made in accordance with the City's adopted travel policy, except that notwithstanding the travel policy, prior to use of the personal vehicle, the employee must meet the standards and present evidence of coverage as set forth in the Central San Joaquin Valley Risk Management Authority Pooled Liability Program Master Plan, Section 2B, and the requirements of that Policy and Procedure.

If an employee is involved in an accident while using their personal vehicle for City business, the employee's insurance will be liable. The use of City vehicles in lieu of personal vehicles is strongly encouraged.

8.17. Uniform Allowance.

The City will provide uniforms and laundering thereof for each Public Works Department employee and said employees shall wear the uniforms on the job.

8.18. Safety Equipment.

The City shall provide or reimburse the employee for the cost of safety shoes where required and the cost shall be established by the City. Additionally the City will provide a winter weight safety coat in safety orange or yellow as part of the City's uniform. Any special uniform requirements will be determined with Department Head approval and as to appropriateness.

SECTION 9. EMPLOYMENT HOURS, LEAVES, VACATION, AND HOLIDAYS.

9.01. Hours of Work.

City Administration hours are generally from 8:00 A.M. to 5:00 P.M., Monday through Friday. Work hours for Public Works are generally 7:30 A.M. to 12:00 P.M. and 12:30 P.M. to 4:00 P.M., Monday through Friday. Administration includes the Office of the City Manager, Finance Department, Planning Department, and the City Clerk's Department. The City Manager or Department Head may vary start and stop times from time to time. The City Manager may allow work at home for Department Heads. Where deviations to this schedule are required, for the benefit of the City or the employees, the City agrees to meet and confer over the impacts and appropriateness of such a schedule change.

Employees shall have an unpaid one (1) hour lunch. Public Works employees shall have a ~~thirty (30) half hour~~ lunch break. Employees shall have two fifteen (15) minute break periods, one in the morning and one in the afternoon.

9.02. Overtime.

It is the policy of the City to discourage employees from working in excess of their regular schedule. Overtime will be required of any employee only when necessary for the protection of persons or property, or in other circumstances when the public interest requires overtime as established by the supervisor. Overtime may be authorized only by designated supervisory personnel.

Time worked in excess of regularly scheduled work shift shall be compensated at one-and-one-half (1 ½) times the regular rate of pay, or compensatory time off at the rate of one-and-one-half (1 ½) hours credit per hour worked, except that, with the prior concurrence of the employee, time worked in excess of a regularly-scheduled work shift within a workweek (defined as the period from midnight on Sunday to midnight on the following Sunday) may be offset by reducing a shift within the same workweek by the same number of hours worked in excess of the regularly-scheduled work shift, and no overtime shall be incurred unless the total time worked in that workweek is in excess of the total of the regularly-scheduled work shifts for that workweek. Overtime is paid in 15-minute increments. It is the policy of the City to discourage employees from working in excess of their regular schedule. Overtime will be required of any employee only when necessary for the protection of persons or property, or in other circumstances when the public interest requires overtime as established by the supervisor. Overtime may be authorized only by designated supervisory personnel.

Overtime shall be paid for in accordance with the Federal Fair Labor Standards Act. Compensatory time off will be granted to an employee under specific circumstances with prior approval from the Department head or supervisor, in lieu of overtime pay, but in no event more than eighty (80) hours. Compensatory time can be accumulated, and if so, the hours above eighty (80) will be paid at the rate specified by law. Such overtime shall be compensated for on the basis of one and one-half hours off for each hour of overtime worked. ~~Cash out of accumulated balance will be required upon employee promotion out of existing classification.~~

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9.03. Administrative Leave.

It is the policy of the City to allow employees in the management and mid-management categories to receive administrative leave since they do not receive overtime. Management employees employed as of January 1 of each calendar year may receive 80 hours and mid-management personnel may receive 40 hours of administrative leave. Certain Mid-Management personnel may be granted additional administrative leave not to exceed eighty (80) hours by the City Manager upon recommendation of the Department Head that such employee(s) are working extraordinary hours beyond that expected by Mid-Management personnel. Balances must be used prior to December 31 of that same calendar year or they will be lost. Administrative leave is not compensable by pay.

New employees, or employees becoming eligible due to a promotion, receive administrative leave on a prorated basis, with seven (7) hours for management personnel and three (3) hours for mid-management personnel granted for each full calendar month remaining in the fiscal year.

For example only, a management employee hired on February 15 would receive 28 hours of administrative leave for that fiscal year.

Administrative leave is not a vested or earned right or form of compensation under this Personnel Manual, therefore there will not be reimbursement for accrued administrative leave. Administrative leave will be taken at the discretion of the City Manager.

9.04. Jury Duty and Court Appearances.

This section shall not apply to any employee who is a named party to an action unrelated to the City and its activities or is serving as a paid expert witness. In such cases, employees may request vacation or personal leave.

When an employee is required by law to serve on an inquest or on a jury or grand jury trial duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission the employee must promptly notify his or her supervisor. While on jury duty, a regular employee will receive full pay, but shall pay to the City all fees received from the court, administrative agency, public body or commission, excluding reimbursement for mileage.

9.05. Leave of Absence.

Upon written request and in the sole discretion of the City Manager, a leave of absence without pay may be granted to any regular employee or reserve police officer for a period not to exceed six (6) months for the following reasons:

- A. Illness or disability not covered by paid sick leave, if written confirmation from the employee's physician or other licensed health care practitioner of the illness or disability is provided.
- B. Education or training which will materially benefit City service.
- C. Other personal reasons that need immediate emergency attention.

Request for leaves of absence in excess of six months may be considered by the City Manager, who will evaluate potential benefits to the City, and may grant such extended leave of absence, in his or her sole discretion.

Requests for leave of absence shall be submitted to the employee's supervisor and referred to City Manager and shall state specifically the reasons for the request, the date when it is desired to begin the leave, and the probable date of return. Upon return from an authorized leave of absence, the employee on leave shall be returned to the position he or she vacated, even if a replacement has been obtained.

In the event a probationary or regular employee is transferred or promoted on a temporary basis for the duration of a leave of absence, of another employee, such appointment shall have no permanent effect on the status of the employee so promoted or transferred, and he or she shall be returned to his or her prior position and be entitled to all rights and privileges as though he or she had not been temporarily promoted or transferred.

Accumulated sick leave (if the leave of absence is for illness purposes) and/or accumulated annual leave may be used prior to being granted a leave of absence. Employees shall not accrue annual vacation or sick leave while on a leave of absence; however, employees returning to work following a leave of absence shall retain their accumulated time, if not otherwise used. During such leave of absence, the City shall not pay for Group Medical-Dental-Life-Vision Insurance Benefits (but the employee may pay the full premiums therefore), except that the City shall pay for Group Medical-Dental-Life-Vision Insurance benefits during that period of any such leave of absence for which the absent employee shall have been determined to be disabled in accordance with California ~~law. Unemployment Insurance Code §§ 2601 and following.~~

The policy set forth in this Subsection 9.05, shall not apply to disability leave for pregnancy, childbirth, or related medical condition, which is set within Subsection 9.07 of this Personnel Manual, nor to Family Care and Medical Leave, which is set forth within Subsection 9.15 of this Personnel Manual.

9.06. Unauthorized Leave of Absence.

Any employee, who is absent for three (3) consecutive working days without being on sick leave, vacation leave, or authorized leave of absence shall automatically have resigned his or her employment with the City.

Nothing in this section shall limit the department supervisor's authority to discipline or dismiss an employee due to an unauthorized absence.

An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his or her City employment.

9.07. Disability Leave for Pregnancy, Childbirth or Related Medical Condition.

An employee is disabled by a pregnancy, childbirth or related medical condition, if in the opinion of her own doctor or other licensed health care practitioner, she is unable because of pregnancy, childbirth or related medical condition, to perform the essential duties of her job or to perform these duties without undue risk to herself or other persons.

For any person who is disabled by pregnancy, childbirth or related medical condition, a leave of absence without pay may be taken, upon the giving of reasonable notice of the date the leave will commence and the estimated duration of any such leave. An employee is not required to provide notice of any intended leave until such time as she can ascertain with reasonable

certainty the expected date that any leave will commence. The City will require written confirmation from the employee's physician or other licensed health care practitioner that she is or will be disabled by pregnancy, childbirth or related medical condition. Such leave may extend for up to four (4) months for each pregnancy and need not be taken in one (1) continuous period of time. Any employee may utilize any accrued vacation time or other paid leave, including sick leave, during the otherwise unpaid portion of any pregnancy disability leave. Employees while on pregnancy, childbirth or related medical condition disability leave will not accumulate sick or vacation time during the duration of the leave of absence, except as vacation or sick leave is satisfied. During such leave of absence, the City shall not pay for Group Medical-Dental-Life-Vision Insurance Benefits, (but the employee may pay the full premium therefore), except that the City shall pay for Group Medical-Dental-Life-Vision Insurance benefits during that period of any such leave of absence for which the absent employee shall have been determined to be disabled in accordance with California Unemployment Insurance Code §§ 2601 and following.

Upon return from any pregnancy disability leave, the employee shall be entitled to return to her original job unless the job has ceased to exist for reasons unrelated to her leave or preservation of the job would undermine the City's ability to operate safely and efficiently. If the original job is not available for the reasons specified above, the employee is entitled to return to a substantially similar job, unless there is no substantially similar job available or filling a substantially similar job with the returning employee would substantially undermine the City's ability to operate safely and efficiently.

9.08. Permanent Disability.

Medical care and payments for permanent disabilities incurred in the course of employment are prescribed in the Workers' Compensation Act.

9.09. Sick Leave.

Sick leave with pay shall be granted to a regular employee who is unable to perform his or her regular duties because of a personal illness, off-duty injury, or because of confinement for medical treatment. Accrued sick leave may be used, up to 48 hours, to attend the illness of a child, parent, spouse or domestic partner of the employee.

The department head or supervisor may require a physician's certificate explaining the reason for any employee's absence. At the discretion of the City Manager, an employee may be required to sign an affidavit stating he or she was ill.

Sick leave shall be accumulated at the rate of eight hours per month, to a maximum of not to exceed 125 working days (1000 hours). The use of accumulated sick leave of more than 960 hours must be verified by a physician. At the end of the payroll period in which the leave accumulation reaches or exceeds the stated maximum, the employee's sick leave will stop accruing, and no further sick leave will accrue until the balance is reduced below the stated limit. A thirty (30) day notice will be issued to those employees who are nearing the maximum number of accrued sick leave hours.

An employee having at least four (4) years of continuous employment with the City may, at the option of the employee, be paid up to 50% of his or her unused sick leave earned during the previous 12 month period or convert that or any portion of that amount to vacation time. The remaining percentage of unused sick leave shall be retained in the employee's accumulated total

of unused sick leave.

Upon retirement, any employee having at least twenty (20) years of continued service with the City of Hughson, having unused accumulated sick leave shall be paid thereafter in an amount equivalent to twenty-five (25%) of his or her then current daily wage rate for each day of unused sick leave. The employee will have the option of converting the amount due to either paid medical\dental insurance premiums for coverage offered by the City to current employees, or receive a single lump sum cash payment. To be eligible for insurance premium payment, the employee must also be eligible for the insurance coverage as provided in the policy between the City and the carrier selected.

Upon retirement, any employee, with a management classification, having at least ten (10) years continued service with the City of Hughson, having unused accumulated sick leave, shall be paid thereafter in an amount equivalent to fifty percent (50%) of his or her then current daily wage rate for each day of unused sick leave. The employee shall have the option of converting one hundred percent (100%) of unused sick leave to paid medical/dental/vision insurance premiums for coverage offered by the City to current employees. To be eligible for insurance premium payments, the employee must also be eligible for the insurance coverage as provided by the policy between the City and the carrier selected.

The employee shall report sick leave prior to the start of his or her work shift whenever possible and at least within one-half hour after the start of the shift. Police personnel will report sick prior to the start of their assigned shift.

If an employee becomes ill while on vacation, his or her period of illness may be charged to sick leave upon presentation of a doctor's certificate stating the nature and extent of the illness. In the case of frequent use of sick leave, an employee may be requested to file a physician's statement for each illness. An employee may also be required to take an examination by a physician designated by the City and to authorize consultation with his or her own physician concerning his or her illness in accordance with applicable local, state and federal law.

Employees shall, whenever possible, make dental, medical and similar appointments on Saturday, or other non work-day. If this is not possible, sick leave shall be used for these purposes for a minimum period of (1) hour and should not exceed four (4) hours except in unusual circumstances.

With the approval of the City Manager, any eligible employee may be granted up to five (5) days leave with pay in the event of a catastrophic illness on the part of a family member living in the employee's house. Use of leave with pay for this purpose is intended to apply in serious and unforeseen conditions where the presence of the employee in the home is required. For the purpose of this section, immediate family shall be defined as mother, father, sister, brother, spouse, child, grandchild, grandparent, mother-in-law or father-in-law of the employee.

For employee injury or disability falling within the provisions of the State Workman's Compensation Disability Act, disability compensation at the rate allowed under said Act shall be the basic remuneration during the employee's regular pay and his disability compensation allowance shall be granted for, but not to exceed, one (1) year, for any period of incapacity. In the case of the miscellaneous employee, the first seven (7) days of his absence shall be deemed to be sick leave and shall be paid by the City. Thereafter the only compensation payable to the miscellaneous employee shall be such as shall be payable by the insurance carrier under the

Workman's Compensation Act. However, sick leave may be used by the employee, in which case the compensation shall be paid over to the City. During the time the City is required to pay and actually pays a public safety employee on disability leave or a miscellaneous employee for sick leave while disabled, the City shall be entitled to receive all payments which otherwise would be payable to such employees for temporary disability or retirement.

9.10. Vacation Leave.

The City provides benefits to eligible employees to enable them to take paid time off for rest and recreation. The City believes this time is valuable for employees in order to enhance their productivity and to make their work experience with the City personally satisfying. The City also provides long-service employees with additional vacation benefits as years of service are accumulated.

Vacation leave is a right; however, the use of same shall be approved by the Department Head, taking into account the desires and seniority of employees and more particularly, the workload requirements of the department. Employees shall take vacation leave regularly each year and shall be encouraged to take vacation at least a full week at a time. Vacation may be scheduled at the request of the employee by the department head, but must consider all needs of the City.

All regular employees are eligible to accrue and take vacation benefits based on their continuous length of service, measured from the date of hire. "Continuous length of service" is defined as service that is uninterrupted by termination of employment.

The City shall respond to all annual leave requests within five (5) working days after the employee has submitted his or her request to the department head/supervisor.

Regular employees, except as provided in any applicable memorandum of understanding, shall earn annual leave at the following rates (subject to Subsection 9.11 of this Personnel Manual):

- A. Less than five year's service = 8 hours per month (12 days per year).
- B. After five years' service = 11.32 hours per month (17 days per year).
- C. After ten years' service = 14 hours per month (21 days per year).
- D. After fifteen years' = 16 hours per month (24 days per year).

9.11. Vacation Leave Accumulation.

In order to give effect to this policy and to realize the greatest benefit from vacation leave for both employees and the City, limitations shall be placed upon the amount of unused vacation leave an employee is allowed to accumulate. Maximum accumulation shall be three hundred twenty (320) hours at the beginning of any calendar year.

At the end of the payroll period in which the leave accumulation reaches or exceeds the stated limit, the employee's vacation leave shall cease accruing, and no further vacation shall

accrue until the balance is reduced below the stated limit. It is the employee's responsibility to seek the use of the vacation leave in a timely manner.

The City will, as a courtesy only, without liability, endeavor to give thirty (30) days notice that an employee will cease to accrue vacation leave unless the time is taken. If the employee is unable to use the time because of departmental staffing needs, he or she shall be paid for the amount of time in excess of the limit at the end of the month, and accrual may thereafter recur. Upon termination, an employee shall be paid for accrued and unused vacation time.

An employee may elect to receive a cash payment for up to a maximum of forty (40) hours of his/her accumulated vacation balance prior to commencement of a scheduled vacation of forty (40) consecutive hours or more. To exercise the cash payment option an employee must have forty (40) hours of accumulated vacation time remaining after the cash option and scheduled vacation have occurred. This option may be exercised once within the same fiscal year.

9.12. Holidays.

Where holidays are addressed in an applicable memorandum of understanding, the provisions of the memorandum of understanding shall control. Where not covered in a memorandum of understanding, regular employees shall be entitled to the following holidays with pay:

- Two Floating Holidays
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Veterans Day
- Thanksgiving Day (4th Thursday of November)
- Day after Thanksgiving Day (4th Friday of November)
- December 25

Any day or part of day declared by the City Manager to be a holiday.

When an employee gives adequate notice, the City will make reasonable accommodation for the employee to observe the Sabbath if it will not unduly interfere with City operations. Such release time may be charged to administrative leave, compensatory time off, vacation, or leave without pay at the discretion of the employee.

When a holiday falls on a Sunday, the following Monday shall be observed as a holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday.

To be paid for a holiday the employee must have been in paid status on the workdays for his or her classification which immediately precedes and succeeds the holiday.

“Holiday Pay” shall be built into police officer’s regular salary and no additional compensation shall be granted, except that police-shift personnel who do work on either Thanksgiving Day or Christmas Day shall receive an extra four (4) hours’ pay for each such eight (8) hours worked. Any other employee who might be required to work on any of the above holidays shall be compensated at overtime rates in accordance with Section 9.02 of these rules. If a holiday falls on a non-police personnel employee’s regular day off, he shall be entitled to equivalent time off at a later date.

The “Floating Holiday” is to be used during the calendar year and cannot be carried over to the next year.

9.13. Bereavement Leave.

Any eligible employee shall be granted bereavement leave with pay as necessary but not to exceed three (3) work days upon the occasion of the death of a close relative. For purposes of this section, close relative shall be those specified in Section 9.09 of these rules as “immediate family”. Additional bereavement leave not to exceed five (5) calendar days for travel purposes may be granted by the City Manager when circumstances warrant the same.

9.14. Military Leave.

Leave, reinstatement, pay, and benefits for employees of the City shall be provided in accordance with federal law (38 U.S.C. §§ 2021 and following) and California law (Military and Veterans Code §§ 395 and following).

9.15. Family Care and Medical Leave.

The City provides family care and medical leave for up to 12 weeks per year in accordance with California’s Moore-Brown-Roberti Family Rights Act and the federal Family and medical leave Act of 1993, and disability leave as required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act (“ADA”) or with a workplace injury.

The City also provides up to twelve (12) weeks of family care and medical leave for a qualified exigency, as defined by the Family Medical Leave Act and related regulations, arising when an employee’s spouse, child or parent is on active duty or is notified of an impending order to active duty. Examples of a qualified exigency include attending military ceremonies and attending counseling sessions. In addition, the City provides up to Twenty-six (26) weeks of family care and medical leave (Military FMLA leave) to an employee to care for a spouse, child, parent or nearest blood relative who is a service member recovering from a serious illness or injury incurred while on active duty.

A. Eligibility.

To be eligible for family care and medical leave, an employee must (1) have worked for the City for at least twelve (12) months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave.

B. Permissible Uses of Family Care and Medical Leave.

“Family care leave” may be requested for (1) the birth or adoption of an employee’s child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee’s child, spouse, or parent, (4) a qualified exigency, as defined by the Family Medical Leave Act and related regulations, arising when an employee’s spouse, child or parent is on active duty or is notified of an impending order to active duty, or (5) an employee to care for a spouse, child, parent or nearest blood relative who is a service member recovering from a serious illness or injury incurred while on active duty. “Medical leave” may be requested for an employee’s own serious health condition. A “serious health condition” is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider.

C. Substitution of Paid Leave for Family Care and Medical Leave.

Employees are required to substitute accrued vacation time and other paid personal leave (except sick leave) for all family care and medical leaves. Employees are required to substitute sick leave only for medical leaves. Employees may elect to substitute sick leave for other types of family care leave.

D. Amount of Leave.

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of family care and medical leave in or 26 weeks for Military FMLA leave a rolling 12-month period measured backwards from the date the employee’s leave commences. Parents who are both employed by the City may take a maximum combined total of 12 weeks of family care leave in a 12-month period for the birth, adoption, or foster care of their child.

The substitution of paid leave for family care or medical leave does not extend the total duration of family care and medical leave to which an employee is entitled to beyond 12 weeks in a 12-month period. For example, if an employee has accrued four weeks of unused paid vacation time at the time of the request for family care or medical leave, that paid vacation time will be substituted for the first four weeks of family care or medical leave, leaving up to eight additional weeks of unpaid leave.

Family care leave taken for the birth, adoption, or foster care placement of a child generally must be taken in blocks of at least two weeks’ duration; however, the City will provide employees with family care leave for birth, adoption, or foster care placement for less than two weeks’ duration on any two (2) occasions. Family care leaves for the birth, adoption or foster care placement of a child must be concluded within one year of the birth, adoption or placement.

Family care or medical leave for the employee’s own serious health condition, or for the serious health condition of the employee’s spouse, parent, or child, may be taken intermittently or on a reduced schedule where medically necessary. If leave is taken intermittently or on a reduced schedule, the City retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the employee’s leave schedule.

E. Leave’s Effect on Pay.

Except to the extent that other paid leave is substituted for family care or medical leave, family care and medical leave is unpaid.

F. Leave' Effect on Benefits.

During an employee's family care or medical leave, for up to a maximum of 12 weeks in a 12-month period, the City shall continue to pay for the employee's participation in the City's group health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

Employees on family care and medical leave accrue employment benefits, such as sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

G. Procedure for Requesting Family Care and Medical Leave.

(1). Notice Requirements.

Employees should notify the City of their request for family care or medical leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide 30 calendar days' advance notice to the City of the need for family care or medical leave. For events that are unforeseeable 30 days in advance, but are not emergencies, the employee must notify the City as soon as he or she learns of the need for the leave, ordinarily no later than 1 to 2 working days after the employee learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be required to reschedule the treatment so as to minimize disruption of the City's business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the City reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care or medical leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of a family care or medical leave must be received at least five (5) working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the family care or medical leave.

(2). Medical Certification.

Any request for medical leave for an employee's own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after the City's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

The medical certification for a child, spouse, or parent with a serious health condition

shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved. If the City has reason to doubt the validity of the certification provided by the employee, the City may require the employee to obtain a second opinion from a doctor of the City's choosing at the City's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, the City may require a third opinion, also at the City's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, the City also may require the employee to provide medical certification that he or she is able to return to work.

(3). Leave's Effect on Reinstatement.

Employees returning from family care or medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law.

9.16. Catastrophic Leave Policy.

A. Conditions of Participation. Applications for receipt of catastrophic leave donations will be processed by the City Manager, or his or her designee.

B. An employee becomes eligible to receive catastrophic leave donations when the following two (2) conditions occur:

(1). The employee has exhausted, or will soon exhaust all his/her accrued leave, as a result of a verifiable long-term illness or injury suffered by either the employee or a relative, as defined in Section 1.16.

(2). The employee has received approval for an unpaid leave of absence from his/her supervisor.

C. Any other employee (the donating employee) may donate accrued vacation, compensatory time, administrative leave, or holiday time; sick leave may not be donated, except as provided below. Donations must be in forty hour increments.

D. Donated leave shall be added to a bank reserved for the recipient employee, in the order of receipt from the donating employee, but shall not be added to the recipient employee's sick leave balance until needed by the recipient employee.

E. Once donated to an individual, donated leave cannot be reclaimed by the

donor, but, in the event the receiving employee shall return to work without having used all donated leave, the balance of unused donated leave shall be returned to all donating employees.

F. Sick leave may be donated only by an employee having at least four (4) years of continuous employment with the City. The maximum amount such an employee may donate is fifty percent (50%) of the donating employee's unused sick leave earned during the previous 12-month period and such amount donated shall be treated, for the donating employee, as though it had been converted to cash pursuant to Section 9.09.

G. Processing of Donations. Upon receipt of donation authorizations, the City Manager, or his or her designee, shall take the following actions:

(1). Verify that donating employee has the minimum required leave balance required for the donation and convert donated time to dollars at the hourly rate of the donor and subtract from the designated leave category. Pay supplements which are a percentage of base salary (except above class pay and special assignment pay) shall be added to the base salary prior to converting the value of the donated time to the recipient.

(2). Convert donated dollars as computed above to hours at the hourly rate of the recipient, and add to a bank reserved for the recipient employee. Upon need the hours shall be added to the recipient's sick leave balance.

(3). Adjust records of donor and donee employees accordingly.

(4). Retain a confidential file of donation authorizations.

H. Treatment of Donated Time. Donated time is treated as sick leave accrued by the recipient of the donation. Donated time does not alter the employment rights of the City or the recipient, nor extend or alter limitations otherwise applicable to Leaves of Absence or Sick Leave, except as noted herein.

9.17. Standby Duty.

When necessary and in the interest of city operations, a department head may assign employees to "standby" status.

Application of "standby" shall be as follows:

(1). Each employee so assigned to “standby” shall be provided with a city issued cell phone or pager while on standby duty and shall be able to report to the work site within thirty (30) minutes.

(2). Employees on standby shall have the option to trade days and/or weeks of standby status with another qualified employee in the same unit or division with department head approval.

(3). Standby shall be assigned in a minimum of either eight (8) hour blocks, i.e., Monday-Friday workweek standby may be eight (8), sixteen (16) or forty-eight (48) hour blocks.

Standby weekends i.e., Saturday, Sunday or extended holiday weekends (Friday-Sunday or Saturday-Monday) will be assigned in eight (8) to forty-eight (48) hour blocks.

Compensation for “standby” shall be as follows:

(1). Employees assigned to standby duty shall be paid two (2) hours of straight time pay for every eight (8) hours of standby, and time and one-half (1 ½) for all actual time worked while on standby duty status.

(2). Employees assigned to standby duty on holidays observed by the City shall be paid two (2) hours of straight time pay for every eight (8) hours of standby, and double time and one-half (2-1/2) for all time worked while on standby duty status.

9.18. Callback.

When an employee returns to work duty at the request of the department head or his designee for an emergency or for some other need of the City after said employee has been released from work duty, said employee shall be entitled to call back compensation.

Call back compensation shall be paid at time and one-half (1-1/2) for all time actually worked with a minimum of two (2) hours pay. For the purpose of computing time for this provision, time will commence when the employee leaves their home to respond to the call back and will end when they return home.

9.19. Military Spouse Leave

The City provides up to Ten (10) days of unpaid leave when an employee’s spouse is on leave from military deployment (Military Spouse Leave”)

A. Eligibility. To be eligible for Military Spouse Leave, the employee must:

(1) Work an average of twenty (20) or more hours per week;

(2) Have a spouse that is a member of a) the Armed Forces of the United States and has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, b) the National Guard

who has been deployed during a military conflict, or c) Reserves who has been deployed during a military conflict.

(3) Provide the City written notice of their intention to take military spouse leave within two (2) business days of receiving official notice that their spouse will be on leave from deployment; and

(4) Provide the City written documentation certifying that his or her spouse will be on leave from deployment during the time that they will be using military spouse leave

B. Procedure for Requesting Military Spouse Leave. Employees should notify the City of their request for Military Spouse Leave within two (2) business days of receiving official notice that their spouse will be on leave from deployment. In addition, employees shall provide the City with written documentation certifying that his or her spouse will be on leave from deployment during the time that they will be using Military Spouse Leave.

SECTION 10. DISCIPLINARY ACTION.

10.01. Disciplinary Power.

The City Manager, or designated representative ~~in whom with is~~ vested disciplinary power, shall be allowed full freedom in such matters, it being the intent and spirit of this section to provide a fair and honest approach to municipal employment for every employee of the City, but in no sense to impede or curtail the responsible officer in securing efficient service.

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet City standards, the City will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline including termination.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interest of the City, other employees, or the public, may result in disciplinary action.

The discipline procedures in this section represent guidelines which the City believes are generally appropriate to govern employee conduct. They are not, however, absolute rules. The City retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.

These guidelines do not grant any employee a specific guarantee that any particular disciplinary decision or procedure will be utilized by the City. Any employee may be disciplined (up to and including termination) for any reason the City finds sufficient.

10.02. Causes of Disciplinary Action.

The following list of causes for disciplinary action is included in this Personnel Manual

for illustrative purposes only. The publication of this list does not mean that other causes for disciplinary action may not arise. The City may discipline any employee for any reason it deems sufficient. Grounds for disciplinary action, include, but are not limited to, the following:

A. Fraud or deceit in securing employment.

B. Incompetence. As used herein, the term “incompetence” shall mean that the employee lacks adequate ability, knowledge or fitness to perform the duties which are within the scope of the employee’s employment. “Fitness” is a physical or mental inability to perform the duties of the classification, and shall be applied in a manner consistent with local, state, and federal statutes, regulations, and case law with respect to employment of the physically or mentally disabled. An employee who is physically or mentally disabled and therefore is incapable of performing the duties of the classification and for such incapability is terminated shall be considered to have been released rather than to have been disciplined. Such released employees shall be considered to have left in good standing.

C. Inefficiency in performance of work which results in performance lower than that which is typically expected of a similar employee in a similar position.

D. Inexcusable neglect of duty.

E. Insubordination.

F. Dishonesty rationally related to employment.

G. Unless authorized to do so, consuming, possessing an open container of, or being under the influence of, an alcoholic beverage, while on duty.

H. Unless legally authorized to do so, using, consuming, injecting, possessing, being under the influence of, selling or offering for sale, while on duty, any controlled substance as that term is defined in the California health and Safety Code.

I. Addiction to the use of any “controlled substance,” as that term is defined in the California Health and Safety Code.

J. Inexcusable absence without leave.

K. Failure to return from an authorized leave of absence.

L. Use of leaves of absence, including sick leave, in a manner inconsistent with this Personnel Manual.

M. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee’s ability to perform the duties and responsibilities of his other position. A plea of guilty or conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section. Notwithstanding any further proceedings in the case or any appeal or appellate decision, a conviction shall be deemed to be complete upon the date the court imposes judgment and sentence.

N. Discourteous treatment of any member of the public where, at the time of the incident, such members of the public would reasonably believe that the employee was acting within the scope of the City employment.

O. Discourteous treatment of any other City employee is a situation where an employment relationship exists at the time of the incident.

P. Willful disobedience of a lawful rule, order of direction, including the Police General Orders.

Q. Negligence which causes damage to City or public property.

R. Intentional misconduct which causes damage to City or public property.

S. Unauthorized possession, use, or removal from City facilities, of City or public property.

T. Any conduct rationally related to employment which impairs, disrupts or brings discredit to the employee's employment or the public service.

U. Violation of the provisions set forth in this Personnel Manual.

V. Habitual absence or tardiness.

W. Failure to perform assigned work in an efficient manner.

X. Being wasteful of materials, property or working time.

Y. Repeated garnishment of wages due to nonpayment of legally acquired debts.

10.03. Definitions of "Disciplinary Action".

The term "disciplinary action" as used in this Personnel Manual shall mean and include:

A. Oral Warning: An oral admonition to an employee whose conduct or performance must be improved and which detail the areas for improvement, the degree of improvement required, and a notice that failure to improve will result in more serious disciplinary action. A memorandum of the oral warning shall be placed in the employee's personnel file, and/or kept by the Department Head. If it is placed in the personnel file, it shall be removed after six months, or after the issue is satisfactorily addressed, whichever is sooner.

B. Written Reprimand: A formal written notice to an employee which summarizes previous disciplinary action, if any, and which details a record of conduct or performance that is below standard and which advises that continued conduct or performance at such levels may result in suspension, extension of probationary period, withholding of salary step increase, demotion or dismissal. At the time a written reprimand is issued, the individual shall be counseled and given an opportunity to review the reprimand and sign it, and/or make

comments thereon, before it is placed in his or her personnel file.

C. Withholding Salary Step Increase: A withholding of a pay step increase where performance falls short of the normal established standards or where performance is clearly inadequate in one or more of the critical job duties for the position. At the time of such withholding, the reasons ~~therefor~~ shall be placed in writing, and the individual shall be counseled and given an opportunity to review the reasons and sign it, or make comments thereon, before it is placed in his or her personnel file.

D. Reduction in Pay: A reduction in pay, in an amount, and for a period of time, specified in the disciplinary action. At the time of such reduction in pay, the reasons therefore shall be placed in writing, and the individual shall be counseled and given an opportunity to review the reasons and sign it, or make comments thereon, before it is placed in his or her personnel file.

E. Suspension: A temporary removal of an employee ~~from~~ the service of the City without pay. A suspension of this type does not include suspension pending an investigation of alleged misconduct, or pursuant to Section 10.06. of this Personnel Manual. At the time of such suspension, the reasons ~~therefor~~ shall be placed in writing, and the individual shall be counseled and given an opportunity to review the writing and sign it, or make comments thereon, before it is placed in his or her personnel file.

F. Demotion: The removal of an employee from a position to one of lower grade or classification when such employee is no longer able or willing to perform the duties of the previous position, but may still function effectively at a lower level. At the time of such demotion, the reasons ~~therefor~~ shall be placed in writing, and the individual shall be counseled and given an opportunity to review the writing and sign it, or make comments thereon, before it is placed in his or her personnel file.

G. Dismissal: The removal of an employee from the service of the City when it has been determined that the employee has not or cannot meet the standards of conduct or performance required by the City or has committed one or more offenses for which no other measure is appropriate. At the time of such dismissal, the writing ~~therefor~~ shall be placed in writing, and the individual shall be counseled and given an opportunity to review the reasons and sign it, or make comments thereon, before it is placed in his or her personnel file.

H. The above such actions may be taken with respect to an employee for misconduct pursuant to Subsection 10.02. of this Personnel Manual. The severity of any disciplinary action may be based, in the discretion of the City Manager or the designated representative in whom is vested disciplinary power, on the number and severity of previous disciplinary actions.

10.04. Notice of Disciplinary Action.

For any disciplinary action other than an oral or written reprimand, the employee shall be given a notice of disciplinary action, which shall contain:

A. A statement of the disciplinary action to be taken against the employee;

B. A statement of the facts upon which the disciplinary action is based, which shall set forth clearly and with particularity the charges against the employee so that the employee can understand the charges including a copy of any applicable written document, and the names of any witness(es) precipitating the discipline;

C. A statement indicating the cause for the disciplinary action, including references to Subsection 10.02 of this Manual where appropriate;

D. A statement which generally describes any disciplinary actions taken against the employee in the past; and

E. A statement advising the employee that the written notice is to be placed in the employee's official personnel file and that the employee has the right to an informal (Skelly) hearing before imposition of the discipline, in accordance with Subsection 10.07 of this Personnel Manual.

F. The date the discipline is to be imposed, unless an informal (Skelly) hearing is requested, which date shall not be less than five (5) working days from the date service is deemed complete, as specified herein.

The written notice of disciplinary action shall be deemed sufficient notice to the employee if the required information is contained therein. The written notice of disciplinary action may be personally served, or mailed to the employee by certified mail, return receipt requested, addressed to the last address which such employee has furnished to the personnel office. Service is deemed complete upon personal service, or on the date the certified mail is received.

10.05. Suspension Prior to Disciplinary Action or Dismissal.

Prior to the effective date of any disciplinary action or dismissal, the City Manager may suspend, with pay, the affected employee if the City Manager determines such suspension is necessary to protect the health, safety, and welfare of the residents or other employees of the City. The rights and benefits provided to an employee so suspended shall not otherwise be affected.

10.06. Informed (Skelly) Hearing Procedure.

For any discipline other than oral or written reprimand, the affected employee shall have a right to a hearing in accordance with this Subsection. If the affected employee shall notify the person imposing discipline or the City Manager in writing of his or her desire to have a hearing, prior to the effective date of the imposition of discipline pursuant to Subsection 10.04.F of this Personnel Manual, the imposition of discipline shall be stayed until a hearing has been held. The hearing shall be held within a reasonable time, and shall be held by the applicable Department Head, unless he or she is the person originating the discipline, in which case it shall be held by a person appointed by the City Manager who can be fair and impartial in conducting the hearing. The hearing shall include the person conducting the hearing (the hearing officer), the employee, the person proposing the discipline, and such others as may be directed by the hearing officer.

The employee and/or the City may have a representative present. The hearing officer will keep a written record of the hearing. No tape recording will be made. Copies of all relevant non-confidential material relating to the discipline must be made available to the employee, if so requested, at least 48 hours prior to the hearing. The technical rules of evidence do not apply. The hearing officer may admit any evidence which is of the type that reasonable persons may rely on in the conduct of serious affairs; provided that hearsay standing alone is insufficient to prove a particular charge upon for which discipline has been imposed.

At the hearing the employee will be given an opportunity to informally discuss the charges and proposed discipline and bring forward facts or circumstances which may cause the charges or proposed discipline to be revised or dropped.

As the result of the hearing, the hearing officer will determine whether it is appropriate to proceed with the imposition of discipline, modify the imposition of discipline, or drop the proposed discipline. The decision of the hearing officer shall be in writing, and must be received by the employee within fifteen (15) days of the hearing and shall include a summary of the hearing, the matters set forth in Subsection 10.04., and, if the decision is other than to drop the discipline, a notice that the employee may appeal the decision to the City Manager by filing a written appeal, within five (5) working days, with the City Manager. (Failure to appeal shall cause the hearing officer's decision to be final). Upon appeal, the City Manager shall review the decision, and within ten (10) working days of the filing of the appeal, have a meeting with the employee, the Department Head, and with other persons the City Manager may direct. The City Manager shall, within five (5) working days of the meeting, issue a written decision imposing the discipline, modifying the discipline, or denying the discipline. The decision must include a statement that the time within which judicial review must be sought is governed by Code of Civil Procedures Section 1094.6. The decision of the City Manager is final. A copy shall be placed in the employee's personnel file. Discipline, if any, shall become effective on the date specified by the hearing officer (or, if appealed, the City Manager) in his or her decision.

If the City Manager is the hearing officer, then the appeal shall be to an impartial hearing officer appointed by the City Council.

10.07. Effect of Dismissal.

Except as may be otherwise required by law, upon the effective date of dismissal, the City shall cease to provide any benefits for the employee.

10.08. Layoffs.

The City Manager may lay off an employee because of material change in duties or organization or shortage of work. Ten (10) working days before the effective date of a layoff, the Department Head shall notify the Personnel Officer and the City Manager of the intended action with the reasons ~~therefor~~, and a statement stating whether or not the services of the employee affected have been satisfactory. If certified as having given satisfactory service, the name of the employee laid off shall be placed on the appropriate re-employment list.

10.09. Resignation.

Any employee wishing to leave the employment of the City in good standing shall file with the Department Head, at least two (2) weeks before leaving the service, a written resignation stating the effective date and reasons for leaving. The resignation shall be forwarded to the City Manager through the Personnel Office with a statement by the Department Head as to the resigned employee's performance. Failure of the employee to submit his or her written resignation as provided herein shall be entered on the service record of the employee and may be cause for denying future employment by the City. Each employee leaving the City service shall also participate in an exit interview with the Personnel Officer on their last day of work.

SECTION 11. GRIEVANCES.

11.01. Purpose of Grievance Procedure.

The grievance procedures set forth herein are designed to resolve grievances informally and to provide an orderly procedure for such resolution. The grievance procedure is to address complaints of misapplication of the Personnel policies, or complaints of non-compliance with law, and is not used for disciplinary matters. The grievance procedure is available for all City Employees only to regular full-time and regular part-time employees.

11.02. Time Limits.

Each person involved in a grievance shall act quickly so that the grievance may be solved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures, but with the written consent of the other parties involved, the time limits of any step may be extended.

11.03. Presentation of Grievance.

An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum as determined by the City Manager. Employees should present grievances as soon as possible after the events that gave rise to the employee's concerns by submitting a brief written grievance to his or her immediate supervisor. The written grievance should set forth the factual and other bases for the employee's complaint, and must identify the rule or issue allegedly being violated by the City. The employee shall strive to submit the written grievance within five (5) working days after the facts which gave rise to the complaint.

11.04. Grievance Procedure/First Step (Informal Discussions).

Initially, a grievance shall be personally discussed between the employee and his or her immediate supervisor. The employee shall have a decision or response from the immediate supervisor within five (5) working days.

11.05. Grievance Procedure/Second Step (Formal Grievance).

A. If an informal grievance is not resolved to the satisfaction of the grievant, the grievant may file a formal grievance in writing to the Department Head (unless the Department Head is his or her immediate supervisor, or the grievant is a Department Head, in which event the grievance shall be to the City Manager). The formal grievance shall be initiated within fifteen (15) working days of the decision rendered in the informal grievance procedure. A formal written grievance shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the grievance is based.

B. Within five (5) working days after the filing of the formal grievance, the Department Head or City Manager (as the case may be), shall give his or her decision in writing to the grievant.

11.06. Grievance Procedure/Third Step (Appeal).

If the grievant is not satisfied with the decision rendered by the Department Head or City Manager, the grievant may appeal the decision in writing within five (5) working days to the City Manager or to the City Council if the formal grievance was filed with the City Manager. If the grievant does not appeal the decision in writing within five (5) working days, the issue will be considered settled. The appeal shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the appeal is based.

11.07. Consideration of Appeal.

Within ten (10) working days of the filing of an appeal, the City Manager or the City Council, as the case may be, shall have a meeting with the aggrieved and/or his or her representative, and other persons as the City Manager or the City Council, as the case may be, shall direct.

11.08. Decision on Appeal.

Within ten (10) working days of the hearing of the appeal, the person or body hearing the appeal shall issue a written decision concerning the employee's appeal. That decision shall be final.

SECTION 12. DRUG FREE WORKPLACE.

12.01. Purpose.

It is the intent of the City to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The City has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and service to the public. Employees who are under the influence of a drug or alcohol on the job compromise the City's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, and disruption of service to the public.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment, and

operations, the City has established this Section 12 concerning the use of alcohol and drugs. As a condition of continued employment with the City, each employee must abide by this Section 12.

12.02. Employee Cooperation.

Early detection of substance abuse problems benefits everyone. For example, it benefits the employee with the substance abuse problem because it gives him or her the opportunity to correct the problem before it leads to serious harm to the employee or others; it benefits the employee's coworkers who otherwise might have to carry an extra burden by "covering" for the substance abuser or who otherwise might be exposed to serious injury; and it benefits the City because it gives the City an opportunity to prevent accidents and avoid the performance problems and other losses associated with substance abuse. Accordingly, all employees should understand that coworkers with substance abuse problems should be encouraged to seek assistance.

12.03. Definitions.

For purposes of this Section 12.00:

A. "Illegal drugs or other controlled substances" means any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

B. "Legal drugs" means any drug, including prescription drugs and over-the-counter drugs, that has been legally obtained and that is not unlawfully sold or distributed.

C. "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

D. "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

E. "Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

12.04. Consent for Use of Legal Drugs.

A. Use of Legal Drugs.

The City recognizes that it may be necessary for employees to use legal drugs from time to time. The City also recognizes that an employee who is using legal drugs might become impaired by the drug such that the employee's ability to adequately or safely perform would be compromised. In order to accommodate employees who might be required to use legal drugs,

and to help assure that no serious adverse consequences in the workplace result from such drug use, employees are required to obtain the City's consent under the following circumstances.

B. When Consent Is Required.

Employees who know or should know that their use of legal drugs might endanger their own safety or that of some other person, or might pose a risk of significant damage to City property, or might substantially interfere with their job performance or the efficient operation of the City, are obligated to report such drug use to their Department Head and/or the City Manager, and to obtain the City's consent to continue working. The City reserves the right to have either a physician retained by the City or the employee's own physician determine whether it is advisable for the employee to continue working while taking such drugs.

C. Duty to Disclose.

Police Department personnel, and employees who operate or who are responsible in any way for the operation, custody, or care of City property, or for the safety of other employees or other persons, have a duty to disclose the nature of their job duties to any prescribing physician and/or to a City physician and to inquire of the physician(s) whether their use of the drugs prescribed might result in the dangers, risks, or impairment that this Section 12 is intended to prevent.

D. Restrictions on Work.

The City may restrict the work activities of any employee who is using legal drugs or prohibit the employee from working entirely while he or she is taking such drugs.

E. Duty to Refrain from Working.

If the City chooses to permit an employee to work while using legal drugs, the City's consent will be based on the understanding that the employee will not report for work while impaired by the drug if such impairment might result in serious harm or damage. Accordingly, even if an employee has obtained the City's consent to continue working while taking legal drugs, the employee will not be authorized to work while impaired by the use of such drugs if the employee knows or should know that working while impaired might endanger the safety of the employee or some other person, pose a risk of significant damage to City property, or substantially interfere with the employee's job performance or the efficient operation of the City.

12.05. Prohibited Conduct.

A. Scope.

The prohibitions of this section apply whenever the interests of the City may be adversely affected, including any time the employee is:

- (1). On City premises (in the course and scope of employment, and not as a member of the general public);
- (2). Conducting or performing City business, regardless of location;

(3). Operating or responsible for the operation, custody, or care of City equipment or other property; or

(4). Responsible for the safety of others.

B. Alcohol.

The following acts are prohibited and subject an employee to discipline in accordance with Section 10:

(1). The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or

(2). Being under the influence of or impaired by the use of alcohol; or

(3). The consumption of alcohol at lunch when the employee intends to return to work after lunch.

C. Illegal Drugs.

The following acts are prohibited and subject an employee to discipline in accordance with Section 10:

(1). The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or

(2). Being under the influence of or impaired by the use of any illegal drug or other controlled substance.

D. Legal Drugs.

The following acts are prohibited and subject an employee to discipline in accordance with Section 10:

(1). The abuse of any legal drug;

(2). The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or

(3). Working while impaired by the use of a legal drug in violation of Subsection 12.04, above.

12.06. Disciplinary Action.

A. ~~Discharge~~Dismissal for Violation.

Any violation of this Section 12 may result in discipline, up to and including ~~discharge~~dismissal, depending on the circumstances.

B. Effect of Criminal Conviction.

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any City-related activity or event will be deemed to have violated this Section 12.

12.07. Drug Free Awareness Program.

A. Management Awareness.

Managers and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or otherwise in violation of this Section 12. When management has reasonable suspicion to believe an employee or employees are working in violation of this Section 12, prompt action should be taken.

B. Criminal Convictions.

Employees are required by this Section 12 to notify the City of any conviction under a criminal drug statute for a violation occurring in the workplace or during any City-related activity or event, not later than five days after any such conviction. When required by federal law, the City will notify any state or federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

12.08. Unregulated or Authorized Conduct.

A. Customary Use of Over-the-Counter Drugs.

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as such activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Section 12.

B. Off-the-Job Conduct.

Nothing in this Section 12 is intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Section 12.00. For purposes of this Subsection, the consumption of alcohol at lunch when the employee intends to return to work is not considered "off-the-job conduct."

C. Use of Alcohol or Legal Drugs.

The City Manager or his or her designated representative will maintain a list of circumstances in which the use or possession of certain legal drugs or alcohol is authorized (such as certain medicine or drugs in medicine chests or alcoholic beverages during certain business meetings or social functions) and will communicate the authorization as appropriate. Changes to the authorization require prior written approval. Employees who are required to use legal drugs, and who know or should know that their use of the drugs might result in their working while impaired by the drug in violation of this Section 12, are encouraged to contact their own physician, their Department Head, or the City Manager and to find out whether it is advisable for them to continue working while using the drug. In such cases, the City reserves the right to have

a physician retained by the City, determine whether it is advisable for the employee to continue working while taking the drug. Except as otherwise provided, no employee may assume that his or her possession, use, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or drugs is authorized unless the employee has been notified in writing by the City Manager.

12.09. Qualified Disabled Employees.

A. Commitment to Employ Disabled Individuals.

Nothing in this Section 12 is intended to diminish the City's commitment to employ qualified disabled individuals or to provide reasonable accommodation to such individuals.

As noted above, however, employees are required, under certain limited circumstances, to obtain the City's consent to continue working while using legal drugs.

B. Reasonable Accommodation.

If an employee's use of a legal drug is related to an illness or a disability condition, and the employee voluntarily self-identifies himself or herself as an ill or disabled individual to the City in connection with an effort to determine whether it is advisable to continue working despite the use of the drug, and if it is determined that the employee should not continue to work in his or her regular job while using the legal drug, a reasonable effort will be made to determine whether, in the same facility or location, another position is open that the employee is qualified to fill.

12.10. Confidentiality.

Disclosures made by employees concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

Managers and supervisors should restrict communications concerning possible violations of this Section 12 to persons who have an important work-related reason to know. In addition, managers and supervisors should not disclose the fact of an employee's participation in any drug or alcohol counseling or rehabilitation program.

12.11. Drug/Alcohol Testing.

A. For the purposes of this Subsection 12.11, the following definitions apply:

(1). "Reasonable suspicion includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, or breath odor; on information provided to management by an

employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or on other surrounding circumstances.

(2). “Safety-sensitive positions” are all Police Department positions, and all positions which require the employee occupying that position to operate or maintain City water or wastewater system, or City-owned or leased heavy equipment or vehicles.

B. Employees occupying any safety-sensitive position may be tested by the City at random intervals, with or without reasonable suspicion, in accordance with the procedures specified below.

C. Any employee may be tested upon reasonable suspicion, in accordance with the procedures specified below.

D. Any employee involved in an accident involving City-owned or leased equipment or vehicles will be tested, in accordance with the procedures specified below.

E. Any employee involved in an accident which results in personal injury, to the employee or to other people, during working hours, will be tested, in accordance with the procedures specified below.

F. The City will refer you to an independent National Institute on Drug Abuse (“NIDA”) certified medical clinic or laboratory, which will administer the test. The City will pay the cost of the test and reasonable transportation costs to the testing facility. You will have the opportunity to alert the clinic or laboratory personnel to any prescriptions or nonprescription drugs that you have taken which may affect the results of the test. All drug testing will be performed by urinalysis. Initial screening will be done by EMIT II. Positive results will be confirmed by gas chromatography/mass spectrometry.

G. The clinic or laboratory will inform the City as to whether you passed or failed the test. If you fail the test, you will be considered in violation of these Personnel Policies and will be subject to discipline accordingly.

H. If you are subject to testing under this policy, you will be asked to sign a form acknowledging the procedure governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol and/or drugs; and (2) the release to the City of medical information regarding the test results. Refusal to sign the Agreement and Consent form, or to submit to the test, will subject you to discipline up to and including dismissal/termination.

I. Refusal to cooperate with the administration of any drug or alcohol test will be treated in the same manner as a positive test result.

SECTION 13. TECHNOLOGY USE AND PRIVACY POLICY

13.01. General.

The City provides various Technology Resources to authorized employees to assist them

in performing their job duties for the City. Each employee has a responsibility to use the City's Technology Resources in a manner that increases productivity, enhances the City's public image, and is respectful of other employees. Failure to follow the City's policies regarding Technology Resources may lead to disciplinary measures, up to and including termination of employment. Moreover, the City reserves the right to advise appropriate legal authorities of any violation of law by an employee.

A. Technology Resources Definition.

Technology Resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; tablets; lap-top computers; mini and mainframe computers; computer hardware such as disk drives, ~~and~~ tape drives, thumb drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; smartphones; personal organizers; pagers; and voicemail systems.

B. Authorization.

Access to the City's Technology Resources is within the sole discretion of the City. Generally, employees are given access to the City's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the City's Technology Resources will be given access to the necessary technology.

C. Use.

The City's Technology Resources are to be used by employees only for the purpose of conducting City business. Employees may, however, use the City's Technology Resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with the City's business, and does not violate any City policy:

- (1). To send and receive necessary and occasional personal communications;
 - (2). To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
 - (3). To use the telephone system for brief and necessary personal calls;
- and
- (4). To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

The City assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the City's Technology Resources. The City accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any City property. The City strongly discourages employees from storing any personal data on any of the City's Technology Resources.

D. Improper Use.

(1). Prohibition Against Harassing, Discriminatory and Defamatory Use.

The City is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in the City's "Policy Against Harassment," the City does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances ~~shall~~~~may~~ employees use the City's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually-explicit or racial messages, jokes, cartoons), or threatening.

E. Prohibition Against Violating Copyright Laws.

Employees must not use the City's Technology Resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

F. Other Prohibited Uses.

Employees may not use the City's Technology Resources for any illegal purpose, violation of any City policy, in a manner contrary to the best interests of the City, in any way that discloses confidential or proprietary information of the City or third parties, or for personal or pecuniary gain, or in a manner which constitutes or counsels insubordination.

13.02. City Access To Technology Resources.

All messages sent and received, including personal messages, and all data and information stored on the City's electronic-mail system, voicemail system, or computer systems are City property regardless of the content. As such, the City reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic-mail systems, at any time, in its sole discretion.

A. Privacy.

Although the City does not wish to examine personal information of its employees, on

occasion, the City may need to access its Technology Resources including computer files, electronic-mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on the City's Technology Resources, including personal information or messages. The City may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The City may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other purpose.

B. Passwords.

Certain of the City's Technology Resources may be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the City. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic-mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

C. Data Collection.

The best way to guarantee the privacy of personal information is not to store or transmit it on the City's Technology Resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by the City. The City may, however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

(1). Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.

(2). Electronic Mail: Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.

(3). Desktop Facsimile Use: Copies of all facsimile transmissions sent and received are maintained in the facsimile server.

(4). Document Use: Each document stored on City computers has a history, which shows which users have accessed the document for any purpose.

(5). Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

D. Deleted Information.

Deleting or erasing information, documents, or messages maintained on the City's

Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on the City's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because the City periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

(1). Email messages which are intended to be retained in the ordinary course of the City's business are recognized as official records that need protection/retention in accordance with the California Public Records Act. Because the email system is not designed for long term storage, email communications which are intended to be retained as an official record should be stored in appropriate electronic form or printed out and the hard copy filed in the appropriate subject file.

(2). The City will maintain email messages designated as official records for a minimum of two (2) years or as otherwise designated in the City's retention schedule. These are subject to public disclosure, even if they are drafts or informal notes, unless the need to retain their confidentiality outweighs the need for disclosure, or the email message is otherwise exempt under any provision of the Public Records Act or other state or federal law.

(3). Email communications that are not intended to be retained and which serve no useful purpose to the City should be deleted from the system.

13.03. The Internet And On-Line Services.

The City provides authorized employees access to on-line services such as the Internet. The City expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use the City's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as gross, indecent, or sexually-oriented materials, gambling, and information related to illegal drugs.

Additionally, employees may not use the City's Technology Resources to sign "guest books" at Web sites or to post information to any Web sites, including posting messages to Internet news groups or discussion groups. These actions will generate junk electronic mail and may expose the City to liability or unwanted attention because of comments that employees may make. The City strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts.

13.04. Monitoring

The City monitors both the amount of time spent using on-line services and the sites visited by individual employees. The City reserves the right to limit such access by any means available to it, including revoking access altogether.

13.05. Software Use.

A. License Restrictions.

All software in use on the City's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the City's computers, by any means of transmission, unless authorized in writing in advance by the City Manager or City Clerk. Authorization for loading software onto the City's computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

13.06. Confidential Information.

The City is very sensitive to the issue of protection of privacy and City business, of trade secrets and other confidential and proprietary both the City and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the City's Technology Resources.

Confidential Information should not be accessed through the City's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise (employee's name) immediately at employee's telephone number or return it promptly by mail."

Employees should avoid sending Confidential Information over the Internet, except when absolutely necessary. Employees should also verify electronic-mail addresses before transmitting any messages.

13.07. Software For Home Use.

The City endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from a City Technology Resource to another computer, employees must obtain written authorization from the City Manager or the City Clerk.

13.08. Security.

The City has installed a variety of programs and devices to ensure the safety and security of the City's Technology Resources. Any employee found tampering or disabling any of the City's security devices will be subject to discipline up to and including termination.

SECTION 14. TELEPHONE AND CELLULAR PHONE USE POLICY.

14.01. Authorization.

The City Manager may authorize assignment and use of a City cellular phone by any individual employee or department of the City in accordance with this policy.

14.02. Use and Procedures.

A. The cellular phone will be purchased by the City and not the user. The Purchasing Agent will insure that the purchase is cost effective and subsequent maintenance charges are reasonable.

B. The cellular phones are to be used for official City business only (see personal phone calls Section 14.03.B below).

C. Each phone will be numbered with a fixed asset number and issued to a City Department which will be responsible for this City property.

D. Whenever the City Manager or Department Head determines that an employee's assignment is such that regular use or access to a cellular phone is appropriate, a phone may be assigned to that individual employee.

E. If the phone is damaged, lost, or fails to work properly, the employee will notify their Department Head immediately. In case of theft, contact the Hughson Police Services. The person assigned to the phone is responsible for its security. Notify the Purchasing Agent to arrange for a repair or replacement of the phone as appropriate.

F. Each employee who is issued a phone is responsible for the maintenance and care of the equipment.

G. Only employees of the City of Hughson may be issued a cellular phone.

H. Any use of a cellular phone by a Council Member shall be subject to the Cellular Phone Use Policy.

I. Use of a cell phone requires execution of the Cellular Phone Use Agreement, available from the City Clerk.

14.03. Cellular Service Billing.

A. Charges for cellular service on all City cellular equipment are consolidated onto one account. Monthly billings are mailed to and processed for payment by the Finance Department, after review and approval of all charges by the Department.

B. Although City cellular phones are provided for official City business only, it is recognized that occasional use to send or receive personal calls may occur. It is the responsibility of the employee to review monthly bills to identify personal calls and to also maintain a record of all personal calls required. Employees who use or have access to a City cellular phone shall reimburse the City within 30 days of receipt of the statement, for any personal use.

14.04. Telephone Policy.

Employees are requested to keep all personal telephone calls to a minimum. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstances should an employee make or charge a long distance call to the City unless it is work-related, or they have permission from the City Manager, which includes arrangements for repayment to the City for any such costs.

SECTION 15. MISCELLANEOUS.

15.01. Amendments.

These rules and regulations may be amended at any time by the City, provided that amendments shall not be made until after consultation in good faith with representatives of any employee organization or organizations purporting to represent employees of the City.

15.02. Training of Employees.

The City may participate in paying tuition fees, cost of textbooks, or other incidental training expenses. There will be a dollar limit per semester or course. Prior to school participation, an employee must have permission from the City Manager in order to obtain reimbursement. In order to be eligible for reimbursement, a minimum grade point average of 3.0 ("B" average) must be maintained. Reimbursement for noncredit courses may total 100% depending on job applicability.

Participation in and completion of special training courses may be considered in making salary increases and promotions. Evidence of such activity shall be filed by the employee with the Personnel Officer. Additional pay may be granted any City employee for training and certification programs established by his department head and approved by the City Manager.

15.03. Outside Work.

Gainful employment outside an employee's regular City position shall be considered a privilege subject to regulation and not a right. No employee shall engage in a gainful occupation outside his or her city position which is incompatible with his or her City employment or which is of such a nature as to interfere with satisfactory ~~discharge~~dismissal of his or her regular duties or which creates the perception of such interference. Any employee who wishes to engage in or accept such employment may do so only after having first requested and obtained written approval of the City Manager or a designated representative.

15.04. Severability.

If any paragraph, sentence, clause, phrase, or section of this Personnel Manual is determined by a court of competent jurisdiction to be invalid, such determination shall not affect the validity of the remaining paragraphs, sentences, clauses, phrases, or sections of these rules and regulations.



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

Meeting Date: June 27, 2016
Subject: Approval to Adopt Resolution No. 2016-23, to establish a City of Hughson Policy regarding the use of Resolutions

Presented By: Susana Diaz, Mgmt. Analyst / Deputy City Clerk
Daniel J. Schroeder, City Attorney

Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2016-23, to establish a City of Hughson Policy regarding the use of Resolutions.

Background:

The purpose of this policy is to establish when a resolution should be used to memorialize a City Council action. The City Council may take action in three ways: an ordinance, resolution, and motion memorialized in the minutes ("minute order"). An ordinance is a local law enacted by the Council that applies to the public within its jurisdictional boundaries and is created following specific procedures. In contrast, a resolution and minute orders involve all other actions of the City Council that are not an ordinance. With a few statutory exceptions, when there is no legal definition of what a resolution or minute order are and when one form is required in a particular situation. The City could choose to take all actions, other than ordinances, by resolution or, in the alternative, limit which types of actions should be memorialized in a resolution with the remaining actions by minute order. That is the purpose of this policy.

It is recommended the following City Council actions will require a resolution. When the Council is establishing or amending bylaws or policies. A resolution would be required for contracts with a vendor or to memorialize a process for auditing purposes. The State of California requires resolutions when the City applies for a grant or enters into a State contract. There are State laws and City Ordinances that require the City Council to take action by resolution. All other City Council actions should be taken by motion or minute orders and are recorded in the Council meeting minutes for records purposes and for reference.

Fiscal Impact:

No fiscal impact associated with this item.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2016-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON TO
ESTABLISH A CITY OF HUGHSON POLICY REGARDING THE USE OF
RESOLUTIONS**

WHEREAS, the purpose of this policy is to establish when a resolution should be used to memorialize a City Council action; and,

WHEREAS, a resolution shall be used for the following City Council actions:

- a. Bylaws – to establish or to amend
- b. Policies – to establish or to amend
- c. Contracts
- d. To memorialize a process for auditing purposes
- e. For State grants or contracts
- f. Where required by law or ordinance; and,

WHEREAS, All other City Council actions should be taken by motion or minute orders recorded in the Council meeting minutes for records purposes and for reference.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby establishes a policy regarding the use of resolutions.

PASSED AND ADOPTED by the City Council of the City of Hughson at a regular meeting held on this 27th day of June, 2016, by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

MATT BEEKMAN, Mayor

SUSANA DIAZ, Deputy City Clerk

RESOLUTION POLICY

PURPOSE OF POLICY:

The purpose of this policy is to establish when a resolution should be used to memorialize a City Council action.

GENERAL DEFINITION OF A RESOLUTION:

The City Council may take action in three ways: an ordinance, resolution, and motion memorialized in the minutes (“minute order”). An ordinance is a local law enacted by the Council that applies to the public within its jurisdictional boundaries and is created following specific procedures. In contrast, a resolution and minute orders involve all other actions of the City Council that are not an ordinance. With a few statutory exceptions, when there is no legal definition of what a resolution or minute order are and when one form is required in a particular situation. The City could choose to take all actions, other than ordinances, by resolution or, in the alternative, limit which types of actions should be memorialized in a resolution with the remaining actions by minute order. That is the purpose of this policy.

CITY OF HUGHSON RESOLUTION POLICY:

A resolution shall be used for the following City Council actions:

- a. Bylaws – to establish or to amend
- b. Policies – to establish or to amend
- c. Contracts
- d. To memorialize a process for auditing purposes
- e. For State grants or contracts
- f. Where required by law or ordinance

All other City Council actions should be taken by motion or minute orders recorded in the Council meeting minutes for records purposes and for reference.



CITY COUNCIL AGENDA ITEM NO. 6.2 SECTION 6: NEW BUSINESS

Meeting Date: June 27, 2016
Subject: Approval to Adopt Resolution No. 2016-24, Adopting Addendum #2 to the Negative Declaration for the City of Hughson Well No. 7 Replacement Project
Enclosures: Addendum #2 to the Negative Declaration for the City of Hughson Well No. 7 Replacement Project
Resolution No. 2016-24
Presented By: Jaylen French, Community Development Director
Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2016-24, a resolution of the City Council of the City of Hughson adopting Addendum #2 to the Negative Declaration for the Well No. 7 Replacement Project.

Background:

Pursuant to the Safe Drinking Water State Revolving Loan Fund application for the Well No. 7 Replacement Project, and in accordance with the requirements of the California Environmental Quality Act (CEQA) an Initial Study for the project was prepared and independently reviewed by staff in 2013. The Initial Study identified potentially significant environmental effects on biological and cultural resources, but that these potential effects would be reduced to a less than significant level with recommended mitigation measures. On the basis of the Initial Study, a proposed Mitigated Negative Declaration was prepared.

In 2013, the Initial Study/Mitigated Negative Declaration (IS/MND) was circulated for public and agency review for 30 days; a Notice of Intent to adopt the Negative

Declaration was published in the Hughson Chronicle. All applicable comments received on the IS/MND were incorporated into the adopted document.

Subsequently, the California Department of Public Health (CDPH) commented that the Well No. 5 reconstruction project, which was mentioned but not analyzed in the Negative Declaration, should be incorporated into the Negative Declaration in an addendum (Addendum #1). An addendum makes minor changes to the Negative Declaration for the record but does not require additional public review or recirculation of the Negative Declaration. No other substantive environmental issues that would require reconsideration or recirculation of the IS/MND were raised during the public review period.

In 2016, the California State Water Resources Board (SWRB) staff, after coordinating with City staff on the proposed consolidation project—the effort to extend the city water system to two (2) out of boundary users—determined that additional environmental analysis was required to analyze minor revisions to the project. City staff, through SWRB staff, determined that an Addendum (Addendum #2) was the appropriate environmental documentation.

The attached Resolution No. 2016-24 sets forth the environmental findings required by CEQA, adopts Addendum #2 of the IS/MND for the Well No. 7 Replacement Project.

Fiscal Impact:

There is no direct fiscal impact to adopting Resolution No. 2016-24, adopting Addendum #2 of the IS/MND. Once adopted, City staff will work with SWRB staff to finalize the details of the funding/financing agreement for the estimated \$8.6 million Well No. 7 Replacement Project.

In 2015, the Hughson City Council, through a Proposition 218 process, approved a five (5) year rate increase to help fund the Well No. 7 Replacement Project.

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2016-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON ADOPTING
ADDENDUM #2 OF THE NEGATIVE DECLARATION FOR THE CITY OF HUGHSON
WELL NO. 7 REPLACEMENT PROJECT**

WHEREAS, pursuant to the City's Safe Drinking Water State Revolving Loan Fund application for the Well No. 7 Replacement Project, and in accordance with the requirements of the California Environmental Quality Act (CEQA), an Initial Study was prepared for the project and independently reviewed by staff in 2013; and

WHEREAS, the Initial Study identified potentially significant environmental affects on biological and cultural resources, but that these potential affects would be reduced to a less than significant level with recommended mitigation measures. On the basis of the Initial Study, a proposed Mitigated Negative Declaration was prepared; and

WHEREAS, subsequently, the California Department of Public Health (CDPH) commented that the Well No. 5 reconstruction project, which was mentioned but not analyzed in the Negative Declaration, should be incorporated into the Negative Declaration in an addendum (Addendum #1); and

WHEREAS, in 2016, the California State Water Resources Board (SWRB) staff, after coordinating with City staff on a proposed consolidation project—an effort to extend the city water system to two (2) out of boundary users—determined that additional environmental analysis was required to analyze minor revisions to the original project; and

WHEREAS, City staff, through SWRB environmental staff, determined that an Addendum (Addendum #2) to the original Negative Declaration was the appropriate environmental documentation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby adopt Addendum #2 to the Negative Declaration for the City of Hughson Well No. 7 Replacement Project.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hughson this 27th day of June 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

MATT BEEKMAN, Mayor

ATTEST:

SUSANA DIAZ, Deputy City Clerk

ADDENDUM NO. 2

TO THE

INITIAL STUDY / MITIGATED NEGATIVE DECLARATION
WELL NO. 7 REPLACEMENT PROJECT
CITY OF HUGHSON, CALIFORNIA

JUNE 20, 2016

Prepared for:

CITY OF HUGHSON
7018 Pine Street (office)
PO Box 9 (mailing)
Hughson, CA 95326
(209) 883-4054

INTRODUCTION

In 2013, the City of Hughson proposed the replacement of its existing potable water Well No. 7, lost to nitrate contamination, with a new well to be known as Well No. 9. Development of the new well site, located east of Tully Road at Roeding Road, includes the well, water treatment equipment, a 1.0 million gallon storage tank, a booster pump station, chemical storage, pipelines, and other appurtenances associated with the treatment, storage and distribution of potable water.

Prior to project approval, the City prepared an Initial Study / Mitigated Negative Declaration in accordance with the requirements of the California Environmental Quality Act (CEQA), and on the basis of the Initial Study, a proposed Negative Declaration (Public Review Draft IS/MND) addressing the well/treatment project and a 12-inch pipeline connecting the new well to existing water distribution facilities at Whitmore Avenue was prepared and circulated for public and agency review. The City Council adopted the IS/MND at its June 24, 2013 meeting.

At about the same time, the City proposed to connect the Well No. 9 water treatment and storage facilities with the City's Well No. 5, which was to be reconstructed. Well No. 5 is located along the 12-inch pipeline, approximately 1,900 feet north of the new well site. An addendum to the adopted IS/MND was prepared to address the potential environmental effects of proposed reconstruction of Well No. 5; the addendum was adopted by the City in 2013.

Further minor modifications are proposed to the overall project. The existing 12-inch pipeline connecting the new well with Well No. 5 is proposed to be modified to transport Well No. 5 water to the Well No. 9 site for treatment. Treated water from both wells will be delivered to the existing City pipelines in Whitmore Avenue via a new 16-inch pipeline to be constructed within the paved or disturbed section of existing Tully Road, parallel with the existing 12-inch pipeline.

This document is Addendum No. 2 to the adopted Well No. 7 IS/MND as modified by Addendum No. 1 to the IS/MND. Both documents are attached and are hereby incorporated by reference. A copy of these documents may also be reviewed at Hughson City Hall, 7018 Pine Street, Hughson, California. This addendum contains revisions to the adopted CEQA documents, including an addition to the Project Description addressing changes in piping systems and consideration of the potential environmental effects of those changes. Revisions to the Well No. 7 IS/MND described in this addendum consist entirely of minor changes. The revised IS/MND, including Addendum No. 1 and this Addendum No. 2, when adopted, does not identify any new or substantially more severe environmental effects, and does not identify the need for new or more effective mitigation measures, than were identified in the adopted IS/MND and Addendum No. 1.

CEQA PROVISIONS RELATED TO THE ADDENDUM

When a Negative Declaration has been prepared, and changes to the project or its circumstances require revisions to the Negative Declaration, CEQA offers options to streamline the subsequent environmental review. When the revisions to the Negative Declaration are minor, and the revisions would not involve new significant effects or an increase in the severity of effects, then an Addendum to the Negative Declaration can be prepared.

CEQA Guidelines Section 15164 provides that an addendum may be used to make "minor technical changes or additions" that are necessary to assure that the previous IS/MND is "adequate under CEQA," provided that no new important "issues about the significant effects on the environment" are raised (CEQA Guidelines § 15164). The provisions of Section 15164 are outlined below.

- (a) (Refers only to EIRs)

- (b) An addendum to an adopted negative declaration may be prepared if only minor changes or additions are necessary or none of the conditions described in Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred.
- (c) An addendum need not be circulated for public review but can be included in or attached to the final EIR or adopted negative declaration.
- (d) The decision-making body shall consider the addendum with the final EIR or adopted negative declaration prior to making a decision on the project.
- (e) A brief explanation of the decision not to prepare a subsequent EIR pursuant to Section 15162 should be included in an addendum to an EIR, the lead agency's required findings on the project, or elsewhere in the record. The explanation must be supported by substantial evidence.

CHANGES IN PROPOSED PROJECT AND/OR ITS CIRCUMSTANCES

The Well No. 7 Replacement Project is described in detail in the Public Review Draft IS/MND, and proposed reconstruction of the City's existing Well No. 5 is described in the adopted Addendum No. 1.

In the adopted IS/MND, Well No. 7 was proposed to be and will be replaced at a new site, east of Tully Road at Roeding Road, with a new Well No. 9 and connected to Whitmore Avenue via an existing 12-inch pipeline. The City will also reconstruct its existing Well No. 5, adjacent to Tully Road, as described in the adopted Addendum No. 1.

The proposed modification of the project consists of modifying the existing 12-inch pipeline to allow its use for transfer of non-potable water from Well No. 5 to Well No. 9 for treatment; a portion of this existing pipeline would be disconnected from the City potable distribution system south of Well 5. A new 16-inch pipeline would be extended from the new Well No. 9 north along Tully Road to join the existing City water distribution system in Whitmore Avenue.

Construction of the new 16-inch pipeline, considered alone, is eligible for a statutory exemption from CEQA under CEQA Guidelines Section 15282(k). However, because new pipeline construction is part of the larger Well No. 7 Replacement Project considered in the IS/MND, and to avoid any concern regarding piece-mealing, this project element is hereby treated in this Addendum to the adopted IS/MND.

The addition of this otherwise CEQA-exempt project element is not considered a major change in the IS/MND Project Description. As discussed in more detail below, this change would not involve potential for new or more severe environmental effects than were addressed in the Public Review Draft IS/MND.

The City of Hughson has not identified any changes in the circumstances of the project, as revised, that would involve potential for new or more severe environmental effects. The City has not identified any new information related to the project that would involve potential for new or more severe environmental effects.

POTENTIALLY SIGNIFICANT ENVIRONMENTAL EFFECTS OF THE REVISED PROJECT

The City of Hughson has considered the potential environmental effects of adding the proposed 16-inch pipeline construction to the proposed Well No. 7 Replacement Project with the following results:

Aesthetics. The proposed 16-inch pipeline would involve no changes in visual resources at or near the well site, or along Tully Road.

Agriculture. The proposed 16-inch pipeline would occur within the disturbed section of the Tully Road right-of-way and would involve no effect on agriculture.

Air Quality. The proposed 16-inch pipeline would not involve any substantial construction emissions or cause any long-term changes in air emissions.

Biological Resources. The proposed 16-inch pipeline would occur within the disturbed section of the Tully Road right-of-way and would involve no effect on biological resources.

Cultural Resources. The proposed 16-inch pipeline would occur within the disturbed section of the Tully Road right-of-way and would involve no effect on cultural resources. A new (2016) cultural resources report was prepared to address the project as required by the National Historic Preservation Act in connection with State project funding. No cultural resources or cultural resources effects were identified in the study; the study is available to qualified reviewers at the City of Hughson offices.

Geology and Soils. The proposed 16-inch pipeline would involve no substantial new soil disturbance, potential for soil erosion or potential geologic hazard effects.

Global Climate Change. Other than very minor construction emissions of greenhouse gases, the project would not involve any increased effect on project-related greenhouse gas emissions or global climate change.

Hazards. The proposed 16-inch pipeline alignment is largely paved, but all portions have been subject to past disturbance associated with road construction and maintenance. Construction of proposed 16-inch pipeline at this site would not involve any known potential for environmental release or worker exposure to hazardous materials or waste.

Hydrology and Water Quality. The proposed 16-inch pipeline would involve an incidental change to an existing site and would involve no surface hydrology or water quality effects. The proposed 16-inch pipeline would involve no change in effects on groundwater or groundwater quality.

Land Use. The proposed 16-inch pipeline would not involve any change in the land use on the site or in the surrounding areas.

Minerals. The proposed 16-inch pipeline would be located in an existing roadway and would involve no effect on mineral resources.

Noise. The proposed 16-inch pipeline would involve short-term and minor construction noise increases within an existing industrial area. Construction noise would not result in a significant noise effect on sensitive receptors. The pipeline would not involve any change in existing ambient noise levels in the project vicinity.

Population and Housing. The proposed 16-inch pipeline would not have any effect on existing housing or population.

Public Services. The proposed 16-inch pipeline would occur entirely within existing public road right-of-way. The project would not involve any increase in demands for public services or interfere with existing patterns of service delivery. The project will provide critical fire suppression water, in accordance with local fire code and industry standards, for protection of public health and real property.

Transportation. The project would not involve any significant construction or post-construction traffic, or other transportation, impacts.

Utilities. The proposed 16-inch pipeline would involve a beneficial effect on the Hughson potable water system and no effect on other utilities.

Mandatory Findings of Significance. The proposed 16-inch pipeline would have no effect in any of the resource categories considered in an Initial Study, and no effect on biological and cultural resources. As a result, the potential environmental effects of the proposed 16-inch pipeline would not combine with environmental effects identified in the IS/MND and Addendum No. 1 to generate any other potentially significant cumulative effects. There are no known projects with which the proposed 16-inch pipeline could combine to produce significant cumulative impacts. The proposed 16-inch pipeline would not add to the potential environmental effects of buildout of the Hughson 2005 General Plan as identified in the Hughson 2005 General Plan EIR.

As documented above, the revised project would not involve any new or substantially more severe environmental effects than were identified in the Public Review Draft IS/MND.

FINDING

Based on the analysis in this document, and the document incorporated by reference, the revised project will not involve: 1) substantial changes to the project, 2) substantial changes in the circumstances of the project or 3) new information of substantial importance that would result in new significant environmental effects or a substantial increase in the severity of significant effects described in the adopted IS/MND and Addendum No. 1. Therefore, it is appropriate for the City of Hughson to adopt this Addendum No. 2 to the Initial Study/ Mitigated Negative Declaration for the Well No. 7 Replacement Project and to approve the revised project based on the previously-adopted IS/MND plus Addendum No. 1 and Addendum No. 2.



CITY OF HUGHSON AGENDA ITEM NO. 6.3

SECTION 6: NEW BUSINESS

Meeting Date: June 27, 2016
Subject: Approval of Resolution No. 2016-25, Declaring the City Council's Intent to Levy and Collect Assessments for Fiscal Year 2016-2017 for the City of Hughson Landscape and Lighting Districts and Benefit Assessment Districts and to Set the Public Hearing for the July 11, 2016 City Council Meeting

Presented By: Jaylen French, Community Development Director

Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2016-25, declaring the City Council's intent to levy and collect assessments for Fiscal Year 2016-2017 for the City of Hughson Landscape and Lighting Districts (LLD) and Benefit Assessment Districts (BAD) and to set the Public Hearing for the July 11, 2016 City Council meeting.

Background:

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

The City annually reviews the anticipated costs of each district for the next fiscal year, establishes assessments attributable to each parcel, and orders such assessments to be levied through the County property tax roll. An annual Engineer's Benefit Assessment ("Report") for each district describes the districts, incorporates any annexations or changes to the districts, the proposed assessments and the levies for Fiscal Year 2016-2017. The proposed assessments and levies are based on the historical and estimated costs of

providing services to maintain the improvements that provide a direct and special benefit to properties within each respective district.

The costs of the improvements and the annual levies include all expenditures, deficits, surpluses, revenues, and reserves. Parcels are assessed proportionately for the special benefit provided by the district.

For the purposes of this staff report, the word “parcel” refers to an individual property assigned its own Assessor’s Parcel Number by the Stanislaus County Assessor’s Office. The Stanislaus County Auditor-Controller uses Assessor’s Parcel Numbers and specific fund numbers to identify properties assessed on the County Secured Property Tax Roll (the “Tax Roll”).

Following final approval of the Engineer’s Reports and confirmation of the assessments, the City Council may order the levy and the collection of the assessments for Fiscal Year 2016-2017 pursuant to the 1972 and 1982 Acts. In such case, the assessment information will be submitted to the County Auditor-Controller, by mid-August, to be included on the Tax Roll for each benefiting parcel for Fiscal Year 2016-2017.

The intent of this item is to declare the Council’s intent to levy and collect assessments. The next step in this process—actual levying of the assessment—will be brought to the City Council at the July 11, 2016 regular meeting for final approval.

Summary of Proposed Assessments for Fiscal Year 2016-2017

The following is a summary of the Fiscal Year 2016-2017 proposed assessments as set forth in the Reports and per equivalent dwelling unit (EDU). City staff has worked with Harris & Associate for professional assessment district administration services. Part of this new collaborative effort has included a collective review of original formation documents, a validation of assessment rate history, a clear definition of program budgets based on actual costs incurred, and a discussion of effective ways to address deficiencies over time.

In preparation for the annual assessment process for the upcoming fiscal year, Harris & Associates and City staff determined the appropriate assessment levels for each district by reviewing the prior year’s budget items, the current fund balances, the allowable assessment amounts, and incorporating any necessary adjustments for each district.

During that process, it was discovered that several districts had incorrect assessment levels based on information from original and prior documentation, and in some cases, assessment levels that had not been increased in several years. City staff also discovered that utility bills for multiple districts were assigned incorrectly. This issue will take staff several weeks to resolve completely, but for purposes of completing the Engineer’s Reports, the determined costs (\$500) have been redistributed to each of the LLDs by number of street lights within each district.

Other adjustments made to the districts based on the thorough review included: 1) capital improvement items—such as a man-lift truck to replace streets lights; and 2) administration costs; and 3) creation of an Operating Reserve Fund for several districts. These costs were added to the appropriate districts on a pro-rata basis.

Additionally, City of Hughson staff continues to spend considerable time 1) balancing allocation of costs, where possible, in districts with both LLD and BADs, 2) exploring general versus special benefit methodologies, 3) monitoring individual districts and actual costs incurred and implementing efficiencies where possible (e.g., reducing water usage, validating lighting inventory, adjusting maintenance schedules). The information collected is critical for the purposes of determining the true cost of providing services and better understanding the condition of each respective district.

City of Hughson staff will continue work in other areas through the upcoming fiscal year including minimizing administrative costs and proposing infrastructure improvements, as permitted, in districts with no structural deficits and healthy reserves.

Brittany Woods

Brittany Woods lies south of the Turlock Irrigation District Ceres Main Canal, and south of Hatch Road, and east of Seventh Street, within the boundaries of Tract 085 (Brittany Woods), and includes Assessor's Parcel Numbers for lots 018-085-001 through 018-085-066 inclusive and Lot "A" as recorded in Book 40 of Maps, Page 73, of Stanislaus County Records. Brittany Woods currently has 65 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$8,060.00
Maximum Rate per EDU:	\$124.00
Estimated Fund Balance (05/31/16):	\$11,194

Central Hughson

Central Hughson differs for the other districts in that it was formed and annexed to in accordance with parcel circumstances, type or other specific purpose as indicated by the original engineer's report. Consequently, a general description of locations is not practical. Assessments also differ in that they are formulated in most respects by parcel specific attributes rather than equal distribution to all included parcels. There are currently 208 parcels in the Benefit Assessment District and 43 parcels in the Landscape and Lighting District.

Landscape and Lighting District

Balance to Levy:	\$15,411.22
Maximum Rates*:	Varies
Estimated Fund Balance (05/31/16):	\$22,997
Operating Reserve Fund:	\$690.88

**Based on landscaping (by area), maintenance of trees (by unit allocation to parcels), streetlights, parking area lights, etc.*

Benefit Assessment District

Balance to Levy:	\$8,298.32
Maximum Rates*:	Varies
Estimated Fund Balance (05/31/16):	\$35,969

* Based on storm water drain street frontage, sidewalks by area, road maintenance, graffiti removal (per parcel), street sweeping by curb miles, etc.

Euclid North

Euclid North is a portion of the south half of Tract 20, west of Euclid Avenue, bordered on the west by the Brittany Woods Subdivision, on the north by the Euclid North Subdivision, and on the east by Euclid Avenue, and on the south by the Fontana North Subdivision. Euclid North currently has 50 equivalent dwelling units.

Landscape and Lighting District (Formed But Not Developed)

Balance to Levy:	\$0
Maximum Rate per EDU:	\$0
Estimated Fund Balance (05/31/16):	\$0

Benefit Assessment District

Balance to Levy:	\$0
Maximum Rate per EDU:	\$0
Estimated Fund Balance (05/31/16):	\$0

Euclid South

Euclid South is a portion of the south half of Tract 20, west of Euclid Avenue, bordered on the west by the Starn Estates Subdivision, and on the north by the Euclid North Subdivision, and on the east by Euclid Avenue, and on the south by the Fontana North Subdivision. Euclid South currently has 69 equivalent dwelling units.

Landscape and Lighting District (Formed But Not Developed)

Balance to Levy:	\$0
Maximum Rate per EDU:	\$0
Estimated Fund Balance (05/31/16):	\$0

Benefit Assessment District

Balance to Levy:	\$0
Maximum Rate per EDU:	\$0
Estimated Fund Balance (05/31/16):	\$0

Feathers Glen

Feathers Glen lies directly south of the Rhapsody Subdivisions, and consists of those lots served by Metcalf Way between Charles Street and Seventh Street, and the Feathers and Adeline Courts. Feathers Glen current has 42 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$7,266.84
Maximum Rate per EDU:	\$366.88
Estimated Fund Balance (05/31/16):	\$29,437

Benefit Assessment District

Balance to Levy:	\$9,087.12
Maximum Rate per EDU:	\$216.36
Estimated Fund Balance (05/31/16):	\$7,037

Fontana Ranch North

Fontana Ranch North is a portion of Tract 22, west of Euclid Avenue, north of Fox Road, south of the Euclid South Subdivision, and east of the Fox Glen Subdivision. Fontana Ranch North currently has 91 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$10,930.92
Maximum Rate per EDU:	\$217.56
Estimated Fund Balance (05/31/16):	\$17,790

Benefit Assessment District

Balance to Levy:	\$18,493.02
Maximum Rate per EDU:	\$227.49
Estimated Fund Balance (05/31/16):	\$55,230
Operating Fund Reserve:	\$640.52

Fontana Ranch South

Fontana Ranch South is a portion of Tract 24 south of Fox Road, west of Samaritan Village Facility, north of the extension of Locust Street, and east of the Bavaro Subdivision. Fontana Ranch South currently has 56 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$11,546.08
Maximum Rate per EDU:	\$206.18
Estimated Fund Balance (05/31/16):	\$(31,406)

Benefit Assessment District

Balance to Levy:	\$10,572.80
Maximum Rate per EDU:	\$189.00
Estimated Fund Balance (05/31/15):	\$11,106

Rhapsody Unit No. 1

Rhapsody Unit No. 1 lies south of the Turlock Irrigation District Ceres Main Canal, and south of Hatch Road, and west of Seventh Street, within the boundaries of Tracts 086 and 087 (Rhapsody), and includes Assessor's Parcel Numbers for lots 018-086-001 through 018-086-042 inclusive, and 018- 087-001 through 018-087-037 inclusive and Lots "A" and "B" as recorded in Book 40 of Maps, Page 74, Stanislaus County Records. Rhapsody Unit No. 1 currently has 79 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$6,794.00
Maximum Rate per EDU:	\$86.00
Estimated Fund Balance (05/31/15):	\$7,228

Rhapsody Unit No. 2

Rhapsody Unit No. 2 lies south of the Turlock Irrigation District Ceres Main Canal, and south of Hatch Road, and west of Seventh Street, within the boundaries of Tracts 086 and 087 (Rhapsody), and includes Assessor's Parcel Numbers for lots 018-086-044 through 018-086-078 inclusive, and 018- 087-039 through 018-087-062 inclusive and Lots "A" and "B" as recorded in Book 40 of Maps, Page 74, Stanislaus County Records. Rhapsody Unit No. 2 currently has 59 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$10,221.16
Maximum Rate per EDU:	\$173.24
Estimated Fund Balance (05/31/15):	\$5,502

Santa Fe Estates Phase 1

Santa Fe Estates Phase 1 lies east of Santa Fe Avenue, within Tract 083 (Santa Fe Estates Phase 1), and includes Assessor's Parcel Numbers for lots 018-083-001 through 018-083-055 inclusive as recorded in Book 40 of Maps, Page 56, and Stanislaus County Records. Santa Fe Estates Phase 1 currently has 55 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$7,260.00
Maximum Rate per EDU:	\$132.00

Estimated Fund Balance (05/31/15): \$(22,098)

Santa Fe Estates Phase 2

Santa Fe Estates Phase 2 lies east of Santa Fe Avenue, within Tract 084 (Santa Fe Estates Phase 2), and includes Assessor's Parcel Numbers for lots 018-084-002 through 018-084-053 inclusive and "Lot B" as recorded in Book 10 of Maps, Page 38, of Stanislaus County Records. Santa Fe Estates Phase 2 currently has 51 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy: \$6,649.38
Maximum Rate per EDU: \$130.39
Estimated Fund Balance (05/31/15): \$(8,614)

Starn Estates

Starn Estates lies directly south of the Brittany Woods Landscaping and Lighting District, east of Seventh Street, within Tract 081 (Starn Estates Phase 1 and 2), and includes Assessor's Parcel Numbers for lots 018-081-001 through 018-081-037 inclusive and lots 018-081-039 through 018-081-079 inclusive as recorded in Book 40 of Maps, Page 21, Stanislaus County Records. Starn Estates currently has 78 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy: \$7,789.08
Maximum Rate per EDU: \$99.87
Estimated Fund Balance (05/31/15): \$22,034

Sterling Glen III

Sterling Glenn III is located west of Tully Road, east of Santa Fe Estates Phase II Subdivision, north of an industrial zone, and south of the Walnut Haven Subdivision, and includes Assessor's Parcel Numbers 018-089-001 through 017-089-073. Sterling Glenn III currently has 73 / 1.7 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy: \$10,589.38 / \$179.20
Maximum Rate per EDU: \$237.10 / \$371.38
Estimated Fund Balance (05/31/15): \$19,844

Benefit Assessment District

Balance to Levy: \$11,236.16 / \$454.58
Maximum Rate per EDU: \$163.32 / \$272.20
Estimated Fund Balance (05/31/15): \$13,624
Operating Fund Reserve: \$426.32

Sun Glow Estates

Sun Glow Estates lies east of Tully Road and directly south of the Walnut Haven III Landscaping and Lighting District, within Tract 082 (Sun Glow Estates), and includes Assessor's Parcel Numbers for lots 018-082-001 through 018-082-090 inclusive as recorded in Book 39 of Maps, Page 98, of Stanislaus County Records. Sun Glow Estates currently has 91 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$9,678.76
Maximum Rate per EDU:	\$106.37
Estimated Fund Balance (05/31/15):	\$24,223

Walnut Haven III

Walnut Haven III lies east of Tully Road and west of Charles Street, directly north of the Sun Glow Landscaping and Lighting District, within Tract 088 (Walnut Haven III), and includes Assessor's Parcel Numbers for lots 018-088-001 through 018-088-055 inclusive as recorded in Book 40 of Maps, Page 76, of Stanislaus County Records. Walnut Haven III currently has 55 equivalent dwelling units.

Landscape and Lighting District

Balance to Levy:	\$5,995.00
Maximum Rate per EDU:	\$109.00
Estimated Fund Balance (05/31/15):	\$7,338

Annual Inflationary Adjustment:

Increases to the annual assessment and levy are indexed to the Consumer Price Index plus three percent based on the U.S. Department of Labor, Bureau of Labor Statistics, reported by the San Francisco/Oakland/San José Urban Wage Earners and Clerical Workers increase. This will annually establish the new inflation adjusted maximum assessment that may be levied without the necessity of conducting a Proposition 218 ballot proceeding. Although the maximum rate is likely to increase each year, the actual amount to be assessed is based on the annual budget and may be less than the maximum rate. Not all of the City's Districts include annual inflationary adjustments.

Environmental Review:

This is an administrative action which is not considered a 'project' under the California Environmental Quality Act (CEQA).

Public Participation:

Public participation is provided pursuant to the provisions of Proposition 218. Changes which require an affirming ballot process are not involved in this action.

The scheduled Public Hearing provides impacted property owners the opportunity to address the Council regarding any proposed changes to their assessments.

Public Hearing Schedule:

Upon adoption of this Resolution, a Public Hearing will be set for July 11, 2016. At that time, the City Council will have the opportunity to review and approve the annual Engineer's Benefit Assessment Report for the Landscape and Lighting Districts and Benefit Assessment Districts as well as confirm the assessment and order the levy for the districts.

Fiscal Impact:

The current Landscape and Lighting Districts and Benefit Assessment Districts provide the City of Hughson with funding annually to offset the costs of specific services and improvements to properties within their respective approved boundaries. For Fiscal Year 2016-2017, annual assessments are expected to generate approximately \$181,920 for associated labor, administration, utilities, equipment, materials, and preparation of the annual Engineer's Report.

Harris & Associates provides technical administrative support to the City of Hughson and its Landscape and Lighting Districts and Benefit Assessment Districts at a cost of \$10,318 per year. This equates to \$500 per district (18 x \$500 = \$9,000) and \$1 per parcel (1,319 x \$1 = \$1,319).

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2016-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
CONSIDERING INTENTION TO LEVY AND COLLECT ASSESSMENT FOR FISCAL
YEAR 2016-2017 FOR THE CITY'S EIGHTEEN ASSESSMENT DISTRICTS**

WHEREAS, the City Council of the City of Hughson intends to levy and collect assessments within assessment districts in the City of Hughson for Fiscal Year 2016-2017, pursuant to the Landscaping and Lighting Act of 1972 and the Benefit Assessment Act of 1982; and

WHEREAS, the improvement to be made in each district are generally described in Exhibit A, which is made a part of this resolution; and

WHEREAS, in accordance with this City Council's Resolution No. 2016-25 directing the filing of an annual report, K. Dennis Klingelhofer, Assessment Engineer, has filed with the City Clerk the report, as required by the Landscaping and Lighting Act of 1972 and the Benefit Assessment Act of 1982; and

WHEREAS, all interested persons are referred to that report for a full and detailed description of the improvements, the boundaries of each assessment district, and the proposed assessments upon assessable lots and parcels within each assessment district; and

WHEREAS, on Monday, the 11th day of July, at the hour of 7:00 p.m., the City Council of the City of Hughson will conduct a public hearing on the question of the levy of the proposed annual assessment for each district; and

WHEREAS, the public hearing will be held at Hughson City Hall located at 7018 Pine Street in Hughson, California.

NOW, THEREFORE, BE IT RESOLVED that the City Clerk is authorized and directed to give the notice of hearing required by the Landscaping and Lighting Act of 1972 and the Benefit Assessment Act of 1982.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hughson this 27th day of June, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

MATT BEEKMAN, Mayor

ATTEST:

SUSANA DIAZ, Deputy City Clerk

EXHIBIT A

Assessment District	Legal Description
Central Hughson	Central Hughson differs for the other districts in that it was formed and annexed to in accordance with parcel circumstances, type or other specific purpose as indicated by the original engineer's report. Consequently, a general description of locations is not practical. Assessments also differ in that they are formulated in most respects by parcel specific attributes rather than equal distribution to all included parcels.
Brittany Woods	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets south of the Turlock Irrigation District Ceres Main Canal, and south of Hatch Road, and east of Seventh Street, within the boundaries of Tract 085 (Brittany Woods), and includes Assessor's Parcel Numbers for lots 081-085-001 through 018-085-066 inclusive and Lot "A" as recorded in Book 40 of Maps, Page 73, of Stanislaus County Records.
Euclid North	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets of the south half of Tract 20, west of Euclid Avenue, bordered on the west by the Brittany Woods Subdivision, on the north by the Euclid North Subdivision, and on the east by Euclid Avenue, and on the south by the Fontana North Subdivision.
Euclid South	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets of the south half of Tract 20, west of Euclid Avenue, bordered on the west by the Starn Estates Subdivision, and on the north by the Euclid North Subdivision, and on the east by Euclid Avenue, and on the south by the Fontana North Subdivision.
Fontana Ranch North	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets of Tract 22, west of Euclid Avenue, north of Fox Road, south of the Euclid South Subdivision, and east of the Fox Glen Subdivision.

Assessment District	Legal Description
Fontana Ranch South	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets of Tract 24 south of Fox Road, west of Samaritan Village Facility, north of the extension of Locust Street, and east of the Bavaro Subdivision.
Feathers Glen	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets south of the Rhapsody Subdivisions, and consists of those lots served by Metcalf Way between Charles Street and Seventh Street, and the Feathers and Adeline Courts.
Rhapsody Unit No. 1	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets south of the Turlock Irrigation District Ceres Main Canal, and south of Hatch Road, and west of Seventh Street, within the boundaries of Tracts 086 and 087 (Rhapsody), and includes Assessor's Parcel Numbers for lots 018-086-001 through 018-086-042 inclusive, and 018-087-001 through 018-087-037 inclusive and Lots "A" and "B" as recorded in Book 40 of Maps, Page 74, Stanislaus County Records.
Rhapsody Unit No. 2	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets south of the Turlock Irrigation District Ceres Main Canal, and south of Hatch Road, and west of Seventh Street, within the boundaries of Tracts 086 and 087 (Rhapsody), and includes Assessor's Parcel Numbers for lots 018-086-044 through 018-086-078 inclusive, and 018-087-039 through 018-087-062 inclusive and Lots "A" and "B" as recorded in Book 40 of Maps, Page 74, Stanislaus County Records.
Santa Fe Estates Phase 1	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, streets, improvements and appurtenances adjacent to or within the public right of way in the streets east of Santa Fe Avenue, within Tract 083 (Santa Fe Estates Phase 1), and includes Assessor's Parcel Numbers for lots 018-083-001 through 018-083-055 inclusive as recorded in Book 40 of Maps, Page 56, of Stanislaus County Records.

Assessment District	Legal Description
Santa Fe Estates Phase 2	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets east of Santa Fe Avenue, within Tract 084 (Santa Fe Estates Phase 2), and includes Assessor's Parcel Numbers for lots 018-084-002 through 018-084-053 inclusive and "Lot B" as recorded in Book 10 of Maps, Page 38, of Stanislaus County Records.
Starn Estates	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets south of the Brittany Woods Landscaping and Lighting District, east of Seventh Street, within Tract 081 (Starn Estates Phase 1 and 2), and includes Assessor's Parcel Numbers for lots 018-081-001 through 018-081-037 inclusive and lots 018-081-039 through 018-081-079 inclusive as recorded in Book 40 of Maps, Page 21, Stanislaus County Records.
Sterling Glen III	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting systems, improvements, and appurtenances adjacent to or within the public right of way in the streets west of Tully Road, east of Santa Fe Estates Phase II Subdivision, north of an industrial zone, and south of the Walnut Haven Subdivision.
Sun Glow Estates	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, improvements, and appurtenances adjacent to or within the public right of way in the streets east of Tully Road and directly south of the Walnut Haven III Landscaping and Lighting District, within Tract 082 (Sun Glow Estates), and includes Assessor's Parcel Numbers for lots 018-082-001 through 018-082-090 inclusive as recorded in Book 39 of Maps, Page 98, of Stanislaus County Records.
Walnut Haven III	The maintenance and replacement of street trees, plants, vegetation, sprinkler systems, rear yard wall adjacent to or within the public right of way, street lighting, streets, improvements and appurtenances adjacent to or within the public right of way in the streets east of Tully Road and west of Charles Street, directly north of the Sun Glow Landscaping and Lighting District, within Tract 088 (Walnut Haven III), and includes Assessor's Parcel Numbers for lots 018-088-055 inclusive as recorded in Book 40 of Maps, Page 76, of Stanislaus County Records.



ENGINEER'S REPORT

Landscape and Lighting Assessment Districts

Fiscal Year 2016-17

For the

CITY OF HUGHSON

Stanislaus County, California

June 27, 2016



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Engineer's Certification

WHEREAS, on June 27, 2016, the Hughson City Council, pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2 of Division 15 of the Streets and Highways Code, commencing with Section 22500 (the "1972 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D (the "California Constitution") the City Council of the City of Hughson (the "City"), adopted a Resolution Initiating Proceedings for the Levy and Collection of Annual Assessments within several Landscape and Lighting Maintenance District (the "Districts"), listed below, for Fiscal Year 2016/2017. Said Resolution called for the preparation and filing of an annual report (the "Report") pursuant to Chapter 1, Article 4 of the 1972 Act, beginning with section 22565, presenting plans and specifications describing the general nature, location and extent of the improvements to be maintained and an estimate of the costs to maintain said improvements within the Districts.

- Brittany Woods
- Central Hughson
- Feathers Glen
- Fontana Ranch North
- Fontana Ranch South
- Rhapsody #1
- Rhapsody #2
- Santa Fe #1
- Santa Fe #2
- Starn Estates
- Sterling Glen III
- Sun Glow
- Walnut Haven III

WHEREAS, pursuant to Proposition 218 of November 1996, State of California assessment balloting procedures for property owner approval of assessment districts were instituted at the time of formation of the Districts.

The undersigned respectfully submits the enclosed report as directed by the City Council. The undersigned certifies that he is a Professional Engineer, registered in the State of California.



DATED: June 27, 2016


By: K. Dennis Klingelhofer
Assessment Engineer
R.C.E. No. 50255



INTRODUCTION

The City of Hughson (the “City”) levies and collects special assessments on parcels within several Landscaping and Lighting Maintenance Districts (the “Districts”) in order to maintain the improvements within those areas. The Districts were formed in order to provide a dedicated source of funding for the ongoing maintenance of lighting and landscape improvements within the developments. The assessments and methods of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the Districts were formed.

The word “parcel”, for purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (“APN”) by the Stanislaus County Assessor’s Office. The Stanislaus County Auditor/Controller uses APN and specific fund numbers to identify properties to be assessed on the tax roll for special benefit assessments.

This Report consists of five sections and identifies the following items:

- The specific improvements to be maintained within each District.
- The proposed assessments to be levied for each District for 2016/2017 (Please refer table on following page).
- How the costs are allocated and apportioned to the assessable parcels.
- Diagram or map showing the boundary of each District.
- A listing of properties to be assessed, by District, APN and the corresponding assessment amounts.

There are thirteen (13) Districts contained in this Report. Please refer to the table on the next page which details assessment information within each District for the prior year and the coming year. Also included the District name, the total costs to be assessed, the Proposed Assessment Rate and the Maximum Assessment Rate allowed for Fiscal year 2016/2017.

CITY OF HUGHSON

BENEFIT ASSESSMENT DISTRICTS 2016/2017 SUMMARY

The February Consumer Price Index (“CPI”) is used to determine the Maximum Assessment Rate each year. The February CPI is added to the previous years’ Maximum Rate per EDU to determine the adjusted Maximum Rate per EDU for each District for the current year. Please refer to Section II of this Report, “Assessment Range Formula” for a complete description of the CPI tables used for this purpose.

DISTRICT NAME	Current EDU	2015/16 Actual Rate per EDU	2015/16 Maximum Rate per	2016/17 Maximum Rate per	2016/17 Proposed Rate per	2016/17 Estimated Budget	2016/17 Budget at Maximum
Brittany Woods LLD	65	\$124.00	\$124.00	\$124.00	\$124.00	\$8,060.00	\$8,060.00
Central Hughson LLD	Varies					\$15,411.22	\$15,411.22
Euclid North LLD	50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Euclid South LLD	69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feathers Glen LLD	42	\$173.02	\$346.06	\$367.19	\$173.02	\$7,266.84	\$15,422.18
Fontana Ranch North LLD	91	\$120.12	\$160.17	\$169.95	\$120.12	\$10,930.92	\$15,465.63
Fontana Ranch South LLD	56	\$156.06	\$194.44	\$206.31	\$165.48	\$9,266.88	\$11,553.64
Rhapsody Unit No. 1 LLD	79	\$86.00	\$86.00	\$86.00	\$86.00	\$6,794.00	\$6,794.00
Rhapsody Unit No. 2 LLD	59	\$110.16	\$166.34	\$173.24	\$173.24	\$10,221.16	\$10,221.16
Santa Fe Estates Phase 1 LLD	55	\$132.00	\$132.00	\$132.00	\$132.00	\$7,260.00	\$7,260.00
Santa Fe Estates Phase 2 LLD	51	\$130.38	\$130.39	\$130.39	\$130.38	\$6,649.38	\$6,649.89
Starn Estates LLD	78	\$99.86	\$99.87	\$99.87	\$99.86	\$7,789.08	\$7,789.86
Sterling Glen III LLD	73	\$111.72	\$223.45	\$237.10	\$118.44	\$8,646.12	\$17,308.06
Sterling Glen III Annex LLD	1.67	\$175.15	\$350.31	\$371.70	\$110.29	\$184.18	\$620.75
Sun Glow Estates LLD	91	\$79.78	\$106.37	\$106.37	\$106.36	\$9,678.76	\$9,679.67
Walnut Haven III LLD	55	\$109.00	\$109.00	\$109.00	\$109.00	\$5,995.00	\$5,995.00

The February CPI for 2016 is 3.0% (3.016751).

The February Consumer Price Index (“CPI”) is used to determine the Maximum Assessment Rate each year. The February CPI is added to the previous years’ Maximum Assessment Rate to determine the adjusted Maximum Assessment for Central Hughson, Euclid North, Euclid South, Feathers Glen, Fontana Ranch North, Fontana Ranch South, Sterling Glen III, Rhapsody II and the Sterling Glen Annexation. Please refer to Section II of this Report, “Assessment Range Formula” for a complete description of the CPI tables used for this purpose.

Also stated in Section II, “Assessment Range Formula”, Brittany Woods, Rhapsody Unit 1, Santa Fe Estates Phase 1, Santa Fe Estates Phase 2, Starn Estates, Sun Glow Estates and Walnut Haven III do not have an allowable inflationary adjustment and as a result, CPI is not applied to the Maximum Assessment for those Districts.

The calculated Maximum Assessment for each District is shown on the individual Budget pages in Section III of this Report.



SECTION I – PLANS AND SPECIFICATIONS

DESCRIPTION OF THE DISTRICT AND BOUNDARIES

The District was formed for the purpose of ensuring the ongoing maintenance, operation and servicing of certain landscape and lighting improvements within the boundaries of each District. Said improvements are detailed below under "Improvements and Services Provided".

Each District was formed as a condition of development. Districts are located throughout the City of Hughson.

IMPROVEMENTS AND SERVICES PROVIDED

The improvements and services within each District are identified below:

- **Brittany Woods:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 12 street lights.
- **Central Hughson:** Maintenance of landscaping, irrigation systems and street lighting maintenance and energy costs for 19 street lights.
- **Feathers Glen:** Maintenance of landscaping, including in the community park, irrigation systems, street lighting maintenance and energy costs for 13 street lights, street tree maintenance, removal and replacement, graffiti removal.
- **Fontana Ranch North:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 38 street lights.
- **Fontana Ranch South:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 20 street lights.
- **Rhapsody #1:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 11 street lights.
- **Rhapsody #2:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 9 street lights.
- **Santa Fe #1:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 12 street lights.

- **Santa Fe #2:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 9 street lights.
- **Starn Estates:** Maintenance landscaping, irrigation systems, and street lighting maintenance and energy costs for 12 street lights.
- **Sterling Glen III:** Maintenance of landscaping, including in the community park, irrigation systems, street lighting maintenance and energy costs for 25 street lights. Also includes street tree maintenance, removal and replacement and graffiti removal.
- **Sun Glow Estates:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 15 street lights.
- **Walnut Glen III:** Maintenance landscaping, irrigation systems, street trees and street lighting maintenance and energy costs for 7 street lights.

Reference is made to the plans and specifications for the improvements which are on file with the City and are incorporated herein by reference.

SECTION II – METHOD OF APPORTIONMENT

The 1972 Act allows for the establishment of assessment districts by public agencies for the purpose of providing certain public improvements as detailed in Section I of this Report. The 1972 Act also requires that the cost of these improvements and services be assessed based on benefit received rather than by assessed value of the properties being assessed. In accordance with the 1972 Act, Section 22573:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among assessable lots or parcels in proportion to the estimated benefits received by each such lot or parcel from the improvements”

The method of apportionment described in this Report for the allocation of special benefit assessments utilizes commonly accepted engineering practices which have been established pursuant to the 1972 Act and the California Constitution. The calculation of assessments is based upon the parcel type and the services and improvements provided to equitably apportion the costs based on the special benefit received by each lot or parcel. The special benefit received by each lot or parcel is over and above any general benefit conferred upon said lots or parcels or to the public at large.

DESCRIPTION OF BENEFIT

Why is it a Special Benefit?

The improvements and associated costs have been allocated to the assessable properties within the Districts based upon the special benefit received by those properties, pursuant to the provisions of the 1972 Act. The improvements for which the properties will be assessed have been identified as necessary, were required as a part of the development plans specifically for each individual tract and are also in compliance with the development plans and General Plan of the City. As such, the improvements and continuing maintenance and servicing are strictly the obligation of the properties within the Districts.

Although the improvements may be visible to passersby or to the public at large, the improvements were installed as a requirement of the development of the tract and are for the sole benefit of properties within the Districts. It has been determined therefore, any access or use by properties or individuals outside the Districts is completely incidental and the costs of operating, maintaining and servicing said improvements therefore provides no measurable benefit to those outside properties or individuals.

Definition of Special Benefit

The method of apportionment described in this Report is based on the premise that each assessable lot or parcel receives distinct and special benefits from the improvements and services provided, including the visual desirability provided by well-maintained landscaping. In accordance with Article XIII D, Section 4 of the California Constitution:

“Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the District or the public at large”

Some of the special benefits associated with local landscaping and lighting improvements are:

- Enhanced desirability of properties due to proximity of the improvements.
- Improved aesthetic appeal provided by a positive representation of the development, neighborhood and the community.
- Improved ingress and egress to property resulting in enhanced traffic flow, reduced traffic accidents and consequent reduction in possible property damage.
- Improved traffic visibility and circulation.
- Improved accessibility for emergency vehicles.
- Reduced vandalism and other criminal activity.
- Enhanced environmental quality provided by adequate green space and other landscaping which helps moderate temperatures, reduce noise pollution and control dust and debris.

ASSESSMENT RANGE FORMULA

It is generally recognized that most budgetary items will be impacted by inflation in future years. In accordance with the California Constitution, Section 53739 (b)(1), assessments ***“may be adjusted for inflation pursuant to a clearly defined formula...”*** A formula for an inflationary adjustment is therefore included as part of the maximum assessment within the Districts that allow for such, and was approved by the property owner(s) at the time of formation/annexation. The formula, as described below, allows for annual adjustments to the budget and the assessments.

Generally, any new or increased assessment requires certain noticing and meeting requirements by law. The Brown Act excludes certain conditions of a new or increased assessment. These conditions include, "An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public...and that was previously adopted by the agency..."

The initial maximum assessment for each District was established at the time of formation/annexation. The Brittany Woods, Rhapsody Unit 1, Santa Fe Estates Phase 1, Santa Fe Estates Phase 2, Starn Estates, Sun Glow Estates and Walnut Haven III Districts however, do not have an inflationary adjustment. These Districts were created prior to the adoption of Proposition 218 in 1996 and did not include a provision to increase the initial maximum assessment. The initial maximum assessments for the remaining Districts have been adjusted each fiscal year subsequent to the year of formation, by the following Assessment Range Formula:

- The Maximum Assessment Rate allowed each fiscal year (the "Adjusted Maximum Assessment Rate") shall be based on the initial maximum assessment, adjusted annually by Bureau of Labor Statistics, Consumer Price Index for the month of February, All Urban Consumers, ("CPI") for the San Francisco/Oakland/San Jose area, plus 3%. Should the Bureau of Labor Statistics revise or discontinue the preparation of such index, the City reserves the right to use such revised index or a comparable system to determine fluctuations in the annual cost of living.
- Each fiscal year, the February CPI amount, plus 3% has been applied to the Maximum Assessment Rate established the previous fiscal year to calculate the appropriate Adjusted Maximum Assessment Rate for the then current fiscal year.
- If the proposed annual assessment rate for the upcoming fiscal year is less than or equal to the Adjusted Maximum Assessment Rate established for that fiscal year, then the proposed annual assessment is not considered an increased assessment.

Beginning in the second fiscal year after the formation of a District, and each fiscal year since, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate (Adjusted Maximum Assessment Rate) has been established for each fiscal year using the Assessment Range Formula described above. The Adjusted Maximum Assessment Rate has been calculated independent of the annual budget and proposed assessment rate for the given fiscal year. As stated above, if the proposed annual assessment for any fiscal year does not exceed the Adjusted Maximum Assessment Rate for that year, it is not considered an increased assessment under the terms of Proposition 218 or the Brown Act.

The CPI increase for the one year period ending in February 2016 is **3.01%** (rounded). This amount will be applied to the Maximum Assessment for the Central Hughson, Euclid North, Euclid South, Feathers Glen, Fontana Ranch North, Fontana Ranch South, Rhapsody II and Sterling Glen III Districts only, which will establish the Adjusted Maximum Assessment for each of these Districts for Fiscal Year 2016/2017.

As stated above, the Brittany Woods, Rhapsody Unit 1, Santa Fe Estates Phase 1, Santa Fe Estates Phase 2, Starn Estates, Sun Glow Estates and Walnut Haven III Districts, do not currently have an inflationary adjustment.

To impose a new assessment or increased assessment in excess of the Maximum Assessment Rate for the current fiscal year, as provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution, Article XIII D, Section 4c that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners must approve the proposed new or increased assessment via a property owner protest balloting process before any such new or increased assessment can be imposed. A protest occurs when, at the public hearing, the returned assessment ballots opposed to the new or increased assessment outweigh the returned ballots in favor of the new or increased assessment, weighting those assessment ballots by the financial obligation of each parcel.

The definition of new or increased assessments includes any assessment which, 1) did not previously exist or, 2) exceeds a previously approved assessment amount or assessment range formula. Any assessment range formula must have been previously adopted by the agency and approved by the property owners in the area where the assessment is imposed.

ASSESSMENT METHODOLOGY

The benefit formula used to determine the financial obligation for each parcel should be based on the improvements benefitting the parcels, as well as the use, or type, of each parcel as compared to other parcels that benefit from said improvements. One of the more common approaches to fairly distributing District costs to the benefitting parcels in maintenance districts such as this utilizes a methodology referred to as the Per Parcel method of apportionment. This method recognizes that each parcel within a particular District benefits equally from the improvements. This is typical when all parcels within the District are of the same type (ex. all single family dwellings).

Other than Central Hughson and the Sterling Glen III annexation, each District is comprised of a single parcel type – residential. The residential parcels are single family residential parcels (“SFR”) and as such are deemed to benefit equally from the improvements. The “Total Balance to Levy”, as shown on the Budget pages, is divided equally among each assessable parcel within the District, determining the annual assessment rate per parcel for that District.

The Central Hughson District is comprised of several property types including single family residential, commercial, agriculture and vacant. The costs are spread to those parcels based on the individual parcel size.

The Sterling Glen III Annexation is comprised of 5 single family residential parcels. The costs are spread to those parcels based on the individual parcel size.

SECTION III – DISTRICT BUDGETS

The estimated budget for the annual maintenance and servicing of the improvements and the proportionate share of administration costs for each District have been prepared based on the estimated and historical costs. The individual District budgets are shown on the following pages.



Brittany Woods Budget

BRITTANY WOODS LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$305.00
Electricity Rate	\$941.67
Man Lift Truck Replacement	\$2,213.27
Labor	<u>\$2,160.00</u>
	\$5,619.94
Landscaping:	
Labor	\$1,296.00
Maintenance	\$325.00
Machinery Rate	\$756.00
Water	\$109.00
Street Tree Chipping	<u>\$260.00</u>
	\$2,746.00
Total Direct and Administration Costs	\$8,365.94
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$565.00
Contingency	\$0.00
County Collection Charge	\$42.17
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,107.17
Total Direct and Administration Costs	\$10,473.11
Operating Reserve Collection/(Reduction) ²	(\$2,413.11)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$8,060.00
Number of Lots	65
2016/17 Proposed Assessment Per Parcel	\$124.00
2016/17 Maximum Allowable Assessment (No CPI)	\$124.00
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57310	



Central Hughson Budget

CENTRAL HUGHSON ZONE 2 LANDSCAPING LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting Costs:	
Electrolier Repairs	\$700.00
Man Lift Truck Replacement	\$3,504.34
Electricity for 100 Watt T.I.D.	<u>\$780.17</u>
	\$4,984.51
Landscaping Costs:	
Labor	\$5,009.72
Maintenance	\$1,256.29
Machinery Rate	\$2,922.33
Water	\$421.34
Street Tree Chipping	<u>\$1,005.04</u>
	\$10,614.72
Administration Costs	
Program Administration	\$1,477.00
District Consulting Charge	\$547.00
Contingency	\$601.44
County Collection Charge	\$38.57
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,625.44
Total Direct and Administration Costs	\$18,224.67
Operating Reserve Collection/(Reduction) ²	(\$2,813.45)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$15,411.22
Number of Lots	47
2016/17 Proposed Assessment Per Parcel/Acre	Varies
2016/17 Maximum Allowable Assessment	N/A
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57121	



Feathers Glen Budget

FEATHERS GLEN LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting Costs:	
Electrolier Repairs	\$1,071.13
Man Lift Truck Replacement	\$2,397.70
Electricity for 100 Watt T.I.D.	<u>\$1,010.74</u>
	\$4,479.57
Landscaping Costs:	
Labor for Community Park Maintenance	\$2,419.77
Maintenance Supplies Cost for Community Park (Fertilizer)	\$616.14
Maintenance Equipment Cost for Community Park	\$1,411.54
Water Cost for Community Park	\$234.73
Street Tree Chipping	\$464.11
Street Tree Removal	\$928.22
Street Tree Replacement	\$464.11
Graffiti Abatement	<u>\$80.02</u>
	\$6,618.64
Direct Costs Sub-Total	\$11,098.21
Administration Costs	
City Administrative Costs	\$2,400.57
District Consultant Costs	\$542.00
Contingency	\$870.30
County Collection Charge	\$37.57
Rounding Adjustment ¹	<u>\$0.00</u>
	\$3,850.44
Total Direct and Administration Costs	\$14,948.65
Operating Reserve Collection/(Reduction) ²	(\$7,681.81)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$7,266.84
Number of Lots	42
2016/17 Proposed Assessment Per Parcel	\$173.02
2016/17 Maximum Allowable Assessment	\$366.88
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57116	



Fontana Ranch North Budget

FONTANA RANCH NORTH LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Total Personnel Labor & Fringe	\$2,275.87
Other Services - City Forces	\$888.07
Utilities: Water, Sewer, Electricity	\$3,648.93
Equipment & Material Costs	\$6,116.48
Man Lift Truck Replacement	\$7,008.67
Capital Improvements	\$2,664.21
Other Incidental Costs	<u>\$779.68</u>
	\$23,381.91
25% Reduction (General Benefit)	<u>(\$4,093.31)</u>
Total Direct Costs	\$19,288.60
Administration Costs	
Program Administration	\$2,257.81
District Consulting Charge	\$591.00
Contingency	\$0.00
County Collection Charge	\$47.37
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,896.18
Total Direct and Administration Costs	\$22,184.78
Operating Reserve Collection/(Reduction) ²	(\$11,253.86)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$10,930.92
Number of Lots	91
2016/17 Proposed Assessment Per Parcel	\$120.12
2016/17 Maximum Allowable Assessment	\$217.56
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57117	



Fontana Ranch South Budget

FONTANA RANCH SOUTH LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Total Personnel Labor & Fringe	\$2,275.87
Other Services - City Forces	\$609.61
Utilities: Water, Sewer, Electricity	\$869.24
Equipment & Material Costs	\$3,009.55
Man Lift Truck Replacement	\$3,688.78
Capital Improvements	<u>\$1,828.82</u>
	\$12,281.87
25% Reduction (General Benefit)	<u>(\$2,148.27)</u>
Total Direct Costs	\$10,133.60
Administration Costs	
Program Administration	\$2,257.81
District Consulting Charge	\$556.00
Contingency	\$0.00
County Collection Charge	\$40.37
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,854.18
Total Direct and Administration Costs	\$12,987.78
Operating Reserve Collection/(Reduction) ²	(\$1,441.70)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$11,546.08
Number of Lots	56
2016/17 Proposed Assessment Per Parcel	\$206.18
2016/17 Maximum Allowable Assessment	\$206.18
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57118	



Rhapsody #1 Budget

RHAPSODY UNIT NO. 1 LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$395.00
Electricity Rate	\$913.19
Man Lift Truck Replacement	\$2,028.83
Labor	<u>\$2,304.00</u>
	\$5,641.02
Landscaping:	
Labor	\$1,512.00
Maintenance	\$385.00
Machinery Rate	\$882.00
Water	\$130.00
Street Tree Chipping	<u>\$227.00</u>
	\$3,136.00
Total Direct and Administration Costs	\$8,777.02
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$579.00
Contingency	\$0.00
County Collection Charge	\$44.97
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,123.97
Total Direct and Administration Costs	\$10,900.99
Operating Reserve Collection/(Reduction) ²	(\$4,106.99)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$6,794.00
Number of Lots	79
2016/17 Proposed Assessment Per Parcel	\$86.00
2016/17 Maximum Allowable Assessment (No CPI)	\$86.00
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57311	



Rhapsody #2 Budget

RHAPSODY UNIT NO. 2 LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$395.00
Electricity Rate 150 Watt	\$693.00
Electricity Rate 100 Watt	\$562.50
Man Lift Truck Replacement	\$1,659.95
Labor	<u>\$2,304.00</u>
	\$5,614.45
Landscaping:	
Labor	\$1,512.00
Maintenance	\$295.00
Machinery Rate	\$882.00
Water	\$119.00
Street Tree Chipping	<u>\$142.00</u>
	\$2,950.00
Total Direct and Administration Costs	\$8,564.45
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$559.00
Contingency	\$0.00
County Collection Charge	\$40.97
Rounding Adjustment ¹	<u>\$0.11</u>
	\$2,100.08
Total Direct and Administration Costs	\$10,664.53
Operating Reserve Collection/(Reduction) ²	(\$443.37)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$10,221.16
Number of Lots	59
2016/17 Proposed Assessment Per Parcel	\$173.24
2016/17 Maximum Allowable Assessment	\$173.24
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57312	



Santa Fe #1 Budget

SANTE FE ESTATES PHASE 1 LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$165.00
Electricity Rate 200 Watt	\$300.00
Electricity Rate 150 Watt	\$504.00
Electricity Rate 100 Watt	\$1,701.62
Man Lift Truck Replacement	\$2,213.27
Labor	<u>\$2,160.00</u>
	\$7,043.89
Landscaping:	
Labor	\$900.00
Maintenance	\$275.00
Machinery Rate	\$525.00
Water	\$110.00
Street Tree Chipping	<u>\$220.00</u>
	\$2,030.00
Total Direct and Administration Costs	\$9,073.89
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$555.00
Contingency	\$0.00
County Collection Charge	\$40.17
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,095.17
Total Direct and Administration Costs	\$11,169.06
Operating Reserve Collection/(Reduction) ²	(\$3,909.06)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$7,260.00
Number of Lots	55
2016/17 Proposed Assessment Per Parcel	\$132.00
2016/17 Maximum Allowable Assessment (No CPI)	\$132.00
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57313	



Santa Fe #2 Budget

SANTE FE ESTATES PHASE 2 LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$165.00
Electricity Rate 200 Watt	\$75.00
Electricity Rate 150 Watt	\$535.25
Man Lift Truck Replacement	\$1,659.95
Labor	<u>\$2,064.00</u>
	\$4,499.20
Landscaping:	
Labor	\$864.00
Maintenance	\$255.00
Machinery Rate	\$504.00
Water	\$102.80
Street Tree Chipping	<u>\$204.00</u>
	\$1,929.80
Total Direct and Administration Costs	\$6,429.00
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$551.00
Contingency	\$0.00
County Collection Charge	\$39.37
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,090.37
Total Direct and Administration Costs	\$8,519.37
Operating Reserve Collection/(Reduction) ²	(\$1,869.99)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$6,649.38
Number of Lots	51
2016/17 Proposed Assessment Per Parcel	\$130.38
2016/17 Maximum Allowable Assessment (No CPI)	\$130.39
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57314	



Starn Estates Budget

STARN ESTATES LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$305.00
Electricity Rate	\$1,101.51
Man Lift Truck Replacement	\$2,213.27
Labor	<u>\$2,016.00</u>
	\$5,635.78
Landscaping:	
Labor	\$1,512.00
Maintenance	\$385.00
Machinery Rate	\$882.00
Water	<u>\$130.00</u>
	\$2,909.00
Total Direct and Administration Costs	\$8,544.78
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$578.00
Contingency	\$0.00
County Collection Charge	\$44.77
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,122.77
Total Direct and Administration Costs	\$10,667.55
Operating Reserve Collection/(Reduction) ²	(\$2,878.47)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$7,789.08
Number of Lots	78
2016/17 Proposed Assessment Per Parcel	\$99.86
2016/17 Maximum Allowable Assessment (No CPI)	\$99.87
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57315	

Sterling Glen III Budget

STERLING GLEN III LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting Costs:	
Electrolier Repairs	\$1,160.38
Man Lift Truck Replacement	\$4,610.97
Electricity for 150 Watt T.I.D.	\$880.33
Electricity for 100 Watt T.I.D.	<u>\$489.13</u>
	\$7,140.81
Landscaping Costs:	
Labor for Community Park Maintenance	\$2,419.77
Maintenance Supplies Cost for Community Park (Fertilizer)	\$616.14
Maintenance Equipment Cost for Community Park	\$1,411.54
Water Cost for Community Park	\$420.34
Street Tree Chipping	\$712.17
Street Tree Removal	\$1,424.33
Street Tree Replacement	\$712.17
Graffiti Abatement	<u>\$80.02</u>
	\$7,796.48
Direct Costs Sub-Total	\$14,937.29
Administration Costs	
City Administrative Costs	\$2,400.57
District Consultant Costs	\$573.00
Contingency	\$1,046.44
County Collection Charge	\$43.77
Rounding Adjustment ¹	<u>\$0.00</u>
	\$4,063.78
Total Direct and Administration Costs	\$19,001.07
Operating Reserve Collection/(Reduction) ²	(\$10,354.95)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$8,646.12
Number of Lots	73
2016/17 Proposed Assessment Per Parcel	\$118.44
2016/17 Maximum Allowable Assessment	\$237.10
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57115	

Sterling Glen III Annex Budget

STERLING GLEN III ANNEX LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electricity	\$54.18
Electrolier Repairs	<u>\$49.99</u>
	\$104.17
Landscaping Costs:	
Labor	\$102.62
Maintenance Costs	\$26.52
Equipment	\$60.26
Water	<u>\$16.56</u>
	\$205.96
Street Trees:	
Chipping	\$30.66
Removals	\$60.96
Replacements	<u>\$30.66</u>
	\$122.28
Direct Costs Sub-Total	\$432.41
Administration Costs	
Administration and Operations	\$106.62
District Consultant Costs	\$5.00
Contingency	\$45.08
County Collection Charge	\$1.00
Rounding Adjustment ¹	<u>\$0.00</u>
	\$157.70
Total Direct and Administration Costs	\$590.11
Operating Reserve Collection/(Reduction) ²	(\$405.91)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$184.20
Total Acres (Five parcels)	1.67
2016/17 Proposed Assessment Per Acre	\$110.29
2016/17 Maximum Allowable Assessment	\$371.38
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57115	



Sun Glow Estates Budget

SUN GLOW ESTATES LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$305.00
Electricity Rate	\$1,177.08
Man Lift Truck Replacement	\$2,766.58
Labor	<u>\$2,304.00</u>
	\$6,552.66
Landscaping:	
Labor-Park & Landscape Frontage STIP Maintenance	\$1,728.00
Labor-Average Cost for Fertilizers	\$450.00
Machinery Rate	\$1,008.00
Water	\$180.00
Street Tree Chipping	<u>\$306.00</u>
	\$3,672.00
Total Direct and Administration Costs	\$10,224.66
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$591.00
Contingency	\$0.00
County Collection Charge	\$47.37
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,138.37
Total Direct and Administration Costs	\$12,363.03
Operating Reserve Collection/(Reduction) ²	(\$2,684.27)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$9,678.76
Number of Lots	91
2016/17 Proposed Assessment Per Parcel	\$106.36
2016/17 Maximum Allowable Assessment (No CPI)	\$106.37
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57316	



Walnut Glen III Budget

WALNUT HAVEN III LANDSCAPE AND LIGHTING DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Lighting:	
Electrolier Repairs	\$305.00
Electricity Rate 150 Watt	\$184.00
Electricity Rate 100 Watt	\$213.31
Man Lift Truck Replacement	\$1,291.07
Labor	<u>\$1,680.00</u>
	\$3,673.38
Landscaping:	
Labor	\$648.00
Maintenance	\$275.00
Machinery Rate	\$378.00
Water	\$110.00
Street Tree Chipping	<u>\$220.00</u>
	\$1,631.00
Total Direct and Administration Costs	\$5,304.38
Administration Costs	
Administration and Operations	\$1,500.00
District Consulting Charge	\$555.00
Contingency	\$0.00
County Collection Charge	\$40.17
Rounding Adjustment ¹	<u>\$0.00</u>
	\$2,095.17
Total Direct and Administration Costs	\$7,399.55
Operating Reserve Collection/(Reduction) ²	(\$1,404.55)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$5,995.00
Number of Lots	55
2016/17 Proposed Assessment Per Parcel	\$109.00
2016/17 Maximum Allowable Assessment (No CPI)	\$109.00
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 57317	



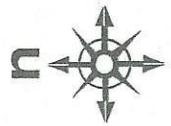
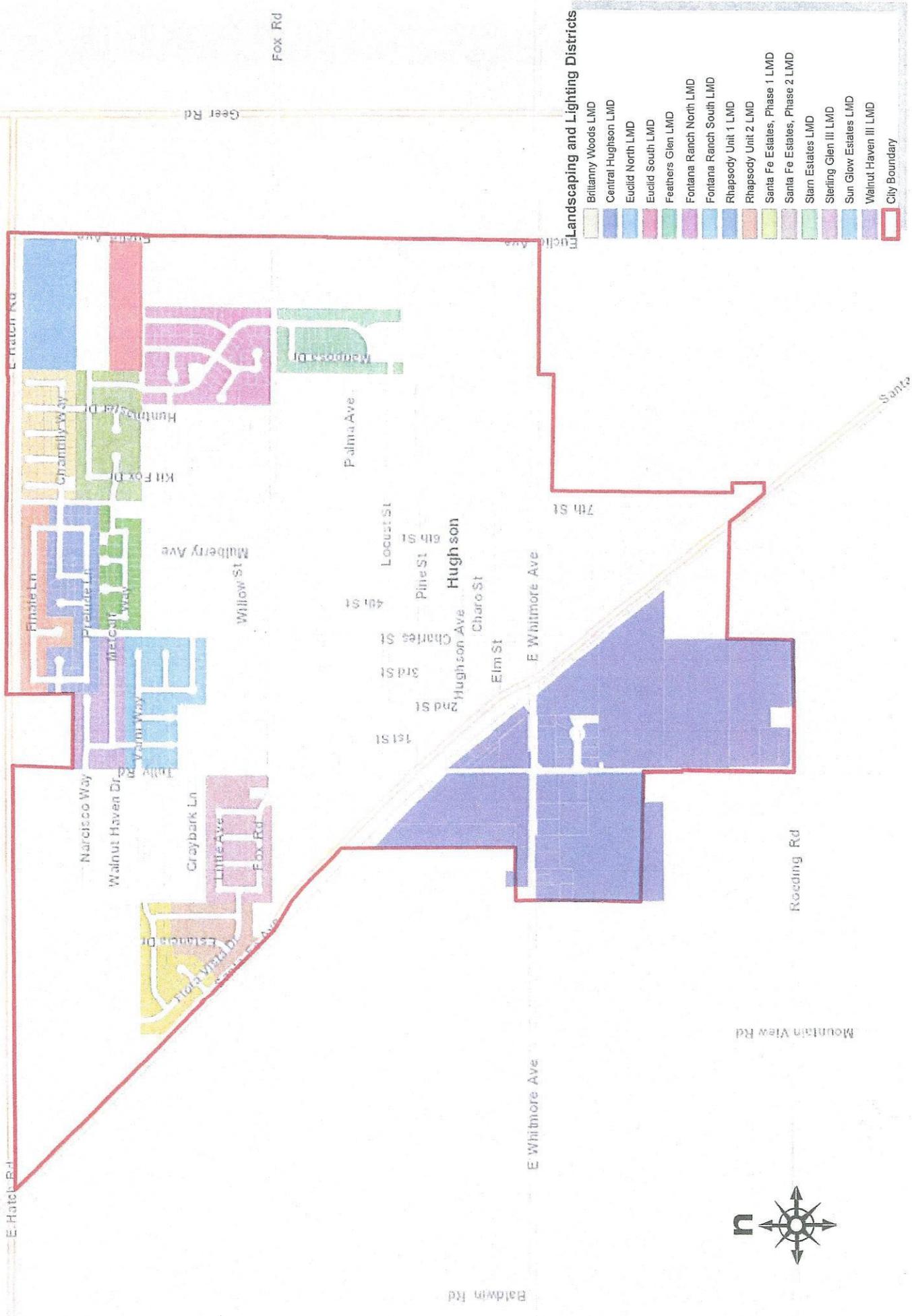
SECTION IV – DISTRICT DIAGRAMS

The following pages show the Assessment Diagram or boundary map for each of the Districts. The lines and dimensions shown on maps of the Stanislaus County Assessor, for the current year, are incorporated by reference herein and made a part of this Report.



City of Hughson

Lighting and Landscaping Districts



Charles St

E Hatch Rd

Narcisco Way

Walnut Haven Dr

High View Dr

Craybark Ln

Little Ave

Fox Rd

Finley Ln

Pratt Ln

McCoy Ave

Vaino Way

Tully Rd

Mulberry Ave

Willow St

1st St
2nd St
3rd St
Charles St
4th St
Pine St
6th St
Locust St

Hughson Ave
Elm St
Charo St

E Whitmore Ave

7th St

Fox Rd

Geer Rd

Baldwin Rd

Mountain View Rd

Rooding Rd

Santa Fe Ave

Landscaping and Lighting Districts

- Brittany Woods LMD
- Central Hughson LMD
- Euclid North LMD
- Euclid South LMD
- Feathers Glen LMD
- Fontana Ranch North LMD
- Fontana Ranch South LMD
- Rhapsody Unit 1 LMD
- Rhapsody Unit 2 LMD
- Santa Fe Estates, Phase 1 LMD
- Santa Fe Estates, Phase 2 LMD
- Starn Estates LMD
- Sterling Glen III LMD
- Sun Glow Estates LMD
- Walnut Haven III LMD
- City Boundary

CITY OF HUGHSON
BRITTANY WOODS
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT

E HATCH RD

7TH ST

TRISTAN CT

COLBERT CT

DINARD CT

HUNTMASER CT

BRETON CT

CHANTILLY WY

HUNTMASER DR

MORGAN LYNN LN

Legend

- Brittany Woods
- Other City Parcels



CITY OF HUGHSON
EUCLID NORTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

E HATCH RD

EUCLID AVE



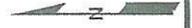
Legend
■ Euclid North
□ Other City Parcels



CITY OF HUGHSON
EUCLID SOUTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

EUCLID AVE

AMBER PL



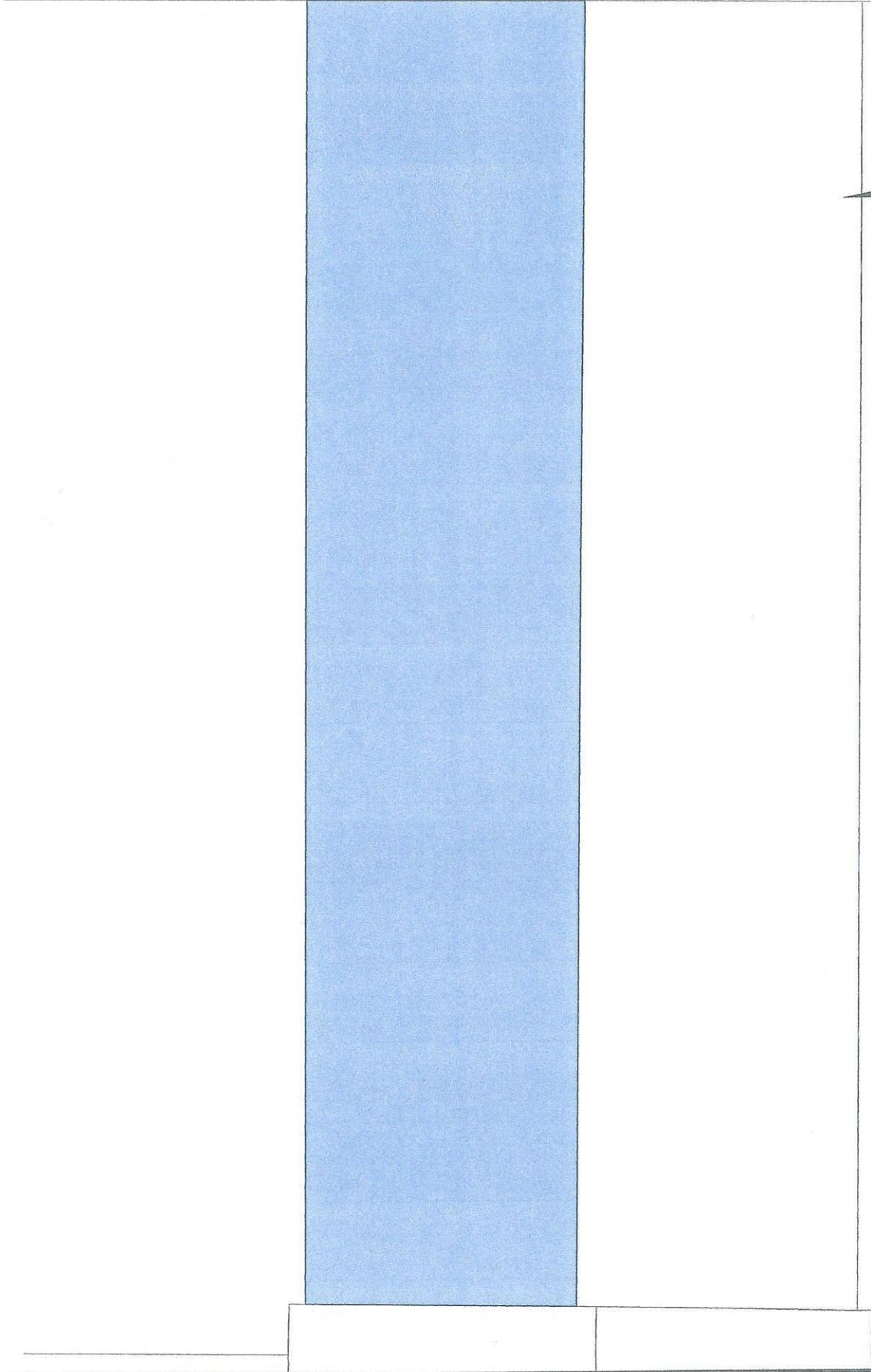
Legend

■ Euclid South

□ Other City Parcels

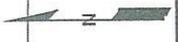


CITY OF HUGHSON
FEATHERS GLEN
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

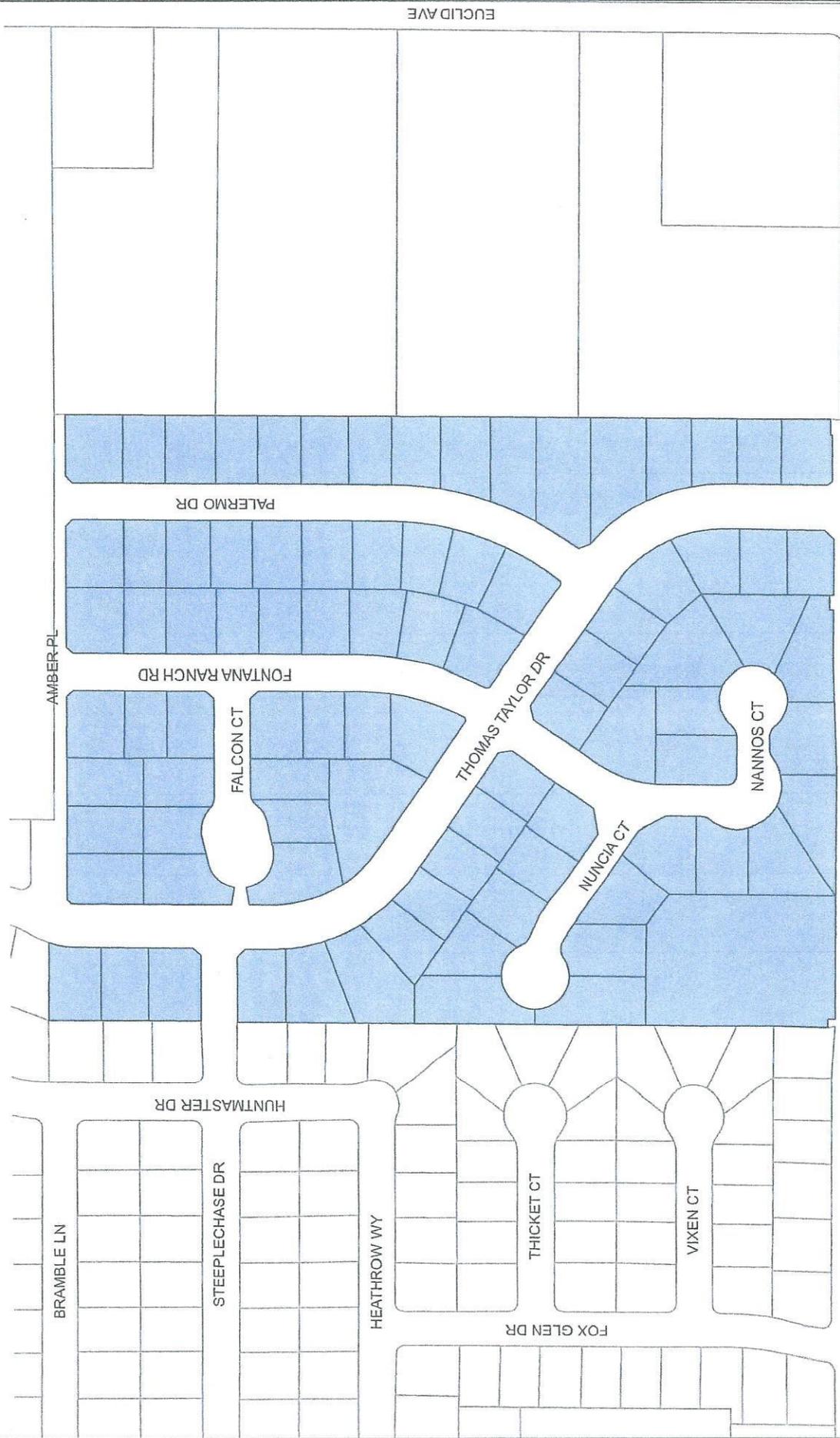


Legend

-  Feathers Glen
-  Other City Parcels

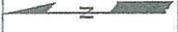


CITY OF HUGHSON
FONTANA RANCH NORTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT



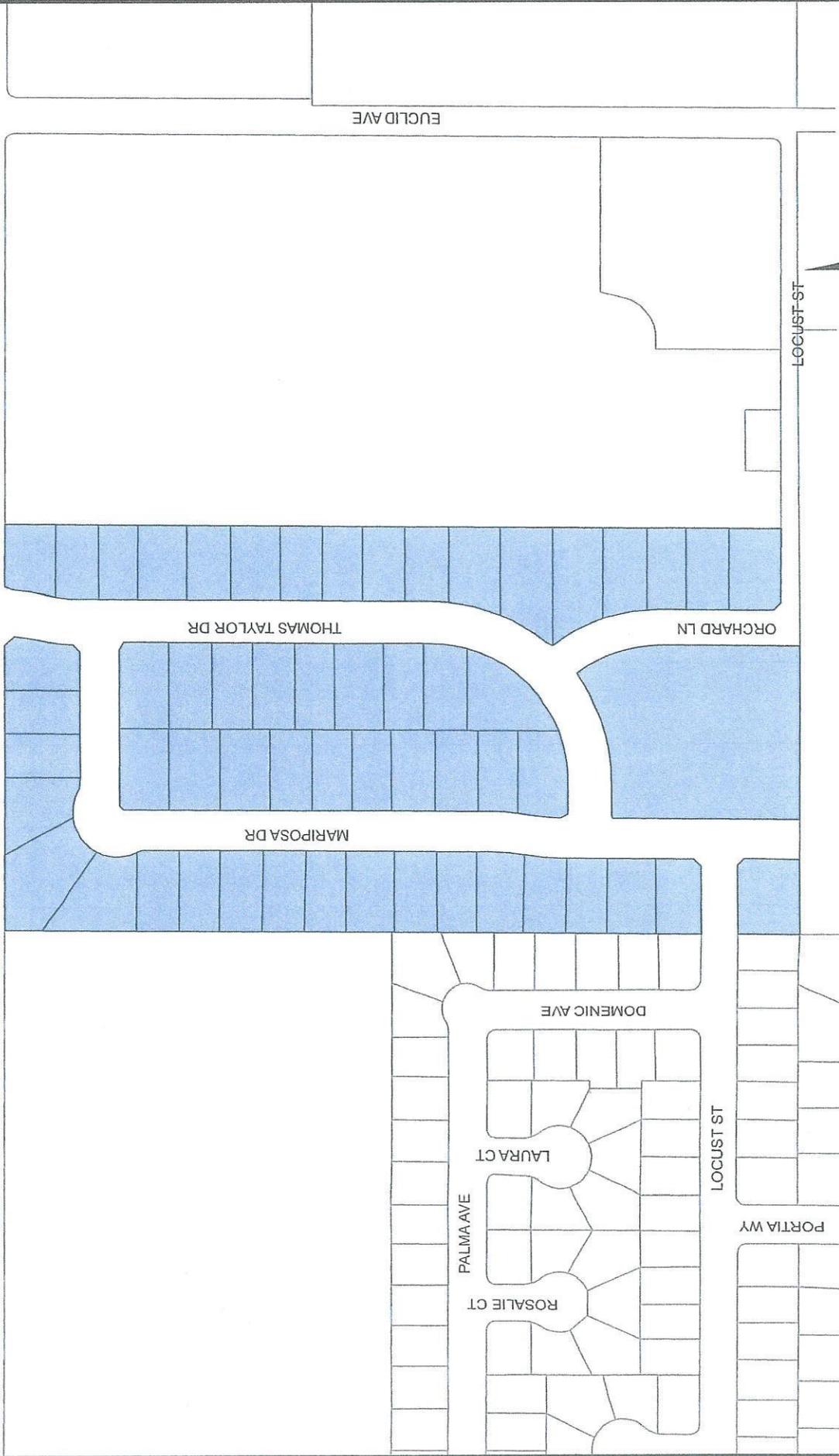
Legend

- Fontana Ranch North
- Other City Parcels



CITY OF HUGHSON
FONTANA RANCH SOUTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

FOX RD



Legend

- Fontana Ranch South
- Other City Parcels



CITY OF HUGHSON
RHAPSODY UNIT 1
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT



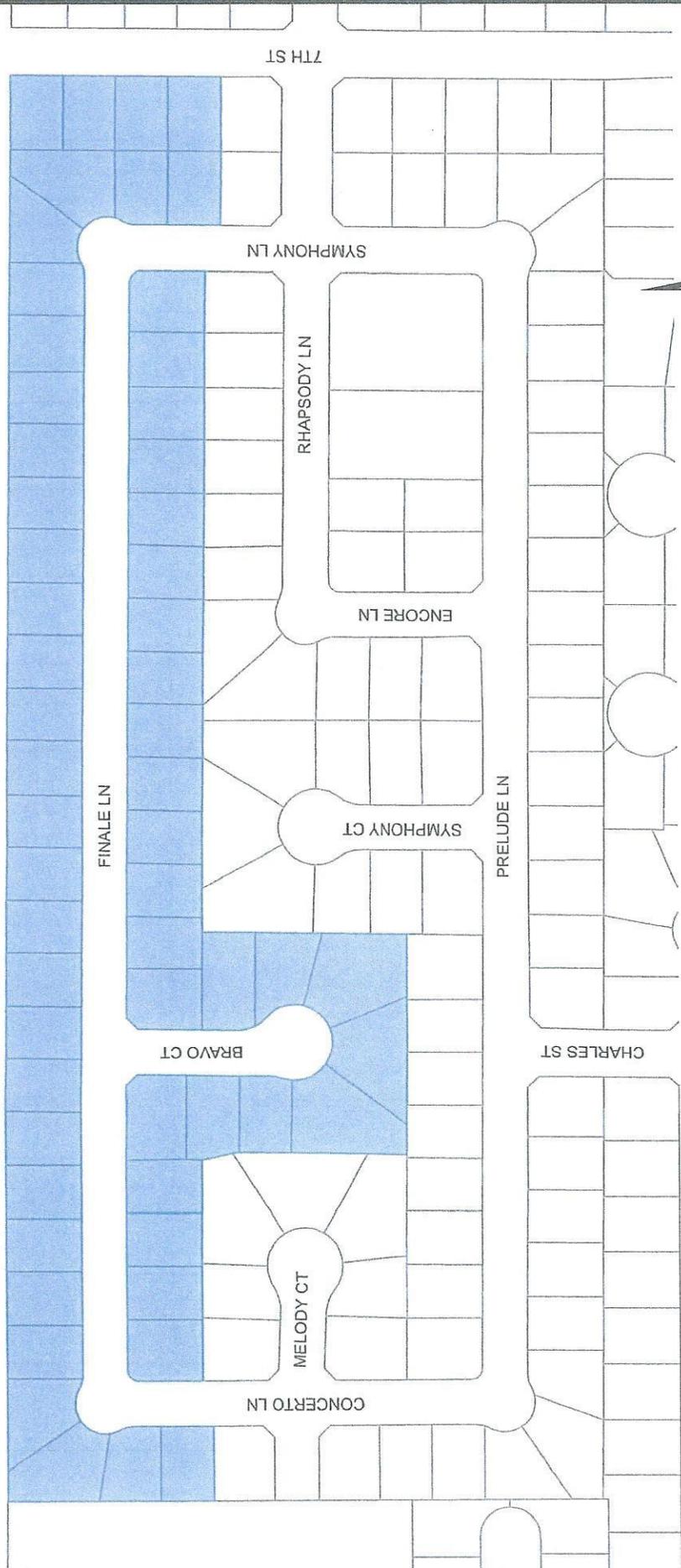
Legend
Rhapsody Unit 1
Other City Parcels



CITY OF HUGHSON
RHAPSODY UNIT 2
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT

CHARLES ST

E HATCH RD



Legend
■ Rhapsody Unit 2
□ Other City Parcels

CITY OF HUGHSON
SANTA FE ESTATES, PHASE 1
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT



CITY OF HUGHSON
SANTA FE ESTATES, PHASE 2
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT



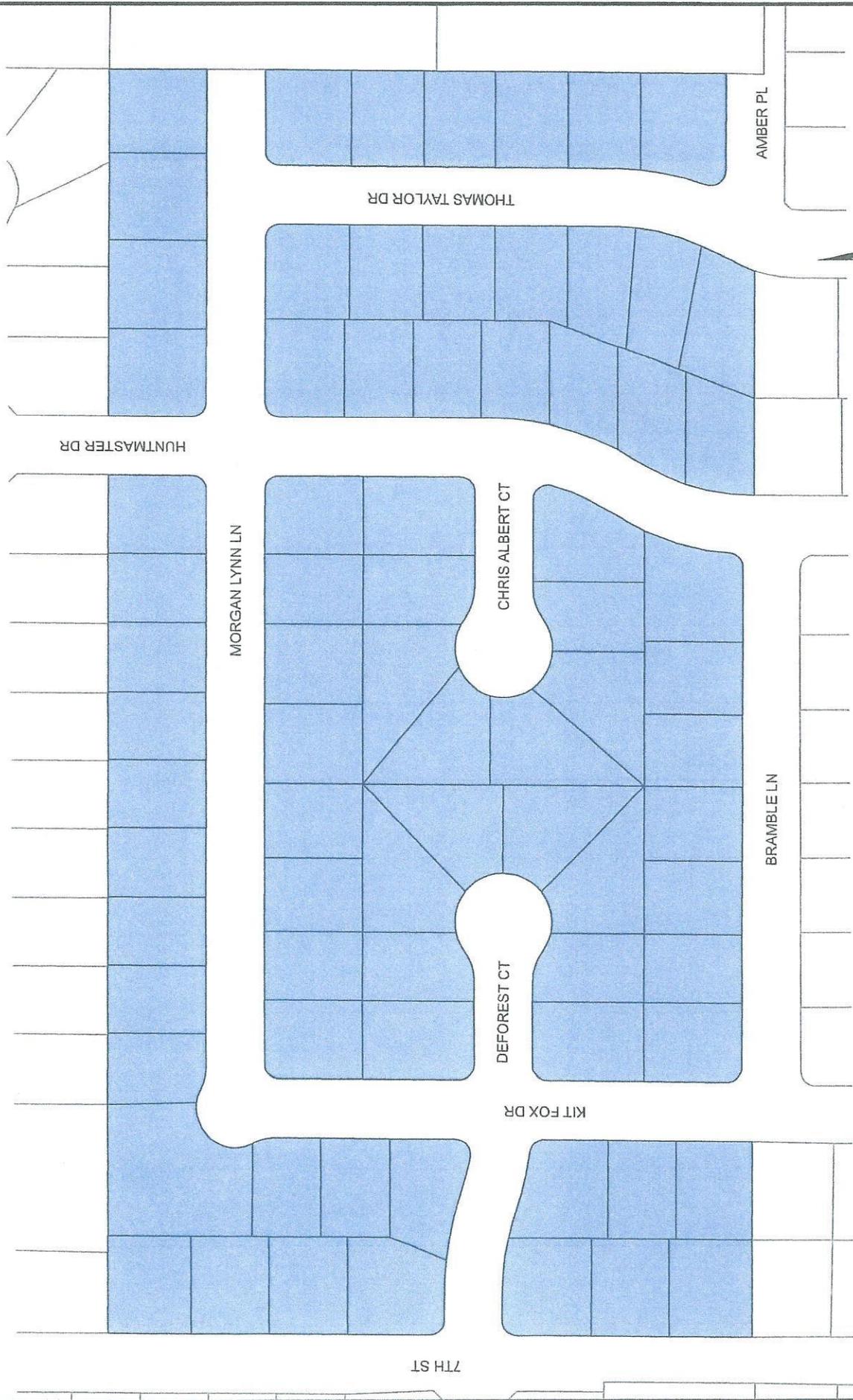
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- Santa Fe Estates, Phase 2
- Other City Parcels

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CITY OF HUGHSON
STARN ESTATES
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT

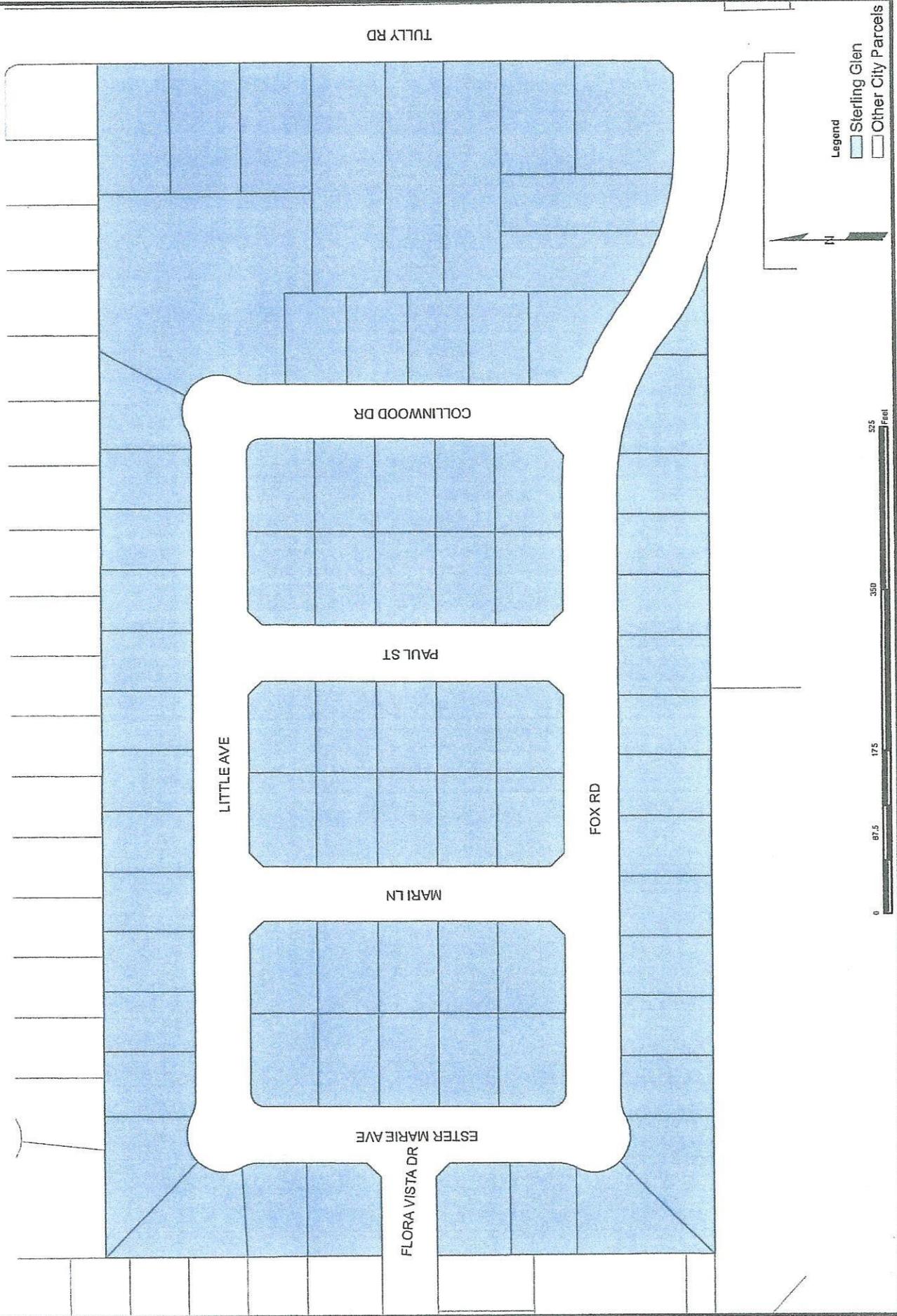


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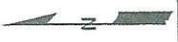
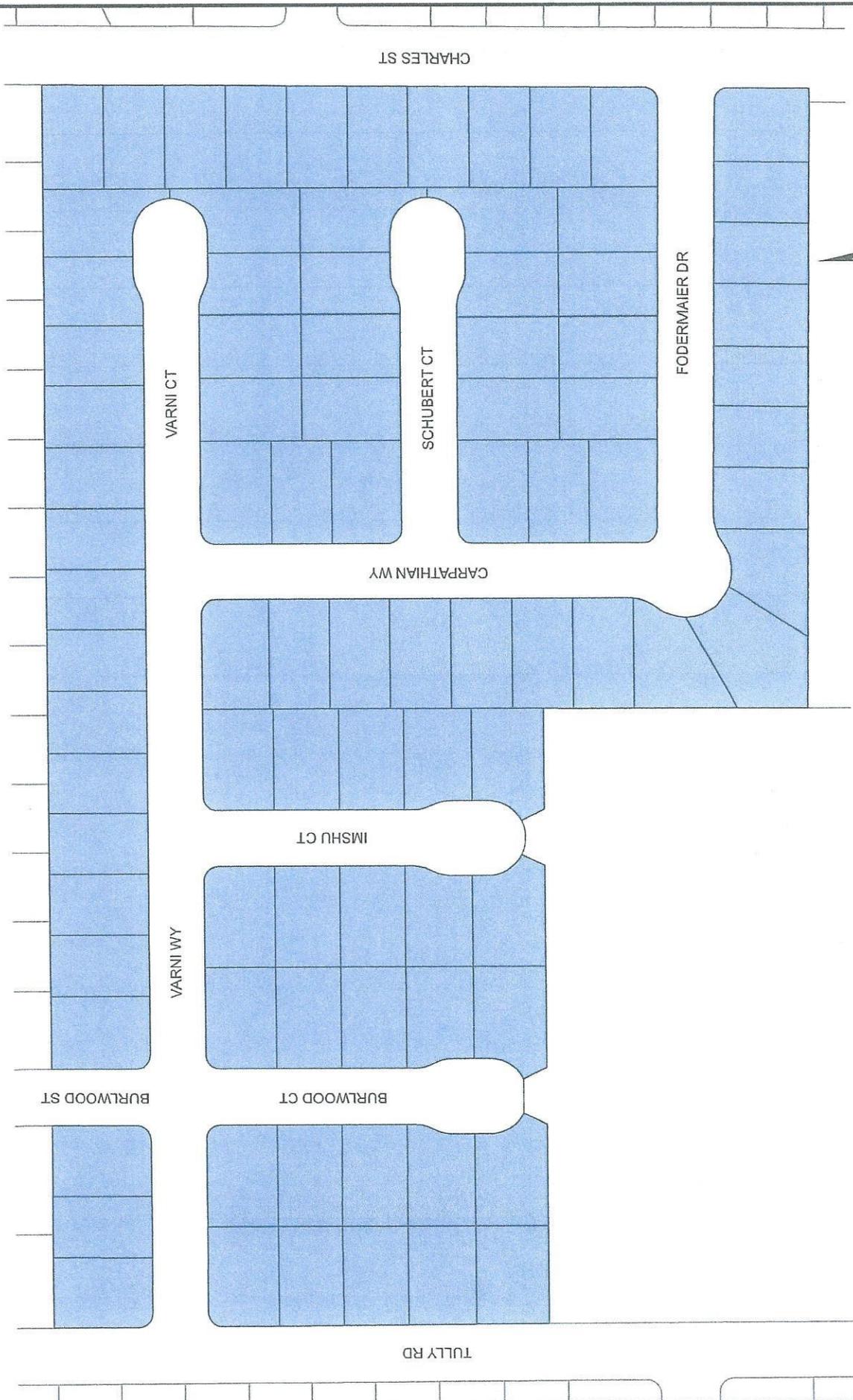
- Starn Estates
- Other City Parcels



CITY OF HUGHSON
STERLING GLEN
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT



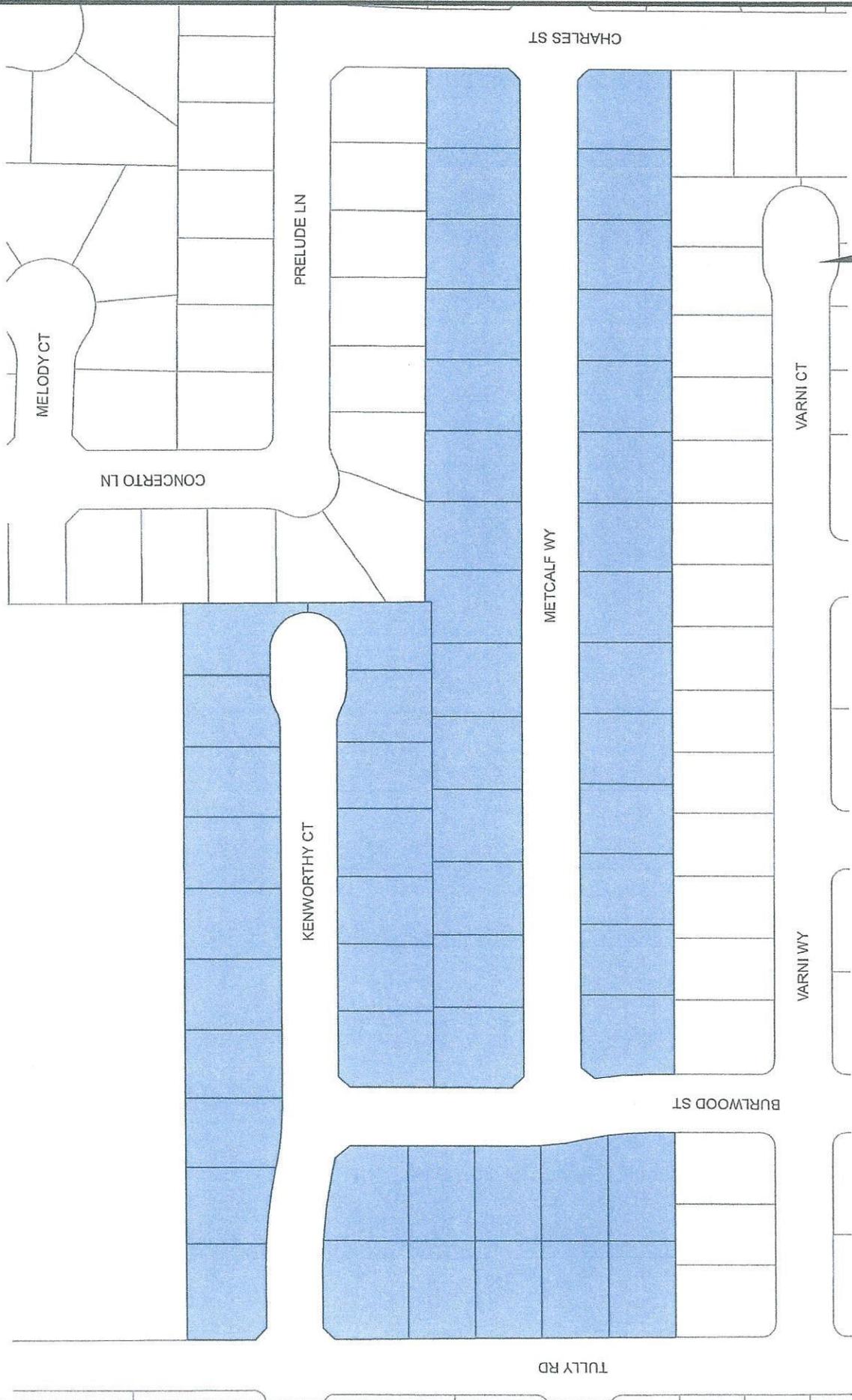
CITY OF HUGHSON
SUN GLOW ESTATES
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT



Legend
Sun Glow Estates
Other City Parcels



CITY OF HUGHSON
WALNUT HAVEN III
LANDSCAPE & LIGHTING ASSESSMENT DISTRICT



Legend
■ Walnut Haven III
□ Other City Parcels

0 97.5 175 350 525 feet

SECTION V – ASSESSMENT ROLL

Parcel Identification for each lot or parcel within each of the Districts shall be based on available parcel maps and other property data from the Stanislaus County Assessor's office as they existed at the time this Report was prepared and adopted by the City Council.

A complete listing of parcels, by District, assessed for Fiscal Year 2016/2017, along with the corresponding assessment amounts, is included on the following pages. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-way, including public greenbelts and parkways; utility rights-of-way; common areas; landlocked parcels; small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore, exempted from assessment.

Brittany Woods
Landscaping and Lighting District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-085-001	\$124.00
2	018-085-002	\$124.00
3	018-085-003	\$124.00
4	018-085-004	\$124.00
5	018-085-005	\$124.00
6	018-085-006	\$124.00
7	018-085-007	\$124.00
8	018-085-008	\$124.00
9	018-085-009	\$124.00
10	018-085-010	\$124.00
11	018-085-011	\$124.00
12	018-085-012	\$124.00
13	018-085-013	\$124.00
14	018-085-014	\$124.00
15	018-085-015	\$124.00
16	018-085-016	\$124.00
17	018-085-017	\$124.00
18	018-085-018-	\$124.00
19	018-085-019	\$124.00
20	018-085-020	\$124.00
21	018-085-021	\$124.00
22	018-085-022	\$124.00
23	018-085-023	\$124.00
24	018-085-024	\$124.00
25	018-085-025	\$124.00
26	018-085-026	\$124.00
27	018-085-027	\$124.00
28	018-085-028	\$124.00
29	018-085-029	\$124.00
30	018-085-030	\$124.00
31	018-085-031	\$124.00
32	018-085-032	\$124.00
33	018-085-033	\$124.00



Assmt No.	APN	2016/17 Proposed Assessment
34	018-085-034	\$124.00
35	018-085-035	\$124.00
36	018-085-036	\$124.00
37	018-085-037	\$124.00
38	018-085-038	\$124.00
39	018-085-039	\$124.00
40	018-085-040	\$124.00
41	018-085-041	\$124.00
42	018-085-042	\$124.00
43	018-085-043	\$124.00
44	018-085-044	\$124.00
45	018-085-045	\$124.00
46	018-085-046	\$124.00
47	018-085-047	\$124.00
48	018-085-048	\$124.00
49	018-085-049	\$124.00
50	018-085-050	\$124.00
51	018-085-051	\$124.00
52	018-085-052	\$124.00
53	018-085-053	\$124.00
54	018-085-054	\$124.00
55	018-085-055	\$124.00
56	018-085-056	\$124.00
57	018-085-057	\$124.00
58	018-085-058	\$124.00
59	018-085-059	\$124.00
60	018-085-060	\$124.00
61	018-085-061	\$124.00
62	018-085-062	\$124.00
63	018-085-063	\$124.00
64	018-085-064	\$124.00
65	018-085-066	\$124.00
		\$8,060.00



Central Hughson Zone 2
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	Parcel Type	Acreage	2016/17 Proposed Assessment
48	018-019-028	SFR	1.07	\$63.32
1	018-030-010	Vac Res	0.81	\$396.52
2	018-030-011	Vac Res	0.81	\$396.52
3	018-030-015	Vac Com	7.78	\$396.52
4	018-030-016	Com	14.59	\$384.84
5	018-042-004	Com	0.92	\$396.52
6	018-042-039	Com	2.96	\$396.52
49	018-042-048	Com	0.07	\$147.90
7	018-042-069	Com	0.65	\$396.52
8	018-042-070	Com	0.75	\$396.52
9	018-042-071	Com	0.44	\$396.52
10	018-042-072	Com	1.27	\$396.52
50	018-043-004	Com	0.14	\$295.82
11	018-048-009	Com/Agr	19.64	\$37.28
12	018-048-038	Com	2.23	\$37.28
13	018-048-039	Vac Com	0.57	\$134.80
14	018-048-040	Vac Com	15.05	\$37.28
15	018-049-004	Com Ind	1.65	\$138.06
16	018-049-016	Com/Res	0.82	\$37.28
17	018-049-028	Com	6.61	\$37.28
18	018-049-029	SFR	1.39	\$37.28
19	018-049-032	Com/Agr	24.65	\$333.08
20	018-049-035	Com Ind	22.97	\$336.30
21	018-049-039	Com	0.68	\$40.50
22	018-049-041	Com	1.36	\$138.02
23	018-049-042	Com	0.41	\$1,022.90
24	018-049-043	Com	0.41	\$978.72
25	018-049-044	Com	0.40	\$978.72
26	018-049-048	Vac Com	0.41	\$978.72
27	018-049-049	Com	0.36	\$978.72
28	018-049-050	Com	0.40	\$978.72
29	018-049-051	Vac Com	0.41	\$978.72
30	018-049-052	Com	0.42	\$1,022.88
31	018-049-057	Com	0.44	\$37.28



Assmt No.	APN	Parcel Type	Acreage	2016/17 Proposed Assessment
32	018-049-059	SFR	0.27	\$37.28
33	018-049-060	SFR	0.19	\$37.28
34	018-049-061	Com/Res	0.87	\$384.84
35	018-049-062	Com/Agr	0.51	\$37.28
36	018-049-064	Vac Com	2.12	\$37.28
37	018-049-065	Com	0.85	\$37.28
38	018-049-066	Com	1.75	\$40.50
39	018-049-067	Com	0.50	\$872.70
40	018-049-069	Com/Res	0.92	\$37.28
41	018-049-070	Vac Res	0.16	\$25.86
42	018-049-071	Vac Res	0.23	\$25.86
43	018-049-072	Vac Res	0.28	\$25.86
44	018-049-073	Vac Res	0.23	\$25.86
45	018-049-074	Vac Res	0.23	\$25.86
46	018-049-075	Vac Res	0.20	\$25.86
47	018-049-076	SFR	<u>0.44</u>	<u>\$37.28</u>
			142.20	\$15,411.22

Feathers Glen
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-090-003	\$173.02
2	018-090-004	\$173.02
3	018-090-005	\$173.02
4	018-090-006	\$173.02
5	018-090-007	\$173.02
6	018-090-008	\$173.02
7	018-090-009	\$173.02
8	018-090-010	\$173.02
9	018-090-011	\$173.02
10	018-090-012	\$173.02
11	018-090-013	\$173.02



Assmt No.	APN	2016/17 Proposed Assessment
12	018-090-014	\$173.02
13	018-090-015	\$173.02
14	018-090-016	\$173.02
15	018-090-017	\$173.02
16	018-090-018	\$173.02
17	018-090-019	\$173.02
18	018-090-020	\$173.02
19	018-090-021	\$173.02
20	018-090-022	\$173.02
21	018-090-023	\$173.02
22	018-090-024	\$173.02
23	018-090-025	\$173.02
24	018-090-026	\$173.02
25	018-090-027	\$173.02
26	018-090-028	\$173.02
27	018-090-029	\$173.02
28	018-090-030	\$173.02
29	018-090-031	\$173.02
30	018-090-032	\$173.02
31	018-090-033	\$173.02
32	018-090-034	\$173.02
33	018-090-035	\$173.02
34	018-090-036	\$173.02
35	018-090-037	\$173.02
36	018-090-038	\$173.02
37	018-090-039	\$173.02
38	018-090-040	\$173.02
39	018-090-041	\$173.02
40	018-090-042	\$173.02
41	018-090-043	\$173.02
42	018-090-044	\$173.02
		\$7,266.84



Fontana Ranch North
Landscaping and Lighting District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-091-001	\$120.12
2	018-091-002	\$120.12
3	018-091-003	\$120.12
4	018-091-004	\$120.12
5	018-091-005	\$120.12
6	018-091-006	\$120.12
7	018-091-007	\$120.12
8	018-091-008	\$120.12
9	018-091-009	\$120.12
10	018-091-010	\$120.12
11	018-091-013	\$120.12
12	018-091-014	\$120.12
13	018-091-015	\$120.12
14	018-091-016	\$120.12
15	018-091-017	\$120.12
16	018-091-018	\$120.12
17	018-091-019	\$120.12
18	018-091-020	\$120.12
19	018-091-021	\$120.12
20	018-091-022	\$120.12
21	018-091-023	\$120.12
22	018-091-024	\$120.12
23	018-091-025	\$120.12
24	018-091-026	\$120.12
25	018-091-027	\$120.12
26	018-091-028	\$120.12
27	018-091-029	\$120.12
28	018-091-030	\$120.12
29	018-091-031	\$120.12
30	018-091-032	\$120.12
31	018-091-033	\$120.12
32	018-091-034	\$120.12
33	018-091-035	\$120.12
34	018-091-036	\$120.12



Assmt No.	APN	2016/17 Proposed Assessment
35	018-091-037	\$120.12
36	018-091-038	\$120.12
37	018-091-039	\$120.12
38	018-091-040	\$120.12
39	018-091-042	\$120.12
40	018-091-043	\$120.12
41	018-091-044	\$120.12
42	018-091-045	\$120.12
43	018-092-001	\$120.12
44	018-092-002	\$120.12
45	018-092-003	\$120.12
46	018-092-004	\$120.12
47	018-092-005	\$120.12
48	018-092-006	\$120.12
49	018-092-007	\$120.12
50	018-092-008	\$120.12
51	018-092-009	\$120.12
52	018-092-010	\$120.12
53	018-092-011	\$120.12
54	018-092-012	\$120.12
55	018-092-013	\$120.12
56	018-092-014	\$120.12
57	018-092-015	\$120.12
58	018-092-016	\$120.12
59	018-092-017	\$120.12
60	018-092-018	\$120.12
61	018-092-019	\$120.12
62	018-092-020	\$120.12
63	018-092-021	\$120.12
64	018-092-022	\$120.12
65	018-092-023	\$120.12
66	018-092-024	\$120.12
67	018-092-025	\$120.12
68	018-092-026	\$120.12
69	018-092-027	\$120.12
70	018-092-028	\$120.12
71	018-092-029	\$120.12
72	018-092-030	\$120.12



Assmt No.	APN	2016/17 Proposed Assessment
73	018-092-031	\$120.12
74	018-092-032	\$120.12
75	018-092-033	\$120.12
76	018-092-034	\$120.12
77	018-092-035	\$120.12
78	018-092-036	\$120.12
79	018-092-037	\$120.12
80	018-092-040	\$120.12
81	018-092-041	\$120.12
82	018-092-042	\$120.12
83	018-092-043	\$120.12
84	018-092-044	\$120.12
85	018-092-045	\$120.12
86	018-092-046	\$120.12
87	018-092-047	\$120.12
88	018-092-048	\$120.12
89	018-092-049	\$120.12
90	018-092-050	\$120.12
91	018-092-051	\$120.12
		\$10,930.92

Fontana Ranch South
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-093-001	\$165.48
2	018-093-002	\$165.48
3	018-093-003	\$165.48
4	018-093-004	\$165.48
5	018-093-005	\$165.48
6	018-093-006	\$165.48
7	018-093-007	\$165.48
8	018-093-008	\$165.48
9	018-093-009	\$165.48



Assmt No.	APN	2016/17 Proposed Assessment
10	018-093-010	\$165.48
11	018-093-011	\$165.48
12	018-093-012	\$165.48
13	018-093-013	\$165.48
14	018-093-016	\$165.48
15	018-093-017	\$165.48
16	018-093-018	\$165.48
17	018-093-023	\$165.48
18	018-093-024	\$165.48
19	018-093-025	\$165.48
20	018-093-026	\$165.48
21	018-093-027	\$165.48
22	018-093-028	\$165.48
23	018-093-029	\$165.48
24	018-093-030	\$165.48
25	018-093-031	\$165.48
26	018-093-032	\$165.48
27	018-093-033	\$165.48
28	018-093-034	\$165.48
29	018-093-035	\$165.48
30	018-093-036	\$165.48
31	018-093-037	\$165.48
32	018-093-038	\$165.48
33	018-093-039	\$165.48
34	018-093-040	\$165.48
35	018-093-041	\$165.48
36	018-093-042	\$165.48
37	018-093-043	\$165.48
38	018-093-044	\$165.48
39	018-093-045	\$165.48
40	018-093-046	\$165.48
41	018-093-047	\$165.48
42	018-093-048	\$165.48
43	018-093-049	\$165.48
44	018-093-050	\$165.48
45	018-093-051	\$165.48
46	018-093-052	\$165.48
47	018-093-053	\$165.48



Assmt No.	APN	2016/17 Proposed Assessment
48	018-093-054	\$165.48
49	018-093-055	\$165.48
50	018-093-056	\$165.48
51	018-093-058	\$165.48
52	018-093-059	\$165.48
53	018-093-060	\$165.48
54	018-093-061	\$165.48
55	018-093-062	\$165.48
56	018-093-063	\$165.48
		\$9,266.88

Rhapsody Unit No. 1
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-086-001	\$86.00
2	018-086-002	\$86.00
3	018-086-003	\$86.00
4	018-086-004	\$86.00
5	018-086-005	\$86.00
6	018-086-006	\$86.00
7	018-086-007	\$86.00
8	018-086-008	\$86.00
9	018-086-009	\$86.00
10	018-086-010	\$86.00
11	018-086-011	\$86.00
12	018-086-012	\$86.00
13	018-086-013	\$86.00
14	018-086-014	\$86.00
15	018-086-015	\$86.00
16	018-086-016	\$86.00
17	018-086-017	\$86.00
18	018-086-018	\$86.00
19	018-086-019	\$86.00



Assmt No.	APN	2016/17 Proposed Assessment
20	018-086-020	\$86.00
21	018-086-021	\$86.00
22	018-086-022	\$86.00
23	018-086-023	\$86.00
24	018-086-024	\$86.00
25	018-086-025	\$86.00
26	018-086-026	\$86.00
27	018-086-027	\$86.00
28	018-086-028	\$86.00
29	018-086-029	\$86.00
30	018-086-030	\$86.00
31	018-086-031	\$86.00
32	018-086-032	\$86.00
33	018-086-033	\$86.00
34	018-086-034	\$86.00
35	018-086-035	\$86.00
36	018-086-036	\$86.00
37	018-086-037	\$86.00
38	018-086-038	\$86.00
39	018-086-039	\$86.00
40	018-086-040	\$86.00
41	018-086-041	\$86.00
42	018-086-042	\$86.00
43	018-087-001	\$86.00
44	018-087-002	\$86.00
45	018-087-003	\$86.00
46	018-087-004	\$86.00
47	018-087-005	\$86.00
48	018-087-006	\$86.00
49	018-087-007	\$86.00
50	018-087-008	\$86.00
51	018-087-009	\$86.00
52	018-087-010	\$86.00
53	018-087-011	\$86.00
54	018-087-012	\$86.00
55	018-087-013	\$86.00
56	018-087-014	\$86.00
57	018-087-015	\$86.00



Assmt No.	APN	2016/17 Proposed Assessment
58	018-087-016	\$86.00
59	018-087-017	\$86.00
60	018-087-018	\$86.00
61	018-087-019	\$86.00
62	018-087-020	\$86.00
63	018-087-021	\$86.00
64	018-087-022	\$86.00
65	018-087-023	\$86.00
66	018-087-024	\$86.00
67	018-087-025	\$86.00
68	018-087-026	\$86.00
69	018-087-027	\$86.00
70	018-087-028	\$86.00
71	018-087-029	\$86.00
72	018-087-030	\$86.00
73	018-087-031	\$86.00
74	018-087-032	\$86.00
75	018-087-033	\$86.00
76	018-087-034	\$86.00
77	018-087-035	\$86.00
78	018-087-036	\$86.00
79	018-087-037	\$86.00
		\$6,794.00

Rhapsody Unit No. 2
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-086-044	\$173.24
2	018-086-045	\$173.24
3	018-086-046	\$173.24
4	018-086-047	\$173.24
5	018-086-048	\$173.24
6	018-086-049	\$173.24



Assmt No.	APN	2016/17 Proposed Assessment
7	018-086-050	\$173.24
8	018-086-051	\$173.24
9	018-086-052	\$173.24
10	018-086-053	\$173.24
11	018-086-054	\$173.24
12	018-086-055	\$173.24
13	018-086-056	\$173.24
14	018-086-057	\$173.24
15	018-086-058	\$173.24
16	018-086-059	\$173.24
17	018-086-060	\$173.24
18	018-086-061	\$173.24
19	018-086-062	\$173.24
20	018-086-063	\$173.24
21	018-086-064	\$173.24
22	018-086-065	\$173.24
23	018-086-066	\$173.24
24	018-086-067	\$173.24
25	018-086-068	\$173.24
26	018-086-069	\$173.24
27	018-086-070	\$173.24
28	018-086-071	\$173.24
29	018-086-072	\$173.24
30	018-086-073	\$173.24
31	018-086-074	\$173.24
32	018-086-075	\$173.24
33	018-086-076	\$173.24
34	018-086-077	\$173.24
35	018-086-078	\$173.24
36	018-087-039	\$173.24
37	018-087-040	\$173.24
38	018-087-041	\$173.24
39	018-087-042	\$173.24
40	018-087-043	\$173.24
41	018-087-044	\$173.24
42	018-087-045	\$173.24
43	018-087-046	\$173.24
44	018-087-047	\$173.24



Assmt No.	APN	2016/17 Proposed Assessment
45	018-087-048	\$173.24
46	018-087-049	\$173.24
47	018-087-050	\$173.24
48	018-087-051	\$173.24
49	018-087-052	\$173.24
50	018-087-053	\$173.24
51	018-087-054	\$173.24
52	018-087-055	\$173.24
53	018-087-056	\$173.24
54	018-087-057	\$173.24
55	018-087-058	\$173.24
56	018-087-059	\$173.24
57	018-087-060	\$173.24
58	018-087-061	\$173.24
59	018-087-062	\$173.24
		\$10,221.16

Santa Fe Estates Phase 1
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-083-001	\$132.00
2	018-083-002	\$132.00
3	018-083-003	\$132.00
4	018-083-004	\$132.00
5	018-083-005	\$132.00
6	018-083-006	\$132.00
7	018-083-007	\$132.00
8	018-083-008	\$132.00
9	018-083-009	\$132.00
10	018-083-010	\$132.00
11	018-083-011	\$132.00
12	018-083-012	\$132.00
13	018-083-013	\$132.00



Assmt No.	APN	2016/17 Proposed Assessment
14	018-083-014	\$132.00
15	018-083-015	\$132.00
16	018-083-016	\$132.00
17	018-083-017	\$132.00
18	018-083-018	\$132.00
19	018-083-019	\$132.00
20	018-083-020	\$132.00
21	018-083-021	\$132.00
22	018-083-022	\$132.00
23	018-083-023	\$132.00
24	018-083-024	\$132.00
25	018-083-025	\$132.00
26	018-083-026	\$132.00
27	018-083-027	\$132.00
28	018-083-028	\$132.00
29	018-083-029	\$132.00
30	018-083-030	\$132.00
31	018-083-031	\$132.00
32	018-083-032	\$132.00
33	018-083-033	\$132.00
34	018-083-034	\$132.00
35	018-083-035	\$132.00
36	018-083-036	\$132.00
37	018-083-037	\$132.00
38	018-083-038	\$132.00
39	018-083-039	\$132.00
40	018-083-040	\$132.00
41	018-083-041	\$132.00
42	018-083-042	\$132.00
43	018-083-043	\$132.00
44	018-083-044	\$132.00
45	018-083-045	\$132.00
46	018-083-046	\$132.00
47	018-083-047	\$132.00
48	018-083-048	\$132.00
49	018-083-049	\$132.00
50	018-083-050	\$132.00
51	018-083-051	\$132.00



Assmt No.	APN	2016/17 Proposed Assessment
52	018-083-052	\$132.00
53	018-083-053	\$132.00
54	018-083-054	\$132.00
55	018-083-055	\$132.00
		\$7,260.00

Santa Fe Estates Phase 2
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-084-002	\$130.38
2	018-084-003	\$130.38
3	018-084-004	\$130.38
4	018-084-005	\$130.38
5	018-084-006	\$130.38
6	018-084-007	\$130.38
7	018-084-008	\$130.38
8	018-084-009	\$130.38
9	018-084-010	\$130.38
10	018-084-011	\$130.38
11	018-084-012	\$130.38
12	018-084-013	\$130.38
13	018-084-014	\$130.38
14	018-084-015	\$130.38
15	018-084-016	\$130.38
16	018-084-017	\$130.38
17	018-084-018	\$130.38
18	018-084-019	\$130.38
19	018-084-020	\$130.38
20	018-084-021	\$130.38
21	018-084-022	\$130.38
22	018-084-023	\$130.38
23	018-084-024	\$130.38
24	018-084-025	\$130.38



Assmt No.	APN	2016/17 Proposed Assessment
25	018-084-026	\$130.38
26	018-084-027	\$130.38
27	018-084-028	\$130.38
28	018-084-029	\$130.38
29	018-084-030	\$130.38
30	018-084-031	\$130.38
31	018-084-032	\$130.38
32	018-084-033	\$130.38
33	018-084-034	\$130.38
34	018-084-035	\$130.38
35	018-084-036	\$130.38
36	018-084-037	\$130.38
37	018-084-038	\$130.38
38	018-084-039	\$130.38
39	018-084-040	\$130.38
40	018-084-041	\$130.38
41	018-084-042	\$130.38
42	018-084-043	\$130.38
43	018-084-044	\$130.38
44	018-084-045	\$130.38
45	018-084-046	\$130.38
46	018-084-047	\$130.38
47	018-084-048	\$130.38
48	018-084-049	\$130.38
49	018-084-050	\$130.38
50	018-084-051	\$130.38
51	018-084-052	\$130.38
		\$6,649.38



Starn Estates
Landscaping and Lighting District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-081-001	\$99.86
2	018-081-002	\$99.86
3	018-081-003	\$99.86
4	018-081-004	\$99.86
5	018-081-005	\$99.86
6	018-081-006	\$99.86
7	018-081-007	\$99.86
8	018-081-008	\$99.86
9	018-081-009	\$99.86
10	018-081-010	\$99.86
11	018-081-011	\$99.86
12	018-081-012	\$99.86
13	018-081-013	\$99.86
14	018-081-014	\$99.86
15	018-081-015	\$99.86
16	018-081-016	\$99.86
17	018-081-017	\$99.86
18	018-081-018	\$99.86
19	018-081-019	\$99.86
20	018-081-020	\$99.86
21	018-081-021	\$99.86
22	018-081-022	\$99.86
23	018-081-023	\$99.86
24	018-081-024	\$99.86
25	018-081-025	\$99.86
26	018-081-026	\$99.86
27	018-081-027	\$99.86
28	018-081-028	\$99.86
29	018-081-029	\$99.86
30	018-081-030	\$99.86
31	018-081-031	\$99.86
32	018-081-032	\$99.86
33	018-081-033	\$99.86
34	018-081-034	\$99.86



Assmt No.	APN	2016/17 Proposed Assessment
35	018-081-035	\$99.86
36	018-081-036	\$99.86
37	018-081-037	\$99.86
38	018-081-039	\$99.86
39	018-081-040	\$99.86
40	018-081-041	\$99.86
41	018-081-042	\$99.86
42	018-081-043	\$99.86
43	018-081-044	\$99.86
44	018-081-045	\$99.86
45	018-081-046	\$99.86
46	018-081-047	\$99.86
47	018-081-048	\$99.86
48	018-081-049	\$99.86
49	018-081-050	\$99.86
50	018-081-051	\$99.86
51	018-081-052	\$99.86
52	018-081-053	\$99.86
53	018-081-054	\$99.86
54	018-081-055	\$99.86
55	018-081-056	\$99.86
56	018-081-057	\$99.86
57	018-081-058	\$99.86
58	018-081-059	\$99.86
59	018-081-060	\$99.86
60	018-081-061	\$99.86
61	018-081-062	\$99.86
62	018-081-063	\$99.86
63	018-081-064	\$99.86
64	018-081-065	\$99.86
65	018-081-066	\$99.86
66	018-081-067	\$99.86
67	018-081-068	\$99.86
68	018-081-069	\$99.86
69	018-081-070	\$99.86
70	018-081-071	\$99.86
71	018-081-072	\$99.86
72	018-081-073	\$99.86



Assmt No.	APN	2016/17 Proposed Assessment
73	018-081-074	\$99.86
74	018-081-075	\$99.86
75	018-081-076	\$99.86
76	018-081-077	\$99.86
77	018-081-078	\$99.86
78	018-081-079	\$99.86
		\$7,789.08

Sterling Glen III
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
4	018-089-011	\$118.44
5	018-089-013	\$118.44
6	018-089-014	\$118.44
7	018-089-015	\$118.44
8	018-089-016	\$118.44
9	018-089-017	\$118.44
10	018-089-018-	\$118.44
11	018-089-019	\$118.44
12	018-089-020	\$118.44
13	018-089-021	\$118.44
14	018-089-022	\$118.44
15	018-089-023	\$118.44
16	018-089-024	\$118.44
17	018-089-025	\$118.44
18	018-089-026	\$118.44
19	018-089-027	\$118.44
20	018-089-028	\$118.44
21	018-089-030	\$118.44
22	018-089-031	\$118.44
23	018-089-032	\$118.44
24	018-089-033	\$118.44
25	018-089-034	\$118.44



Assmt No.	APN	2016/17 Proposed Assessment
26	018-089-035	\$118.44
27	018-089-036	\$118.44
28	018-089-037	\$118.44
29	018-089-038	\$118.44
30	018-089-039	\$118.44
31	018-089-040	\$118.44
32	018-089-041	\$118.44
33	018-089-042	\$118.44
34	018-089-043	\$118.44
35	018-089-044	\$118.44
36	018-089-045	\$118.44
37	018-089-046	\$118.44
38	018-089-047	\$118.44
39	018-089-048	\$118.44
40	018-089-049	\$118.44
41	018-089-050	\$118.44
42	018-089-051	\$118.44
43	018-089-052	\$118.44
44	018-089-053	\$118.44
45	018-089-054	\$118.44
46	018-089-055	\$118.44
47	018-089-056	\$118.44
48	018-089-057	\$118.44
49	018-089-058	\$118.44
50	018-089-059	\$118.44
51	018-089-060	\$118.44
52	018-089-061	\$118.44
53	018-089-062	\$118.44
54	018-089-063	\$118.44
55	018-089-064	\$118.44
56	018-089-065	\$118.44
57	018-089-066	\$118.44
58	018-089-067	\$118.44
59	018-089-068	\$118.44
60	018-089-069	\$118.44
61	018-089-070	\$118.44
62	018-089-071	\$118.44
63	018-089-072	\$118.44



Assmt No.	APN	2016/17 Proposed Assessment
64	018-089-073	\$118.44
65	018-089-074	\$118.44
66	018-089-075	\$118.44
67	018-089-076	\$118.44
68	018-089-077	\$118.44
69	018-089-078	\$118.44
70	018-089-079	\$118.44
71	018-089-080	\$118.44
72	018-089-081	\$118.44
73	018-089-082	\$118.44
74	018-089-083	\$118.44
77	018-089-087	\$118.44
78	018-089-088	\$118.44
		\$8,646.12

Sterling Glen III Annex
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	Acres	Proposed Rate	2016/17 Proposed Assessment
1	018-089-003	0.43	\$110.29	\$47.42
2	018-089-004	0.35	\$110.29	\$38.60
3	018-089-005	0.36	\$110.29	\$39.70
75	018-089-085	0.23	\$110.29	\$25.36
76	018-089-086	<u>0.30</u>	\$110.29	<u>\$33.08</u>
		1.67		\$184.16



Sun Glow Estates
Landscaping and Lighting District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-082-001	\$106.36
2	018-082-002	\$106.36
3	018-082-003	\$106.36
4	018-082-004	\$106.36
5	018-082-005	\$106.36
6	018-082-006	\$106.36
7	018-082-007	\$106.36
8	018-082-008	\$106.36
9	018-082-009	\$106.36
10	018-082-010	\$106.36
11	018-082-011	\$106.36
12	018-082-012	\$106.36
13	018-082-013	\$106.36
14	018-082-014	\$106.36
15	018-082-015	\$106.36
16	018-082-016	\$106.36
17	018-082-017	\$106.36
18	018-082-018	\$106.36
19	018-082-019	\$106.36
20	018-082-020	\$106.36
21	018-082-021	\$106.36
22	018-082-022	\$106.36
23	018-082-023	\$106.36
24	018-082-024	\$106.36
25	018-082-025	\$106.36
26	018-082-026	\$106.36
27	018-082-027	\$106.36
28	018-082-028	\$106.36
29	018-082-029	\$106.36
30	018-082-030	\$106.36
31	018-082-031	\$106.36
32	018-082-032	\$106.36
33	018-082-033	\$106.36
34	018-082-034	\$106.36



Assmt No.	APN	2016/17 Proposed Assessment
35	018-082-035	\$106.36
36	018-082-036	\$106.36
37	018-082-037	\$106.36
38	018-082-038	\$106.36
39	018-082-039	\$106.36
40	018-082-040	\$106.36
41	018-082-041	\$106.36
42	018-082-042	\$106.36
43	018-082-043	\$106.36
44	018-082-045	\$106.36
45	018-082-046	\$106.36
46	018-082-047	\$106.36
47	018-082-048	\$106.36
48	018-082-049	\$106.36
49	018-082-050	\$106.36
50	018-082-051	\$106.36
51	018-082-052	\$106.36
52	018-082-053	\$106.36
53	018-082-054	\$106.36
54	018-082-055	\$106.36
55	018-082-056	\$106.36
56	018-082-057	\$106.36
57	018-082-058	\$106.36
58	018-082-059	\$106.36
59	018-082-060	\$106.36
60	018-082-061	\$106.36
61	018-082-062	\$106.36
62	018-082-063	\$106.36
63	018-082-064	\$106.36
64	018-082-065	\$106.36
65	018-082-066	\$106.36
66	018-082-067	\$106.36
67	018-082-068	\$106.36
68	018-082-069	\$106.36
69	018-082-070	\$106.36
70	018-082-071	\$106.36
71	018-082-072	\$106.36
72	018-082-073	\$106.36



Assmt No.	APN	2016/17 Proposed Assessment
73	018-082-074	\$106.36
74	018-082-075	\$106.36
75	018-082-076	\$106.36
76	018-082-077	\$106.36
77	018-082-078	\$106.36
78	018-082-079	\$106.36
79	018-082-080	\$106.36
80	018-082-081	\$106.36
81	018-082-082	\$106.36
82	018-082-083	\$106.36
83	018-082-084	\$106.36
84	018-082-085	\$106.36
85	018-082-086	\$106.36
86	018-082-087	\$106.36
87	018-082-088	\$106.36
88	018-082-089	\$106.36
89	018-082-090	\$106.36
90	018-082-091	\$106.36
91	018-082-092	\$106.36
		\$9,678.76

Walnut Haven III
 Landscaping and Lighting District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-088-001	\$109.00
2	018-088-002	\$109.00
3	018-088-003	\$109.00
4	018-088-004	\$109.00
5	018-088-005	\$109.00
6	018-088-006	\$109.00
7	018-088-007	\$109.00
8	018-088-008	\$109.00



Assmt No.	APN	2016/17 Proposed Assessment
9	018-088-009	\$109.00
10	018-088-010	\$109.00
11	018-088-011	\$109.00
12	018-088-012	\$109.00
13	018-088-013	\$109.00
14	018-088-014	\$109.00
15	018-088-015	\$109.00
16	018-088-016	\$109.00
17	018-088-017	\$109.00
18	018-088-018	\$109.00
19	018-088-019	\$109.00
20	018-088-020	\$109.00
21	018-088-021	\$109.00
22	018-088-022	\$109.00
23	018-088-023	\$109.00
24	018-088-024	\$109.00
25	018-088-025	\$109.00
26	018-088-026	\$109.00
27	018-088-027	\$109.00
28	018-088-028	\$109.00
29	018-088-029	\$109.00
30	018-088-030	\$109.00
31	018-088-031	\$109.00
32	018-088-032	\$109.00
33	018-088-033	\$109.00
34	018-088-034	\$109.00
35	018-088-035	\$109.00
36	018-088-036	\$109.00
37	018-088-037	\$109.00
38	018-088-038	\$109.00
39	018-088-039	\$109.00
40	018-088-040	\$109.00
41	018-088-041	\$109.00
42	018-088-042	\$109.00
43	018-088-043	\$109.00
44	018-088-044	\$109.00
45	018-088-045	\$109.00
46	018-088-046	\$109.00



Assmt No.	APN	2016/17 Proposed Assessment
47	018-088-047	\$109.00
48	018-088-048	\$109.00
49	018-088-049	\$109.00
50	018-088-050	\$109.00
51	018-088-051	\$109.00
52	018-088-052	\$109.00
53	018-088-053	\$109.00
54	018-088-054	\$109.00
55	018-088-055	\$109.00
		\$5,995.00





ENGINEER'S REPORT

Benefit Assessment Districts

Fiscal Year 2016-17

For the

CITY OF HUGHSON

Stanislaus County, California

June 27, 2016



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Engineer's Certification

WHEREAS, on June 27, 2016, the Hughson City Council, pursuant to the provisions of the Section 54703 (the "1982 Act"), and in compliance with the substantive and procedural requirements of the California State Constitution Article XIII D (the "California Constitution") the City Council of the City of Hughson (the "City"), adopted a Resolution Initiating Proceedings for the Levy and Collection of Annual Assessments within the Benefit Assessment Districts (the "Districts") listed below, for Fiscal Year 2016/2017. Said Resolution called for the preparation and filing of an annual report (the "Report") pursuant to section 54716 of the 1982 Act, presenting plans and specifications describing the general nature, location and extent of the improvements and an estimate of the costs to maintain said improvements within the Districts.

- Central Hughson
- Euclid North
- Euclid South
- Feathers Glen
- Fontana Ranch North
- Fontana Ranch South
- Sterling Glen III

WHEREAS, pursuant to Proposition 218 of November 1996, State of California assessment balloting procedures for property owner approval of assessment districts were instituted at the time of formation of the Districts.

The undersigned respectfully submits the enclosed report as directed by the City Council. The undersigned certifies that he is a Professional Engineer, registered in the State of California.



DATED: June 27, 2016


By: K. Dennis Klingelhofer
Assessment Engineer
R.C.E. No. 50255

INTRODUCTION

The City of Hughson (the "City") levies and collects special assessments on parcels within several Benefit Assessment Districts (the "Districts") in order to maintain the improvements within those areas. The Districts were formed in order to provide a dedicated source of funding for the ongoing maintenance of storm drain systems and street/road maintenance improvements within the developments. The assessments and methods of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the Districts were formed.

The word "parcel", for purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Stanislaus County Assessor's Office. The Stanislaus County Auditor/Controller uses APN and specific fund numbers to identify properties to be assessed on the tax roll for special benefit assessments.

This Report consists of five sections and identifies the following items:

- The specific improvements to be maintained within each District.
- The proposed assessments to be levied for each District for 2016/2017 (Please refer table on following page).
- How the costs are allocated and apportioned to the assessable parcels.
- A diagram or map showing the boundaries of each District.
- A listing of properties to be assessed, by District, APN, and the corresponding assessment amounts.

There are seven (7) Districts contained in this Report. Please refer to the table on the next page which details assessment information within each District for the prior year and the coming year. Also included the District name, the total costs to be assessed, the Proposed Assessment Rate and the Maximum Assessment Rate allowed for Fiscal year 2016/2017.

CITY OF HUGHSON

BENEFIT ASSESSMENT DISTRICTS 2016/2017 SUMMARY

The February Consumer Price Index ("CPI") is used to determine the Maximum Assessment Rate each year. The February CPI, plus 3% is added to the previous years' Maximum Rate per EDU to determine the adjusted Maximum Rate per EDU for each District for the current year. Please refer to Section II of this Report, "Assessment Range Formula" for a complete description of the CPI tables used for this purpose.

DISTRICT NAME	Current EDU	2015/16 Actual Rate per EDU	2015/16 Maximum Rate per EDU	2016/17 Maximum Rate per EDU	2016/17 Proposed Rate per EDU	2016/17 Estimated Budget	2016/17 Budget at Maximum
Central Hughson BAD	Varies					\$8,298.32	\$32,500.00
Euclid North BAD	50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Euclid South BAD	69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Feathers Glen BAD	42	\$203.90	\$203.92	\$216.37	\$216.36	\$9,087.12	\$9,087.70
Fontana Ranch North BAD	91	\$203.22	\$214.40	\$227.49	\$203.22	\$18,493.02	\$20,701.95
Fontana Ranch South BAD	56	\$178.10	\$178.12	\$189.00	\$188.80	\$10,572.80	\$10,583.90
Sterling Glen III BAD	73	\$153.90	\$153.92	\$163.32	\$153.92	\$11,236.16	\$11,922.38
Sterling Glen III Annex BAD	1.67	\$256.53	\$256.53	\$272.20	\$272.20	\$454.58	\$454.58

The February CPI for 2016 is 3.0% (3.016751).



SECTION I – PLANS AND SPECIFICATIONS

DESCRIPTION OF THE DISTRICT AND BOUNDARIES

The Districts were formed for the purpose of ensuring the ongoing maintenance, operation and servicing of certain drainage and storm water improvements within the boundaries of each District. Said improvements are detailed below under "Improvements and Services Provided".

Each District was formed as a condition of development.

IMPROVEMENTS AND SERVICES PROVIDED

The improvements and services for all Districts can be identified as: Drainage improvements may include but are not limited to: flood control and storm water facilities, street maintenance and repair, sidewalk maintenance and repair, graffiti removal, masonry walls and other appurtenant facilities. The services provided include all necessary service, operations, administration and maintenance required to keep the above mentioned facilities in a proper working condition. The specific improvements within each District are:

- **Central Hughson:** Drainage infrastructure maintenance, street sweeping, maintenance and repairs, sidewalk maintenance, graffiti abatement.
- **Euclid North:** No improvements are currently being maintained.
- **Euclid South:** No improvements are currently being maintained.
- **Feathers Glen:** Detention/Retention basin maintenance, drainage infrastructure maintenance, street sweeping, cleaning, maintenance and repairs, sidewalk maintenance, graffiti abatement.
- **Fontana Ranch North:** Detention/Retention basin maintenance, drainage infrastructure maintenance, street sweeping, cleaning, maintenance and repairs, sidewalk maintenance, graffiti abatement.
- **Fontana Ranch South:** Detention/Retention basin maintenance, drainage infrastructure maintenance, street sweeping, cleaning, maintenance and repairs, sidewalk maintenance, graffiti abatement.

- **Sterling Glen III:** Detention/Retention basin maintenance, drainage infrastructure maintenance, street sweeping, cleaning, maintenance and repairs, sidewalk maintenance, graffiti abatement.
- **Sterling Glen III: Annexation 1:** Detention/Retention basin maintenance, drainage infrastructure maintenance, street sweeping, cleaning, maintenance and repairs, sidewalk maintenance, graffiti abatement.

Reference is made to the plans and specifications for the improvements which are on file with the City and are incorporated herein by reference.



SECTION II – METHOD OF APPORTIONMENT

The 1982 Act allows for the establishment of assessment districts, by public agencies, for the purpose of providing certain public improvements as detailed in Section I of this Report. The 1982 Act also complies with the California Constitution which requires the cost of these improvements and services to be assessed based on benefit received rather than by assessed value of the properties being assessed. In accordance with Article XIII D, Section 4 of the California Constitution:

“An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of the public improvement or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable...”

The method of apportionment described in this Report for the allocation of special benefit assessments utilizes commonly accepted engineering practices which have been established pursuant to the 1982 Act and the California Constitution. The calculation of assessments is based upon the parcel type and the services and improvements provided to equitably apportion the costs based on the special benefit received by each lot or parcel. The special benefit received by each lot or parcel is over and above any general benefit conferred upon said lots or parcels or to the public at large.

DESCRIPTION OF BENEFIT

Why is it a Special Benefit?

The improvements and associated costs have been carefully allocated to the assessable properties within the District based on the special benefit received by those properties, pursuant to the provisions of the California Constitution. The improvements for which the properties will be assessed have been identified as necessary, were required as a part of the development plans specifically for the tract and are also in compliance with the development plans and General Plan of the City. As such, the improvements and continuing maintenance and servicing are strictly the obligation of the properties within the District.

Although the improvements may be accessible to passersby or to the public at large, the improvements were installed as a requirement of the development of the tract and are for the sole benefit of properties within the District. It has been determined therefore, any access or use by properties or individuals outside the District is completely incidental and the costs of operating, maintaining and servicing said improvements therefore provides no measurable benefit to those outside properties or individuals.

Definition of Special Benefit

The method of apportionment described in this Report is based on the premise that each assessable parcel or unit receives distinct and special benefits from the improvements and services provided. In accordance with Article XIII D, Section 4 of the California Constitution:

“Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the District or the public at large”

The special benefits associated with the local improvements are specifically:

- Enhanced desirability of properties due to existence of the improvements and the services provided by the District.
- Improved aesthetic appeal provided by a positive representation of the development, neighborhood and the community.
- Improved ingress and egress to property resulting in enhanced traffic flow, reduced traffic accidents and possible property damage.

ASSESSMENT RANGE FORMULA

It is generally recognized that most budgetary items will be impacted by inflation in future years. In accordance with the California Constitution, Section 53739 (b)(1), assessments ***“may be adjusted for inflation pursuant to a clearly defined formula...”*** A formula for an inflationary adjustment is therefore included as part of the maximum assessment for each District and was approved by the property owner(s) at the time of formation. The formula, as described below, allows for annual adjustments to the budget and the assessments.

Generally, any new or increased assessment requires certain noticing and meeting requirements by law. The Brown Act excludes certain conditions of a new or increased assessment. These conditions include, “An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public...and that was previously adopted by the agency...”

The initial maximum assessment for each District was established at the time of annexation into the District. That initial maximum assessment was established at that time and has been adjusted each subsequent fiscal year by the following Assessment Range Formula:

- The Maximum Assessment Rate allowed each fiscal year (the “Adjusted Maximum Assessment Rate”) shall be based on the initial maximum assessment, adjusted annually by the Bureau of Labor Statistics, Consumer Price Index for the month of February, All Urban Consumers, (“CPI”) for the San Francisco/Oakland/San Jose area, plus 3%. Should the Bureau of Labor Statistics revise or discontinue the preparation of such index, the City reserves the right to use such revised index or a comparable system to determine fluctuations in the annual cost of living.
- Each fiscal year, the February CPI amount, plus 3%, has been applied to the Maximum Assessment Rate established the previous fiscal year to calculate the appropriate Adjusted Maximum Assessment Rate for the then current fiscal year.
- If the proposed annual assessment rate for the upcoming fiscal year is less than or equal to the Adjusted Maximum Assessment Rate established for that fiscal year then the proposed annual assessment is not considered an increased assessment.

Beginning in the second fiscal year after the formation of a District and each fiscal year since, the Maximum Assessment Rate has been recalculated and a new Maximum Assessment Rate (Adjusted Maximum Assessment Rate) has been established for each fiscal year using the Assessment Range Formula described above. The Adjusted Maximum Assessment Rate has been calculated independent of the annual budget and proposed assessment rate for the given fiscal year. As stated above, if the proposed annual assessment for any fiscal year does not exceed the Adjusted Maximum Assessment Rate for that year, it is not considered an increased assessment under the terms of Proposition 218 or the Brown Act.

The CPI increase for the one year period ending in February 2016 is **3.01%** (rounded). This amount will be applied to the Maximum Assessment for each District, which will establish the Adjusted Maximum Assessment for each District for Fiscal Year 2016/2017.

Please refer to the table on page 2 of this Report, “District Summary – 2016/17”, which shows the actual and maximum allowable assessment for each District for the past two years.

To impose a new assessment or increased assessment in excess of the Maximum Assessment Rate for the current fiscal year, as provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution, Article XIII D, Section 4c that requires a public hearing and certain protest procedures including mailed notice of the public hearing and property owner protest balloting. Property owners must approve the proposed new or increased assessment via a property owner protest balloting process before any such new or increased assessment can be imposed. A protest occurs when, at the public hearing, the returned assessment ballots opposed to the new or increased assessment outweigh the returned ballots in favor of the new or increased assessment, weighting those assessment ballots by the financial obligation of each parcel.

The definition of new or increased assessments includes any assessment which, 1) did not previously exist or, 2) exceeds a previously approved assessment amount or assessment range formula. Any assessment range formula must have been previously adopted by the agency and approved by the property owners in the area where the assessment is imposed.

ASSESSMENT METHODOLOGY

The benefit formula used to determine the financial obligation for each parcel should be based on the improvements benefitting the parcels, as well as the use, or type, of each parcel as compared to other parcels that benefit from said improvements. One of the more common approaches to fairly distributing District costs to the benefitting parcels in maintenance districts such as this utilizes a methodology referred to as the Per Parcel method of apportionment. This method recognizes that each parcel within a particular District benefits equally from the improvements. This is typical when all parcels within the District are of the same type (ex. all single family dwellings).

Other than Central Hughson and the Sterling Glen III annexation, each District is comprised of a single parcel type – residential. The residential parcels are single family residential parcels (“SFR”) and as such are deemed to benefit equally from the improvements. The “Total Balance to Levy”, as shown on the Budget pages, is divided equally among each assessable parcel within the District, determining the annual assessment rate per parcel for that District.

The Central Hughson District is comprised of several property types including single family residential, commercial, agriculture and undeveloped. The costs are currently spread to those parcels based generally, on the individual parcel size.

The Sterling Glen III Annexation is comprised of 5 single family residential parcels. The costs are spread to those parcels based on the individual parcel size.



SECTION III – DISTRICT BUDGETS

The estimated budget for the annual maintenance and servicing of the improvements and the proportionate share of administration costs for each District have been prepared based on the estimated and historical costs. The individual District budgets are shown on the following pages.



Central Hughson Estimated Budget

CENTRAL HUGHSON BENEFIT ASSESSMENT DISTRICT ZONE 2 FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Street Maintenance Costs:	
Street Sweeping and Maintenance	\$1,141.69
Sidewalk Installation and Repairs	\$11,803.92
Road Maintenance and Repairs	\$14,031.96
Graffiti Abatement-Cleaning/Painting	\$1,091.93
	\$28,069.50
Storm Drain Maintenance Services:	
Storm Water Management Program	\$118.79
	\$118.79
Direct Costs Sub-Total	\$28,188.29
Administration Costs	
Program Administration Allowance	\$3,225.98
District Consulting Costs	\$715.00
Contingency	\$0.00
County Collection Charge	\$72.17
Rounding Adjustment ¹	\$0.00
	\$4,013.15
Total Direct and Administration Costs	\$32,201.44
Operating Reserve Collection/(Reduction) ²	(\$23,903.12)
Capital Reserve Collection/(Reduction)	\$0.00
Total Balance to Levy 2016/17	\$8,298.32
Number of Lots	215
2016/17 Proposed Assessment Per Parcel/Acre	Varies
2016/17 Maximum Allowable Assessment	N/A
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 50032	



Feathers Glen Estimated Budget

FEATHERS GLEN BENEFIT ASSESSMENT DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Street Maintenance Costs:	
Cleaning	\$247.51
Traffic/Pedestrian Improvements	\$288.85
Sidwalk Repair	\$1,599.98
Road Repair	\$2,965.17
Graffiti Abatement-General	\$73.24
Graffiti Abatement-Specific	<u>\$282.10</u>
	\$5,456.85
Storm Drain Maintenance Services:	
Storm Water Management Program	\$73.24
Maintenance of Collection Pipes	\$37.30
Drop Inlets and Curb Basins	\$51.67
Manholes	\$48.80
Retention and Detention Basins	<u>\$572.47</u>
	\$783.48
Direct Costs Sub-Total	\$6,240.33
Administration Costs	
City Administration Costs	\$2,157.48
District Consulting Costs	\$542.00
Contingency	\$129.50
County Collection Charge	\$37.57
Rounding Adjustment ¹	<u>\$0.40</u>
	\$2,866.95
Total Direct and Administration Costs	\$9,107.28
Operating Reserve Collection/(Reduction) ²	(\$20.16)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$9,087.12
Number of Lots	42
2016/17 Proposed Assessment Per Parcel	\$216.36
2016/17 Maximum Allowable Assessment	\$216.37
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 50027	



Fontana Ranch North Estimated Budget

FONTANA RANCH NORTH BENEFIT ASSESSMENT DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Street Maintenance Costs:	
Street Sweeping and Maintenance	\$296.60
Traffic/Pedestrian Improvements	\$301.04
Sidwalk Repair	\$3,987.26
Road Repair	\$8,015.07
Graffiti Abatement-Cleaning/Painting	\$75.26
Graffiti Abatement-Soundwall	<u>\$684.86</u>
	\$13,360.09
Storm Drain Maintenance Services:	
Storm Water Management Program	\$75.26
Maintenance of Collection System	\$37.63
Drop Inlets and Curb Basins	\$105.36
Manholes/Covers	\$67.73
Retention and Detention Basins	<u>\$598.05</u>
	\$884.03
Direct Costs Sub-Total	\$14,244.12
Administration Costs	
City Administration Costs	\$2,257.81
District Consulting Costs	\$591.00
Contingency	\$712.20
County Collection Charge	\$47.37
Rounding Adjustment ¹	<u>\$0.00</u>
	\$3,608.38
Total Direct and Administration Costs	\$17,852.50
Operating Reserve Collection/(Reduction) ²	\$640.52
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$18,493.02
Number of Lots	91
2016/17 Proposed Assessment Per Parcel	\$203.22
2016/17 Maximum Allowable Assessment	\$227.49
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 50028	

Fontana Ranch South Estimated Budget

FONTANA RANCH SOUTH BENEFIT ASSESSMENT DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Street Maintenance Costs:	
Street Sweeping and Maintenance	\$350.44
Traffic/Pedestrian Improvements	\$301.04
Sidwalk Repair	\$2,197.61
Road Repair	\$3,824.73
Graffiti Abatement-Cleaning/Painting	<u>\$75.26</u>
	\$6,749.08
Storm Drain Maintenance Services:	
Storm Water Management Program	\$75.26
Maintenance of Collection System	\$37.63
Drop Inlets and Curb Basins	\$52.69
Manholes/Covers	\$31.61
Retention and Detention Basins	<u>\$598.05</u>
	\$795.24
Direct Costs Sub-Total	\$7,544.32
Administration Costs	
City Administration Costs	\$2,257.81
District Consulting Costs	\$556.00
Contingency	\$134.17
County Collection Charge	\$40.37
Rounding Adjustment ¹	<u>\$0.93</u>
	\$2,989.28
Total Direct and Administration Costs	\$10,533.60
Operating Reserve Collection/(Reduction) ²	\$39.20
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$10,572.80
Number of Lots	56
2016/17 Proposed Assessment Per Parcel	\$188.80
2016/17 Maximum Allowable Assessment	\$189.00
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Stanislaus County Tax Code 50029	



Sterling Glen III Estimated Budget

STERLING GLEN III BENEFIT ASSESSMENT DISTRICT FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Street Maintenance Costs:	
Street Sweeping and Maintenance	\$405.32
Traffic/Pedestrian Improvements	\$602.08
Sidewalk Repair	\$3,330.27
Road Repair	\$3,445.08
Graffiti Abatement	<u>\$75.26</u>
	\$7,858.01
Storm Drain Maintenance Services:	
Storm Water Management Program	\$75.26
Collection System	\$37.63
Drop Inlets and Curb Basins	\$135.47
Manholes/Covers	\$45.15
Retention and Detention Basins	<u>\$598.05</u>
	\$891.56
Direct Costs Sub-Total	\$8,749.57
Administration Costs	
Administration and Operations	\$2,257.81
District Consulting Costs	\$573.00
Contingency	\$37.63
County Administration Fee	\$43.77
Rounding Adjustment ¹	<u>\$0.70</u>
	\$2,912.91
Total Direct and Administration Costs	\$11,662.48
Operating Reserve Collection/(Reduction) ²	(\$426.32)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$11,236.16
Number of Lots	73
2016/17 Proposed Assessment Per Parcel	\$153.92
2016/17 Maximum Allowable Assessment	\$163.32

¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County

² Operating Reserve and Capital Reserve information is on the following page

Stanislaus County Tax Code 50026

Sterling Glen III Annexation Estimated Budget

STERLING GLEN III BENEFIT ASSESSMENT DISTRICT - ANNEXATION FISCAL YEAR 2016/17 BUDGET	
Direct Costs	
Street Maintenance Costs:	
Street Sweeping and Maintenance	\$15.33
Traffic/Pedestrian Improvements	\$23.01
Sidwalk Repair	\$126.09
Road Repair	\$130.42
Graffiti Abatement	<u>\$2.74</u>
	\$297.59
Storm Drain Maintenance Services:	
Storm Water Management Program	\$2.85
Collection System	\$1.42
Drop Inlets and Curb Basins	\$5.12
Manholes/Covers	\$1.72
Retention and Detention Basins	<u>\$22.65</u>
	\$33.76
Direct Costs Sub-Total	\$331.35
Administration Costs	
Administration and Operations	\$96.12
Contingency	\$7.20
County Administration Fee	\$30.17
Rounding Adjustment ¹	<u>\$0.00</u>
	\$133.49
Total Direct and Administration Costs	\$464.84
Operating Reserve Collection/(Reduction) ²	(\$10.26)
Capital Reserve Collection/(Reduction)	<u>\$0.00</u>
Total Balance to Levy 2016/17	\$454.58
Total Acres	1.67
2016/17 Proposed Assessment Per Acre	\$272.20
2016/17 Maximum Allowable Assessment per Acre	\$272.20
¹ Rounding adjustment is to ensure an even penny assessment, as required by Stanislaus County	
² Operating Reserve and Capital Reserve information is on the following page	
Tax Code 50026	



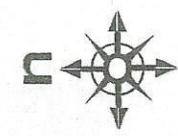
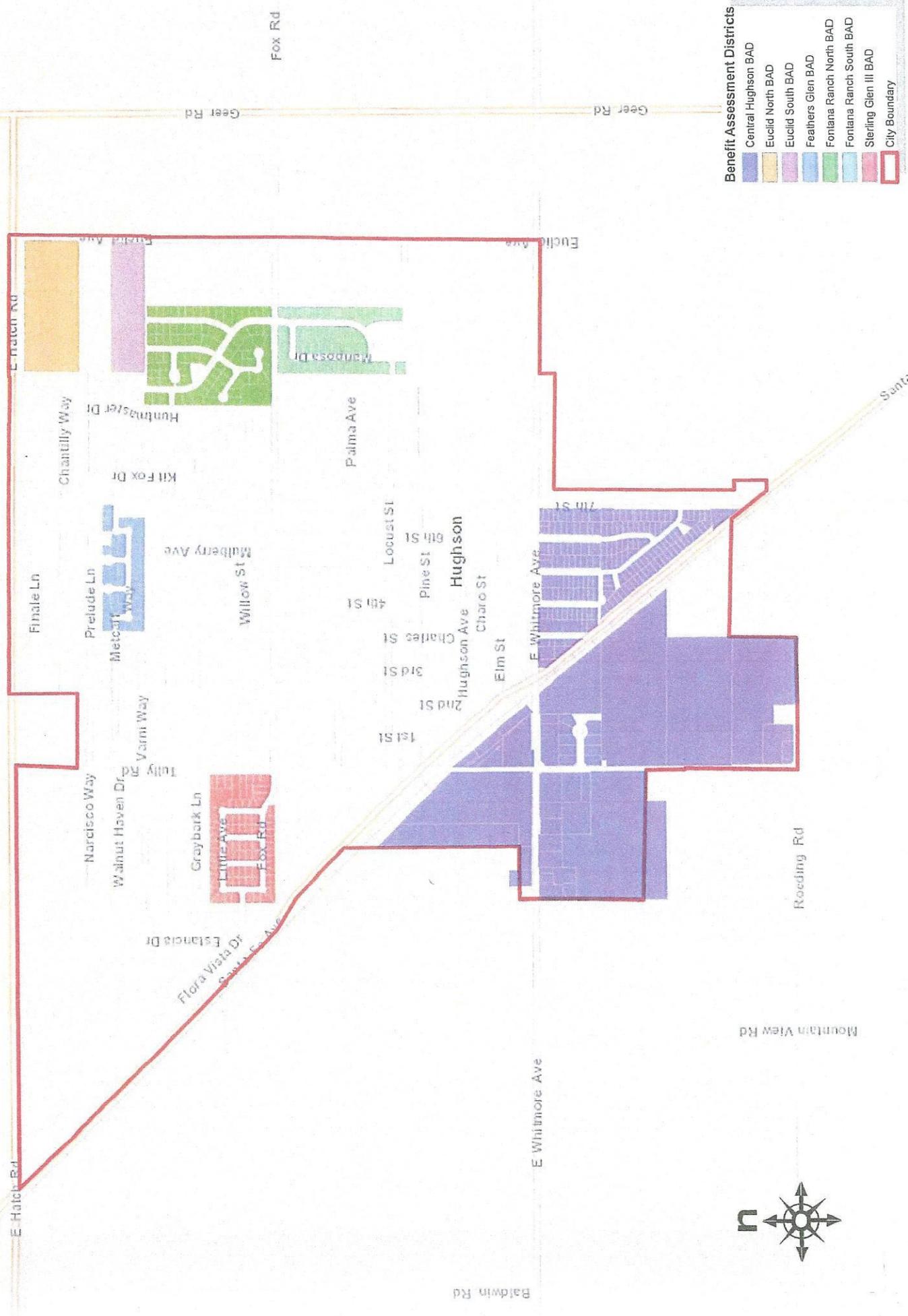
SECTION IV – DISTRICT DIAGRAMS

The following pages show the Assessment Diagram or boundary map for each District. The lines and dimensions shown on maps of the Stanislaus County Assessor for the current year are incorporated by reference herein and made part of this Report.



City of Hughson

Benefit Assessment Districts



Central Hughson BAD	Blue
Euclid North BAD	Orange
Euclid South BAD	Purple
Feathers Glen BAD	Green
Fontana Ranch North BAD	Light Blue
Fontana Ranch South BAD	Light Green
Sterling Glen III BAD	Red
City Boundary	Red Outline

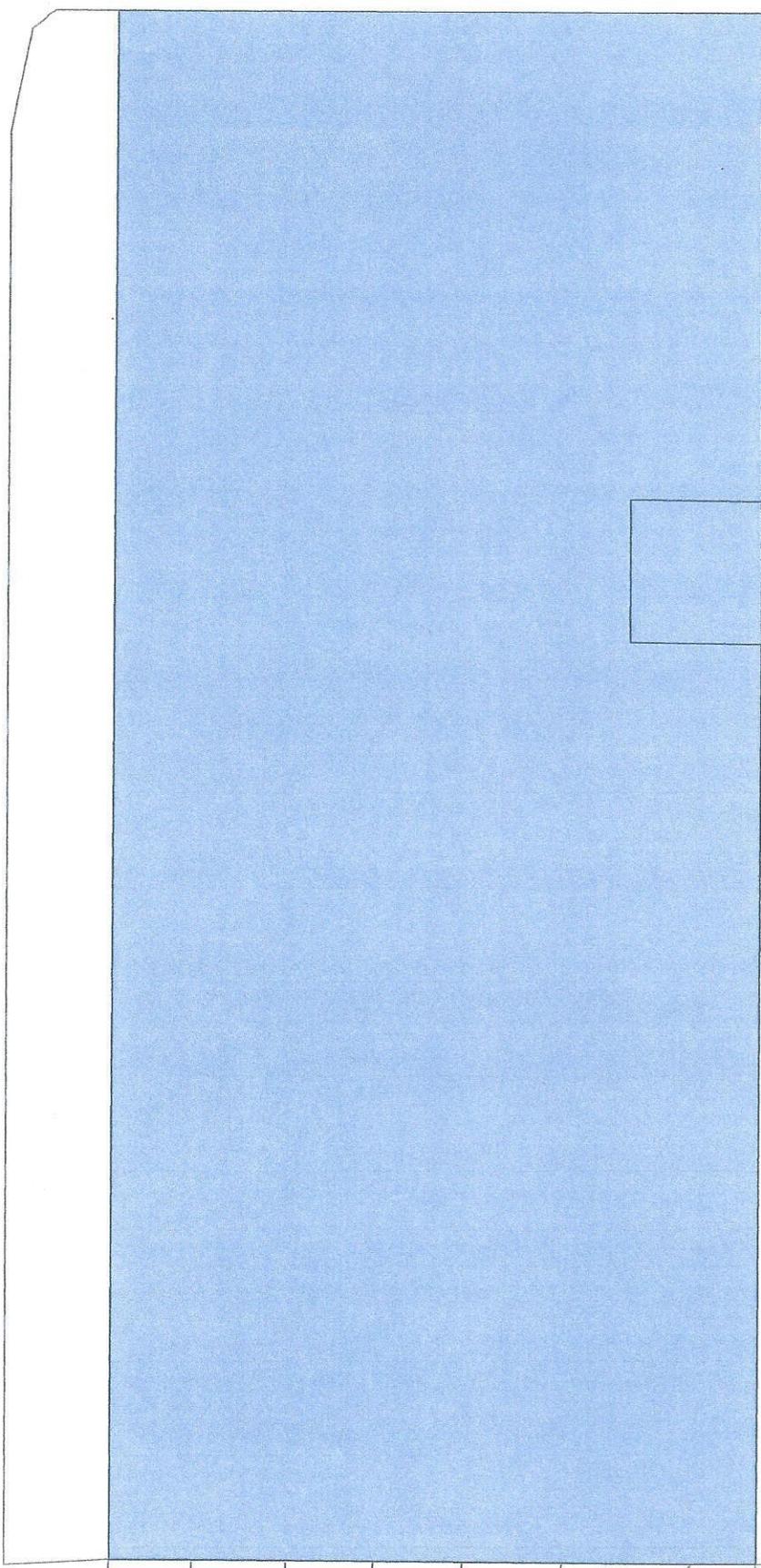
CITY OF HUGHSON
EUCLID NORTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

E HATCH RD

EUCLID AVE



Legend
■ Euclid North
□ Other City Parcels



CITY OF HUGHSON
EUCLID SOUTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

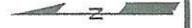
EUCLID AVE

AMBER PL

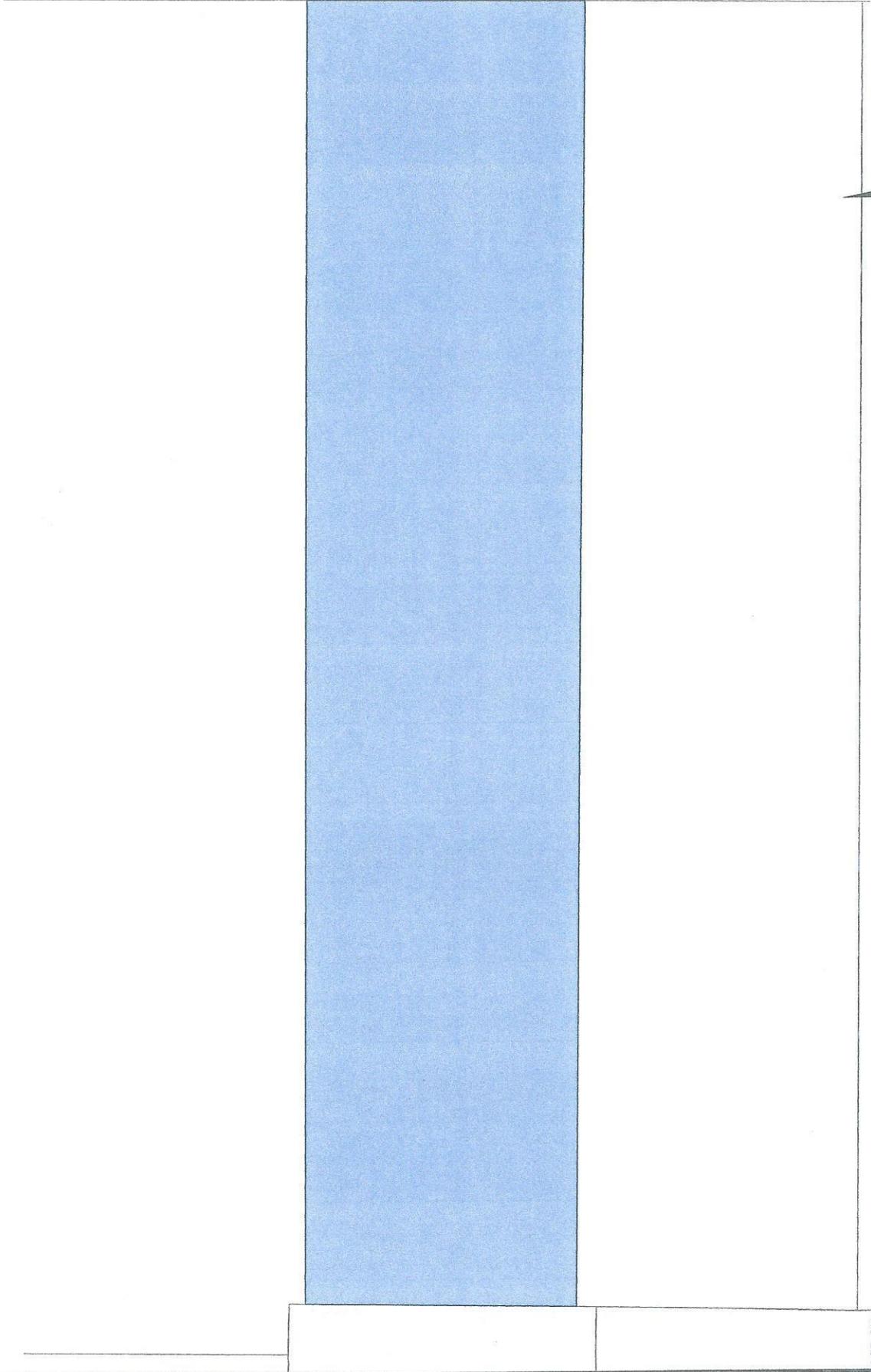
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Euclid South

Other City Parcels

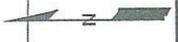


CITY OF HUGHSON
FEATHERS GLEN
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

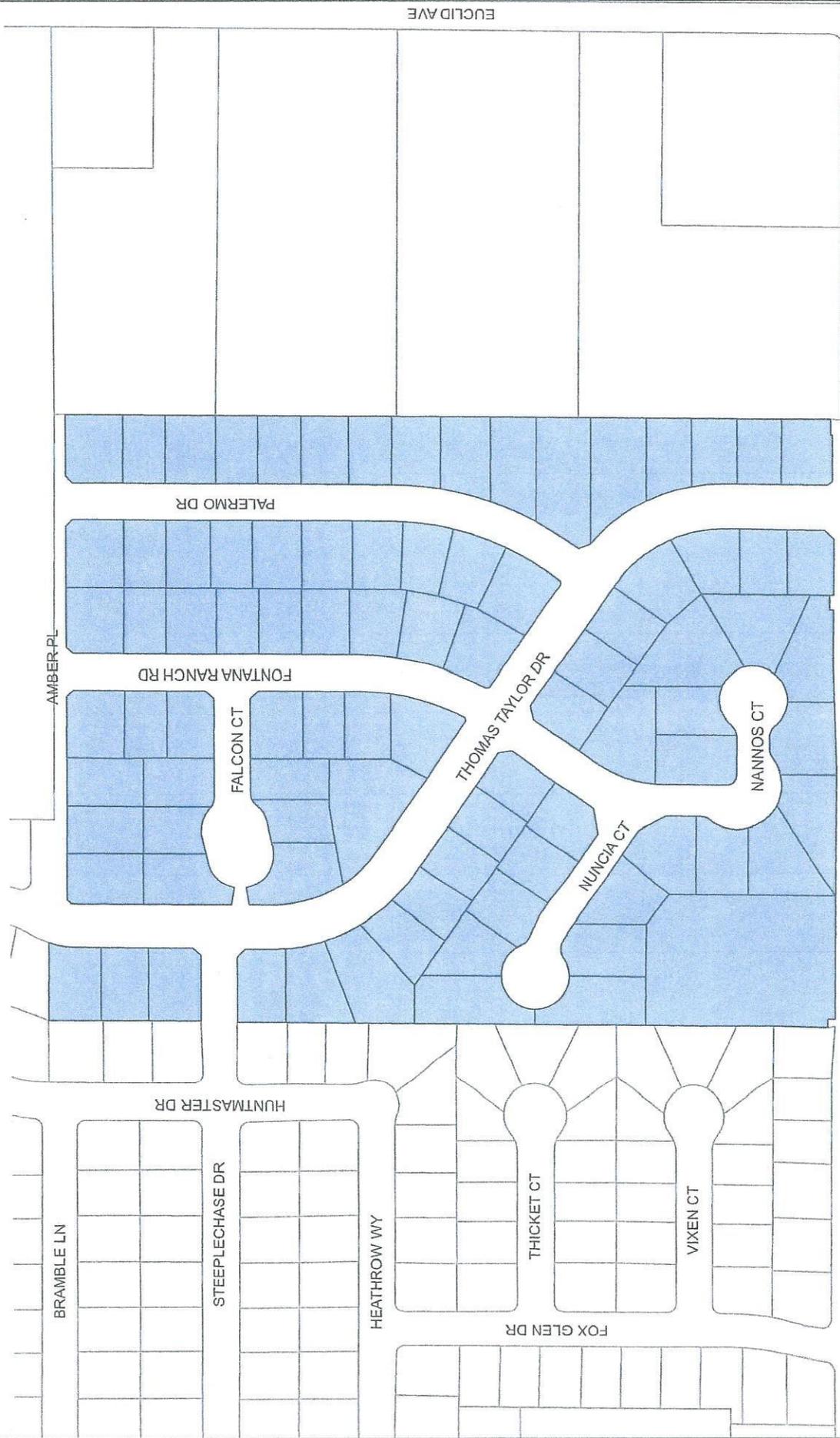


Legend

-  Feathers Glen
-  Other City Parcels



CITY OF HUGHSON
FONTANA RANCH NORTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT



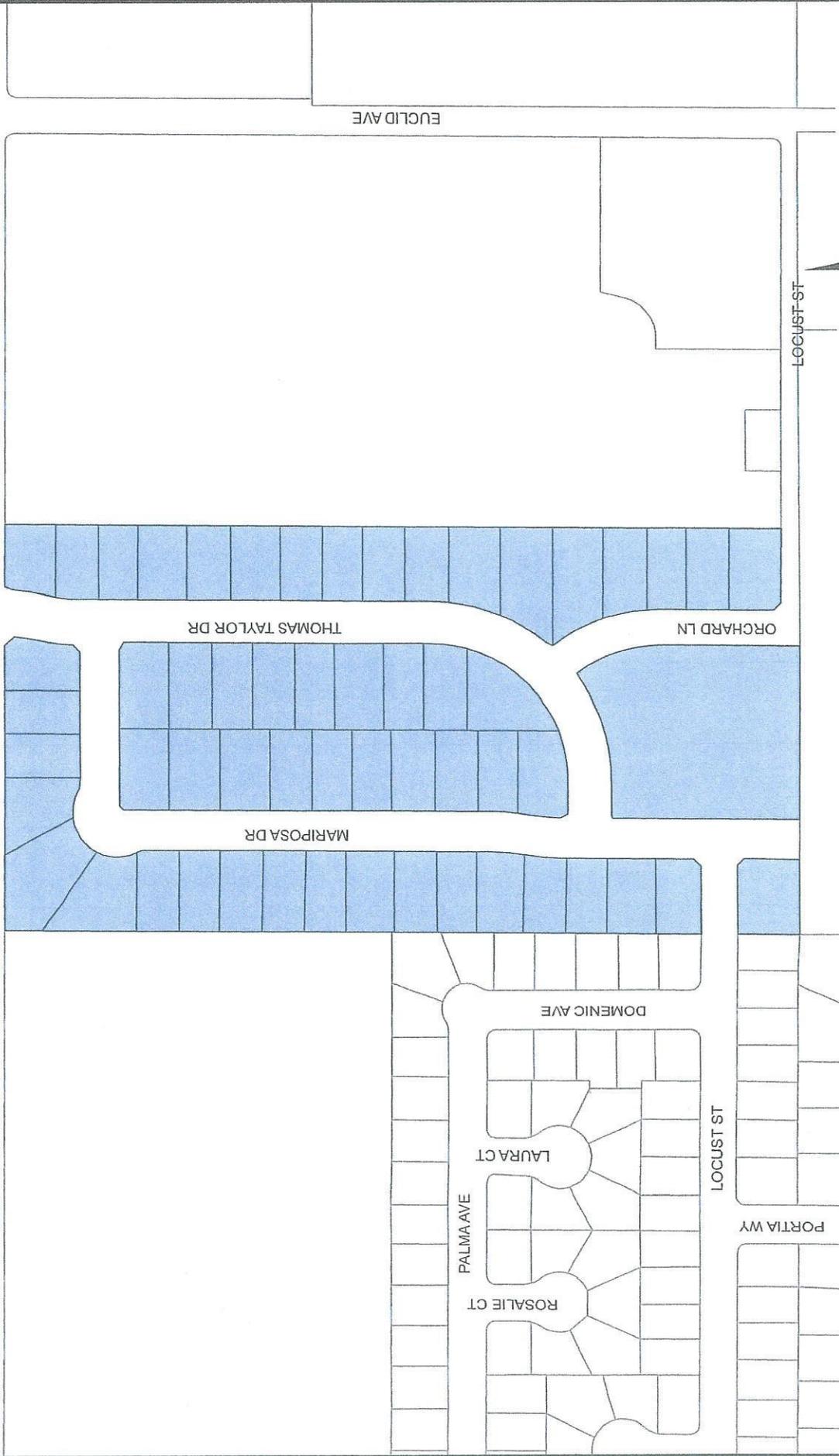
Legend

- Fontana Ranch North
- Other City Parcels



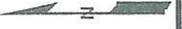
CITY OF HUGHSON
FONTANA RANCH SOUTH
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT

FOX RD

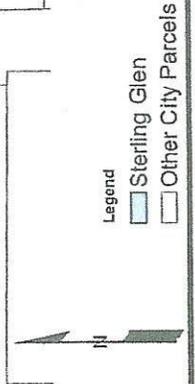
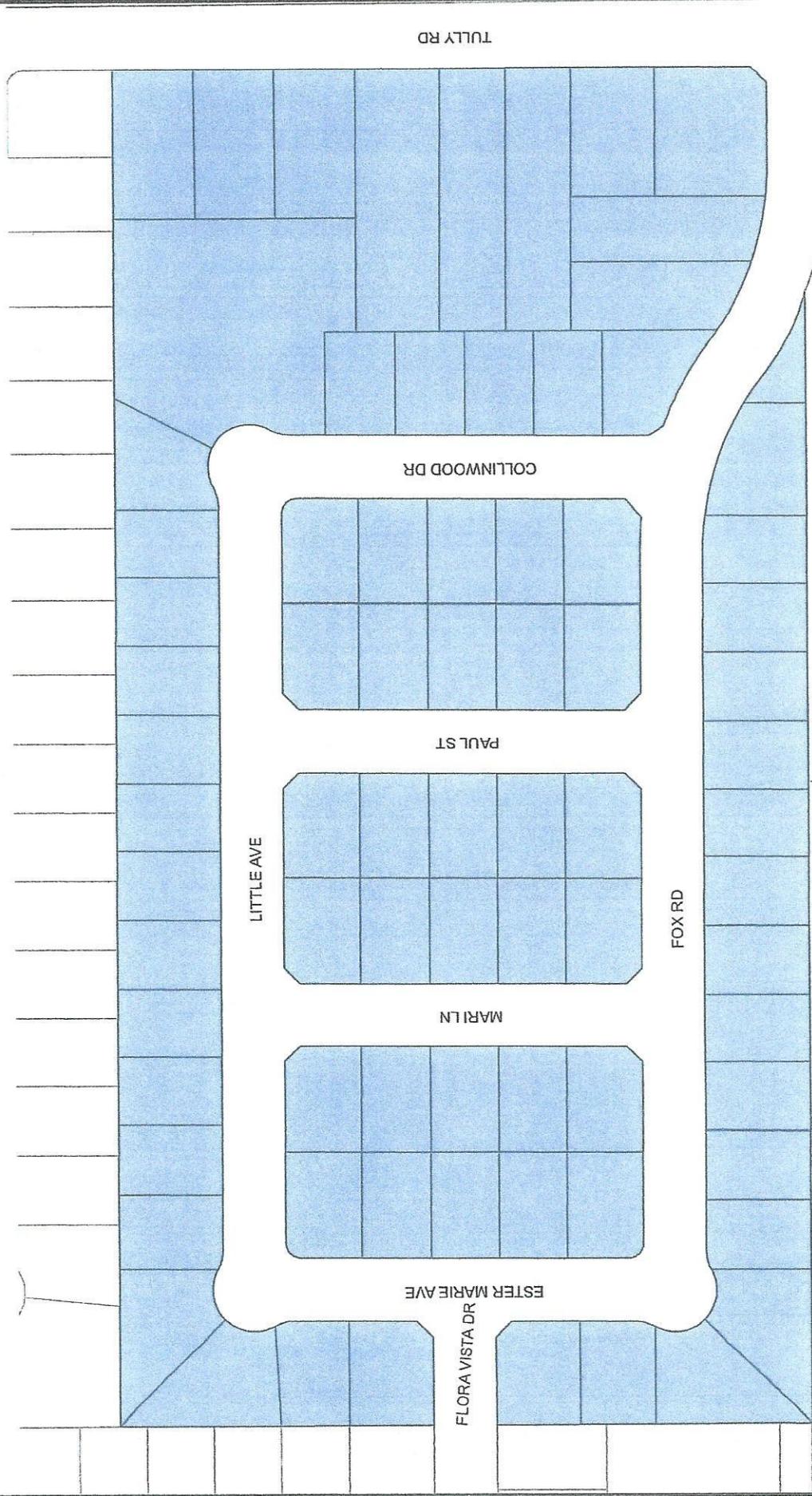


Legend

- Fontana Ranch South
- Other City Parcels



CITY OF HUGHSON
STERLING GLEN
LANDSCAPE & LIGHTING / BENEFIT ASSESSMENT DISTRICT



SECTION V – ASSESSMENT ROLL

Parcel Identification for each lot or parcel within each District shall be based on available parcel maps and other property data from the Stanislaus County Assessor's office as they existed at the time this Report was prepared and adopted by the City Council.

A complete listing of parcels assessed within the District for Fiscal Year 2016/2017, along with the corresponding assessment amounts, is included on the following pages. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-way, including public greenbelts and parkways; utility rights-of-way; common areas; landlocked parcels; small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore, exempted from assessment.

Central Hughson Zone 2
Benefit Assessment District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	Acres	Parcel Type	2016/17 Proposed Assessment
213	018-019-028	1.07	SFR	\$143.68
1	018-030-010	0.81	Vac Res	\$48.02
2	018-030-011	0.81	Vac Res	\$69.62
3	018-030-015	7.78	Vac Com	\$5.14
4	018-030-016	14.59	Com	\$506.12
5	018-042-004	0.92	Com	\$35.46
6	018-042-039	2.96	Com	\$421.48
214	018-042-048	0.07	Com	\$25.00
7	018-042-069	0.65	Com	\$12.16
8	018-042-070	0.75	Com	\$31.34
9	018-042-071	0.44	Com	\$16.88
10	018-042-072	1.27	Com	\$7.04
215	018-043-004	0.14	Com	\$285.10
11	018-048-009	19.64	Com/Agr	\$89.24
12	018-048-038	2.23	Com	\$30.26
13	018-048-039	0.57	Vac Com	\$19.54
14	018-048-040	15.05	Vac Com	\$44.36
15	018-049-004	1.65	Com Ind	\$171.62
16	018-049-016	0.82	Com/Res	\$21.50
17	018-049-028	6.61	Com	\$30.74
18	018-049-029	1.39	SFR	\$30.76
19	018-049-032	24.65	Com/Agr	\$76.68
20	018-049-035	22.97	Com Ind	\$82.88
21	018-049-039	0.68	Com	\$20.16
22	018-049-041	1.36	Com	\$35.16
23	018-049-042	0.41	Com	\$132.84
24	018-049-043	0.41	Com	\$39.26
25	018-049-044	0.40	Com	\$30.06
26	018-049-048	0.41	Vac Com	\$25.66
27	018-049-049-	0.36	Com	\$34.40
28	018-049-050	0.40	Com	\$24.16
29	018-049-051	0.41	Vac Com	\$20.76
30	018-049-052	0.42	Com	\$106.66
31	018-049-057	0.44	Com	\$26.54



Assmt No.	APN	Acres	Parcel Type	2016/17 Proposed Assessment
32	018-049-059	0.27	SFR	\$19.58
33	018-049-060	0.19	SFR	\$15.62
34	018-049-061	0.87	Com/Res	\$8.64
35	018-049-062	0.51	Com/Agr	\$5.16
36	018-049-064	2.12	Vac Com	\$5.16
37	018-049-065	0.85	Com	\$33.04
38	018-049-066	1.75	Com	\$201.10
39	018-049-067	0.50	Com	\$48.32
40	018-049-069	0.92	Com/Res	\$34.28
41	018-049-070	0.16	Vac Res	\$5.56
42	018-049-071	0.23	Vac Res	\$8.06
43	018-049-072	0.28	Vac Res	\$9.84
44	018-049-073	0.24	Vac Res	\$8.24
45	018-049-074	0.27	Vac Res	\$8.32
46	018-049-075	0.23	Vac Res	\$7.10
47	018-049-076	0.48	SFR	\$15.82
48	018-051-004	0.14	SFR	\$15.48
49	018-051-005	0.14	SFR	\$15.48
50	018-051-006	0.14	SFR	\$10.80
51	018-051-007	0.14	SFR	\$10.80
52	018-051-008	0.14	SFR	\$10.80
53	018-051-009	0.14	SFR	\$10.80
54	018-051-010	0.14	SFR	\$38.58
55	018-051-011	0.14	SFR	\$50.90
56	018-051-012	0.14	Vac Res	\$17.64
57	018-051-013	0.14	SFR	\$17.64
58	018-051-014	0.14	SFR	\$17.64
59	018-051-015	0.14	Vac Res	\$17.64
60	018-051-017	0.23	SFR	\$87.96
61	018-051-018-	0.15	Vac Res	\$19.10
62	018-051-019	0.14	SFR	\$17.64
63	018-051-020	0.22	SFR	\$23.90
64	018-051-021	0.14	SFR	\$17.64
65	018-051-022	0.16	SFR	\$19.14
66	018-051-023	0.17	SFR	\$20.14
67	018-051-024	0.18	SFR	\$20.66
68	018-051-025	0.18	SFR	\$20.90
69	018-051-026	0.22	SFR	\$23.90



Assmt No.	APN	Acres	Parcel Type	2016/17 Proposed Assessment
70	018-051-029	0.24	SFR	\$25.06
71	018-051-030	0.16	SFR	\$18.50
72	018-051-031	0.20	SFR	\$22.16
73	018-051-032	0.22	SFR	\$23.90
74	018-051-033	0.14	SFR	\$17.64
75	018-051-034	0.29	SFR	\$104.86
76	018-051-035	0.18	SFR	\$87.94
77	018-051-036	0.12	SFR	\$18.66
78	018-051-037	0.18	SFR	\$20.26
79	018-051-038	0.17	SFR	\$20.10
80	018-051-039	0.17	SFR	\$20.14
81	018-051-040	0.22	SFR	\$24.40
82	018-051-041	0.16	SFR	\$19.14
83	018-051-046	0.21	Vac-Res	\$12.14
84	018-051-047	0.31	SFR	\$15.56
85	018-051-048	0.21	SFR	\$16.00
86	018-051-049	0.26	SFR	\$18.60
87	018-051-052	0.18	SFR	\$14.46
88	018-051-053	0.14	SFR	\$59.36
89	018-051-056	0.14	SFR	\$17.64
90	018-051-057	0.14	SFR	\$17.64
91	018-051-060	0.34	SFR	\$94.28
92	018-051-062	0.24	SFR	\$25.06
93	018-051-067	0.38	SFR	\$17.84
94	018-051-069	0.00	Vac	\$6.40
95	018-051-070	0.37	SFR	\$36.90
96	018-051-071	0.22	SFR	\$24.66
97	018-051-072	0.65	Church	\$344.30
98	018-051-073	0.14	SFR	\$17.64
99	018-051-074	0.25	SFR	\$26.04
100	018-051-075	0.16	SFR	\$16.52
101	018-051-076	0.16	SFR	\$16.52
102	018-051-077	0.16	SFR	\$13.98
103	018-051-078	0.16	SFR	\$15.12
104	018-059-001	0.24	SFR	\$93.72
105	018-059-002	0.12	SFR	\$10.80
106	018-059-003	0.14	SFR	\$10.80
107	018-059-004	0.45	SFR	\$10.80



Assmt No.	APN	Acres	Parcel Type	2016/17 Proposed Assessment
108	018-059-005	0.13	SFR	\$10.80
109	018-059-006	0.13	SFR	\$10.80
110	018-059-007	0.13	SFR	\$10.80
111	018-059-008	0.14	SFR	\$10.80
112	018-059-009	0.13	SFR	\$10.80
113	018-059-010	0.13	SFR	\$10.80
114	018-059-011	0.15	SFR	\$12.02
115	018-059-012	0.24	SFR	\$17.06
116	018-059-013	0.15	SFR	\$17.64
117	018-059-022	0.20	Com	\$37.42
118	018-059-023	0.10	MFR	\$13.74
119	018-059-024	0.19	Church	\$21.54
120	018-059-025	0.22	Com	\$43.94
121	018-059-026	1.40	Res	\$308.52
122	018-059-027	0.27	Com	\$123.88
123	018-059-028	0.49	Com	\$24.84
124	018-059-029	0.23	Vac Com	\$25.52
125	018-072-001	0.42	SFR	\$16.62
126	018-072-002	0.19	SFR	\$13.42
127	018-072-003	0.19	SFR	\$19.52
128	018-072-004	0.19	SFR	\$19.52
129	018-072-005	0.06	Vac	\$9.58
130	018-072-006	0.17	SFR	\$18.42
131	018-072-007	0.17	SFR	\$18.42
132	018-072-008	0.17	SFR	\$18.42
133	018-072-009	0.17	SFR	\$18.42
134	018-072-010	0.17	SFR	\$18.42
135	018-072-011	0.17	SFR	\$18.42
136	018-072-012	0.17	SFR	\$93.40
137	018-072-013	0.14	SFR	\$31.86
138	018-072-014	0.14	SFR	\$17.30
139	018-072-015	0.14	SFR	\$17.30
140	018-072-016	0.14	SFR	\$17.30
141	018-072-017	0.14	SFR	\$17.30
142	018-072-018-	0.75	Vac	\$70.14
143	018-072-019	0.14	SFR	\$34.78
144	018-072-020	0.14	SFR	\$31.84
145	018-072-021	0.14	SFR	\$31.84

Assmt No.	APN	Acres	Parcel Type	2016/17 Proposed Assessment
146	018-072-022	0.14	SFR	\$31.84
147	018-072-023	0.14	SFR	\$31.84
148	018-072-024	0.14	SFR	\$31.84
149	018-072-025	0.14	SFR	\$31.84
150	018-072-026	0.14	SFR	\$31.84
151	018-072-027	0.14	SFR	\$31.84
152	018-072-028	0.14	SFR	\$31.84
153	018-072-029	0.14	SFR	\$31.84
154	018-072-030	0.14	SFR	\$18.50
155	018-072-031	0.14	SFR	\$18.50
156	018-072-032	0.14	SFR	\$18.50
157	018-072-033	0.14	SFR	\$18.50
158	018-072-034	0.14	SFR	\$18.50
159	018-072-035	0.14	SFR	\$18.50
160	018-072-037	0.15	SFR	\$18.08
161	018-072-038	0.21	SFR	\$42.88
162	018-072-039	0.15	SFR	\$21.18
163	018-072-040	0.15	SFR	\$18.50
164	018-072-041	0.14	SFR	\$18.62
165	018-072-042	0.14	SFR	\$18.50
166	018-072-043	0.14	SFR	\$18.50
167	018-072-044	0.14	SFR	\$18.52
168	018-072-045	0.14	SFR	\$18.59
169	018-072-046	0.15	SFR	\$18.50
170	018-072-047	0.16	SFR	\$18.82
171	018-072-048	0.16	SFR	\$18.50
172	018-072-049	0.18	SFR	\$18.52
173	018-073-001	0.18	SFR	\$18.56
174	018-073-002	0.19	SFR	\$18.60
175	018-073-003	0.19	SFR	\$18.76
176	018-073-004	0.15	SFR	\$18.78
177	018-073-005	0.15	SFR	\$18.62
178	018-073-006	0.14	SFR	\$18.52
179	018-073-007	0.14	SFR	\$18.50
180	018-073-008	0.23	SFR	\$165.12
181	018-073-009	0.22	SFR	\$42.98
182	018-073-010	0.20	SFR	\$21.94
183	018-073-011	0.21	SFR	\$20.88

Assmt No.	APN	Acres	Parcel Type	2016/17 Proposed Assessment
184	018-073-012	0.18	SFR	\$18.36
185	018-073-013	0.18	SFR	\$18.10
186	018-073-014	0.18	SFR	\$18.10
187	018-073-015	0.15	SFR	\$87.00
188	018-073-017	0.15	SFR	\$17.08
189	018-073-018-	0.14	SFR	\$17.64
190	018-073-019	0.14	SFR	\$18.10
191	018-073-020	0.14	SFR	\$18.10
192	018-073-021	0.14	SFR	\$18.10
193	018-073-022	0.14	SFR	\$18.10
194	018-073-023	0.14	SFR	\$18.10
195	018-073-024	0.14	SFR	\$18.10
196	018-073-025	0.14	SFR	\$31.84
197	018-073-026	0.14	SFR	\$31.84
198	018-073-027	0.14	SFR	\$31.84
199	018-073-028	0.14	SFR	\$31.84
200	018-073-029	0.14	SFR	\$31.84
201	018-073-030	0.14	SFR	\$31.84
202	018-073-031	0.15	SFR	\$31.84
203	018-073-032	0.14	SFR	\$31.86
204	018-073-033	0.14	SFR	\$31.84
205	018-073-034	0.14	SFR	\$32.10
206	018-073-035	0.14	SFR	\$32.78
207	018-073-036	0.14	SFR	\$36.08
208	018-073-037	0.14	SFR	\$111.20
209	018-073-038	0.16	SFR	\$159.20
210	018-073-039	0.16	SFR	\$28.72
211	018-073-040	0.16	SFR	\$16.92
212	018-073-041	0.16	SFR	\$17.16
				\$8,298.32

Feathers Glen
Benefit Assessment District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-090-003	\$216.36
2	018-090-004	\$216.36
3	018-090-005	\$216.36
4	018-090-006	\$216.36
5	018-090-007	\$216.36
6	018-090-008	\$216.36
7	018-090-009	\$216.36
8	018-090-010	\$216.36
9	018-090-011	\$216.36
10	018-090-012	\$216.36
11	018-090-013	\$216.36
12	018-090-014	\$216.36
13	018-090-015	\$216.36
14	018-090-016	\$216.36
15	018-090-017	\$216.36
16	018-090-018	\$216.36
17	018-090-019	\$216.36
18	018-090-020	\$216.36
19	018-090-021	\$216.36
20	018-090-022	\$216.36
21	018-090-023	\$216.36
22	018-090-024	\$216.36
23	018-090-025	\$216.36
24	018-090-026	\$216.36
25	018-090-027	\$216.36
26	018-090-028	\$216.36
27	018-090-029	\$216.36
28	018-090-030	\$216.36
29	018-090-031	\$216.36
30	018-090-032	\$216.36
31	018-090-033	\$216.36
32	018-090-034	\$216.36
33	018-090-035	\$216.36
34	018-090-036	\$216.36



Assmt No.	APN	2016/17 Proposed Assessment
35	018-090-037	\$216.36
36	018-090-038	\$216.36
37	018-090-039	\$216.36
38	018-090-040	\$216.36
39	018-090-041	\$216.36
40	018-090-042	\$216.36
41	018-090-043	\$216.36
42	018-090-044	\$216.36
		\$9,087.12

Fontana Ranch North
 Benefit Assessment District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018091001	\$203.22
2	018091002	\$203.22
3	018091003	\$203.22
4	018091004	\$203.22
5	018091005	\$203.22
6	018091006	\$203.22
7	018091007	\$203.22
8	018091008	\$203.22
9	018091009	\$203.22
10	018091010	\$203.22
11	018091013	\$203.22
12	018091014	\$203.22
13	018091015	\$203.22
14	018091016	\$203.22
15	018091017	\$203.22
16	018091018	\$203.22



Assmt No.	APN	2016/17 Proposed Assessment
17	018091019	\$203.22
18	018091020	\$203.22
19	018091021	\$203.22
20	018091022	\$203.22
21	018091023	\$203.22
22	018091024	\$203.22
23	018091025	\$203.22
24	018091026	\$203.22
25	018091027	\$203.22
26	018091028	\$203.22
27	018091029	\$203.22
28	018091030	\$203.22
29	018091031	\$203.22
30	018091032	\$203.22
31	018091033	\$203.22
32	018091034	\$203.22
33	018091035	\$203.22
34	018091036	\$203.22
35	018091037	\$203.22
36	018091038	\$203.22
37	018091039	\$203.22
38	018091040	\$203.22
39	018091042	\$203.22
40	018091043	\$203.22
41	018091044	\$203.22
42	018091045	\$203.22
43	018092001	\$203.22
44	018092002	\$203.22
45	018092003	\$203.22
46	018092004	\$203.22
47	018092005	\$203.22
48	018092006	\$203.22
49	018092007	\$203.22
50	018092008	\$203.22



Assmt No.	APN	2016/17 Proposed Assessment
51	018092009	\$203.22
52	018092010	\$203.22
53	018092011	\$203.22
54	018092012	\$203.22
55	018092013	\$203.22
56	018092014	\$203.22
57	018092015	\$203.22
58	018092016	\$203.22
59	018092017	\$203.22
60	018092018	\$203.22
61	018092019	\$203.22
62	018092020	\$203.22
63	018092021	\$203.22
64	018092022	\$203.22
65	018092023	\$203.22
66	018092024	\$203.22
67	018092025	\$203.22
68	018092026	\$203.22
69	018092027	\$203.22
70	018092028	\$203.22
71	018092029	\$203.22
72	018092030	\$203.22
73	018092031	\$203.22
74	018092032	\$203.22
75	018092033	\$203.22
76	018092034	\$203.22
77	018092035	\$203.22
78	018092036	\$203.22
79	018092037	\$203.22
80	018092040	\$203.22
81	018092041	\$203.22
82	018092042	\$203.22
83	018092043	\$203.22
84	018092044	\$203.22



Assmt No.	APN	2016/17 Proposed Assessment
85	018092045	\$203.22
86	018092046	\$203.22
87	018092047	\$203.22
88	018092048	\$203.22
89	018092049	\$203.22
90	018092050	\$203.22
91	018092051	\$203.22
		\$18,493.02

Fontana Ranch South
 Benefit Assessment District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
1	018-093-001	\$188.80
2	018-093-002	\$188.80
3	018-093-003	\$188.80
4	018-093-004	\$188.80
5	018-093-005	\$188.80
6	018-093-006	\$188.80
7	018-093-007	\$188.80
8	018-093-008	\$188.80
9	018-093-009	\$188.80
10	018-093-010	\$188.80
11	018-093-011	\$188.80
12	018-093-012	\$188.80
13	018-093-013	\$188.80
14	018-093-016	\$188.80
15	018-093-017	\$188.80
16	018-093-018	\$188.80
17	018-093-023	\$188.80
18	018-093-024	\$188.80
19	018-093-025	\$188.80



Assmt No.	APN	2016/17 Proposed Assessment
20	018-093-026	\$188.80
21	018-093-027	\$188.80
22	018-093-028	\$188.80
23	018-093-029	\$188.80
24	018-093-030	\$188.80
25	018-093-031	\$188.80
26	018-093-032	\$188.80
27	018-093-033	\$188.80
28	018-093-034	\$188.80
29	018-093-035	\$188.80
30	018-093-036	\$188.80
31	018-093-037	\$188.80
32	018-093-038	\$188.80
33	018-093-039	\$188.80
34	018-093-040	\$188.80
35	018-093-041	\$188.80
36	018-093-042	\$188.80
37	018-093-043	\$188.80
38	018-093-044	\$188.80
39	018-093-045	\$188.80
40	018-093-046	\$188.80
41	018-093-047	\$188.80
42	018-093-048	\$188.80
43	018-093-049	\$188.80
44	018-093-050	\$188.80
45	018-093-051	\$188.80
46	018-093-052	\$188.80
47	018-093-053	\$188.80
48	018-093-054	\$188.80
49	018-093-055	\$188.80
50	018-093-056	\$188.80
51	018-093-058	\$188.80
52	018-093-059	\$188.80
53	018-093-060	\$188.80
54	018-093-061	\$188.80
55	018-093-062	\$188.80
56	018-093-063	\$188.80
		\$10,572.80



Sterling Glen III
Benefit Assessment District
Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	2016/17 Proposed Assessment
4	018-089-011	\$153.92
5	018-089-013	\$153.92
6	018-089-014	\$153.92
7	018-089-015	\$153.92
8	018-089-016	\$153.92
9	018-089-017	\$153.92
10	018-089-018	\$153.92
11	018-089-019	\$153.92
12	018-089-020	\$153.92
13	018-089-021	\$153.92
14	018-089-022	\$153.92
15	018-089-023	\$153.92
16	018-089-024	\$153.92
17	018-089-025	\$153.92
18	018-089-026	\$153.92
19	018-089-027	\$153.92
20	018-089-028	\$153.92
21	018-089-030	\$153.92
22	018-089-031	\$153.92
23	018-089-032	\$153.92
24	018-089-033	\$153.92
25	018-089-034	\$153.92
26	018-089-035	\$153.92
27	018-089-036	\$153.92
28	018-089-037	\$153.92
29	018-089-038	\$153.92
30	018-089-039	\$153.92
31	018-089-040	\$153.92
32	018-089-041	\$153.92
33	018-089-042	\$153.92
34	018-089-043	\$153.92
35	018-089-044	\$153.92
36	018-089-045	\$153.92
37	018-089-046	\$153.92



Assmt No.	APN	2016/17 Proposed Assessment
38	018-089-047	\$153.92
39	018-089-048	\$153.92
40	018-089-049	\$153.92
41	018-089-050	\$153.92
42	018-089-051	\$153.92
43	018-089-052	\$153.92
44	018-089-053	\$153.92
45	018-089-054	\$153.92
46	018-089-055	\$153.92
47	018-089-056	\$153.92
48	018-089-057	\$153.92
49	018-089-058	\$153.92
50	018-089-059	\$153.92
51	018-089-060	\$153.92
52	018-089-061	\$153.92
53	018-089-062	\$153.92
54	018-089-063	\$153.92
55	018-089-064	\$153.92
56	018-089-065	\$153.92
57	018-089-066	\$153.92
58	018-089-067	\$153.92
59	018-089-068	\$153.92
60	018-089-069	\$153.92
61	018-089-070	\$153.92
62	018-089-071	\$153.92
63	018-089-072	\$153.92
64	018-089-073	\$153.92
65	018-089-074	\$153.92
66	018-089-075	\$153.92
67	018-089-076	\$153.92
68	018-089-077	\$153.92
69	018-089-078	\$153.92
70	018-089-079	\$153.92
71	018-089-080	\$153.92
72	018-089-081	\$153.92
73	018-089-082	\$153.92
74	018-089-083	\$153.92
77	018-089-087	\$153.92

Assmt No.	APN	2016/17 Proposed Assessment
78	018-089-088	\$153.92
		\$11,236.16

Sterling Glen III Annex
 Benefit Assessment District
 Assessment Roll Fiscal Year 2016/17

Assmt No.	APN	Acres	Proposed Rate	2016/17 Proposed Assessment
1	018-089-003	0.43	\$272.20	\$117.04
2	018-089-004	0.35	\$272.20	\$95.28
3	018-089-005	0.36	\$272.20	\$98.00
75	018-089-085	0.23	\$272.20	\$62.60
76	018-089-086	<u>0.30</u>	\$272.20	<u>\$81.66</u>
		1.67		\$454.58