CITY OF HUGHSON COUNCIL MEMBER HANDBOOK

Revised September 2019

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CHAPTER ONE - INTRODUCTION AND OVERVIEW

PURPOSE OF HANDBOOK

The City staff has prepared this Handbook to assist new City Councilmembers to easily familiarize themselves with the City and to be able to easily obtain reference information on City Council adopted practices and procedures pertaining to City Council meetings, an overview of City operations, City Council powers and responsibilities and related matters.

HUGHSON – THE COMMUNITY, THE CITY

The City of Hughson is a small but prospering agricultural community nestled in the heart of the California's Central Valley. Although it is a growing community, the small hometown feel that longtime residents have always associated with the City is maintained.

Long before Hughson was a City, this was a vast prairie which was settled in 1851. Winter wheat was being raised on the open rolling land and by the turn of the century irrigation came. The rolling hills were flattened and the ability of irrigate enabled farmers to diversify their crops. Along came rail transportation and the area prospered. Agriculture is still the primary business.

The Township of Hughson was founded in 1907 on land purchased from Hiram Hughson, a local landowner. That same year the Gillettee Hotel from Ceres was moved, by mule teams, to Main Street and was renamed Hughson Hotel. It still stands.

The volunteer Fire Department was the first to be established in Stanislaus County, on June 15, 1915. In December of 1972, Hughson was incorporated into a City under the Council Manager Form of government. In 2001, the City contracted with Stanislaus County Sheriff Department for law enforcement services. The City of Hughson provides full services.

Hughson is the smallest incorporated City in Stanislaus County, but has grown from a population of 3,259 in 1990 to 8,017 in 2019. Hughson is situated to the East of Ceres, to the North of Turlock, and to the Southeast of Modesto.

CITY OF HUGHSON VISION STATEMENT

To preserve Hughson's unique spirit, heritage and character, while creating an undeniably great place to be.

OVERVIEW OF BASIC CITY DOCUMENTS

This Handbook is a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a City Council. Many other laws, plans and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents which establish City Council direction is provided below.

Hughson Municipal Code:

The Hughson Municipal Code contains local laws and regulations adopted by ordinances. The Hughson Municipal Code is located online at https://www.codepublishing.com/CA/Hughson/. At the request of a Councilmember, a hard copy of the Hughson Municipal Code and periodic amendments will be provided. Not all ordinances are published in the City's municipal code, but only those general ordinances which are the laws of the City. A full list of all ordinances is available in the table section of the municipal code, and the reference to each codified ordinance is noted in that table.

California Government Code:

The state government code contains many requirements for the operation of city government and administration of meetings of City Councils throughout the state. Many of these requirements, such as open meeting laws, are replicated or referenced within the municipal code to ensure there is broad awareness of such requirements. Hughson is a "general law" city, rather than a "charter city", which means it is organized and governed in accordance with provisions of the government code. Also described within the Government Code is the Council-City Manager form of government which is practiced in Hughson. Basically, this form of government prescribes that a City Council's role is to establish policies and priorities, while the role of the City Manager is to administer the daily affairs of the City government.

General Plan:

The City of Hughson's General Plan, adopted December 12, 2005, provides the fundamental basis for the City's land use and development policy, and represents the basic community values, ideals and aspirations to govern a shared environment through 2025. The General Plan addresses all aspects of development including land use, community character, transportation, housing, public facilities, infrastructure and open space, among other topics.

California Government Code Section 65300 requires that the General Plan be comprehensive, internally consistent and long-term. The overall role of the Hughson General Plan is to:

- Define a realistic vision of what the City desires to be in 20 years.
- Express the policy direction of the City of Hughson regarding the physical, social, economic, cultural and environmental character of the city.
- Serve as a comprehensive guide for making decisions about land use, community character, circulations, open space, the environment, and public health and safety.
- Serve as the City's "constitution" for land used and community development. That is, it is to provide the legal foundation for all zoning, subdivision and public facilities ordinances, decisions and projects, all of which must be consistent with the General Plan.

- Be in a clear and easy to understand form that encourages public debate and understanding.

The General Plan coordinates with the Housing Element update adopted in 2015. The General Plan's implementation includes actions to update other planning documents to ensure consistency with the vision outlined in the Hughson General Plan.

The General Plan includes an introduction and brief overview of Hughson, as well as seven separate "elements" that set goals, policies and actions for each given subject. These seven elements cover the seven topics required by California State Government Code Section 65302. Some State-required topics have been combined or included into other elements, as allowed by State law. The Housing Element, one of the required elements, was adopted under a separate process and is available as a separate document. A brief explanation of the topics included in the Hughson General Plan is provided here.

Land Use Element: The State-required Land Use Element designates all land within the City for specific uses such as housing, commercial, industrial, open space and recreational, public facilities and agriculture uses. The land Use Element also provides development regulations for each land use category, and overall land use policies for the City. The Land Use Element was last updated in March 2015.

Circulation Element: State law requires that a Circulation Element specify the general location and extent of existing and proposed major streets and other transportation facilities. As required by law, all facilities in the Circulation Element are correlated with the land uses foreseen in the Land Use Element.

Conservation and Open Space Element: This Element combines two elements required under State-law; the Conservation Element and the Open Space Element. It addresses the preservation of open space and the conservation, development and utilization of natural resources. Also included in the Element are goals and policies for the protection and preservation of agricultural, biological and cultural resources. Finally, this Element covers the issues of air quality, energy conservation, and water quality conservation.

Public Services and Facilities: This optional Element assesses the current state of public services and facilities within the City, including law enforcement, fire services (including wildland and urban fires typically discussed in the Safety Element), schools, libraries, government facilities, water, wastewater, storm water drainage, solid waste and utilities. Goals and policies focus on ensuring minimum service levels within Hughson, with and without additional development.

Safety Element: State law requires the development of a Safety Element to protect the community from risks associated with the effects of seismic and other geological hazards, flooding and dam inundation, hazardous materials, as well las ensuring adequate emergency preparedness. As previously mentioned, threats form wildland and urban fires are covered in the Public Services and Facilities Element.

Noise Element: The State also requires a Noise Element as part of the General Plan to address noise problems in the community and analyze and quantify current and projected noise levels from a variety of sources.

Housing Element: As previously stated, the City's Housing Element was adopted in 2015 pursuant to State law. Government Code Section 65588 requires that Housing Elements be updated every eight years and include specific components such as analysis of existing housing stock, analysis of existing and projected housing needs, and quantification of the number of housing units that will be developed, preserved and improved through its policies and actions. The Housing Element is available as a separate document.

(City of Hughson General Plan was Prepared by Design, Community & Environment, 1600 Shattuck Ave. Ste 222, Berkeley, CA 94709. December 12, 2005)

Budget:

One of the most significant implementation actions the City Council undertakes each year is the approval of the City's budget. The primary purpose of the Budget text is to provide the City Council and other interested parties with an accurate picture of available resources, to set spending priorities and limits, and to legally authorize the appropriations and expenditures of City Funds. It is the means of setting public fiscal policy. It is also a source of financial and other information for Council, City staff and the public.

The Budget is a tool used to spell out the objectives and goals of an organization. As desired service levels are determined, these objectives become formalized. To evaluate its success, performance standards and measures need to be established. In times of limited funds, this process becomes even more important, more difficult and more complex. Councils no longer focus on the desirability of a service, but instead choose which services are to be funded, which has the greatest need.

The responsibility of the City Council in this process is to ensure that the needs of the residents are met to the greatest extent possible with the resources that are available. The Council's role is to set policies and provide guidance for the City's future. This part of the process occurs long before the Budget text is prepared. The Council should not concern itself extensively with the administrative and financial details underlying the Budget, as that is staff's role. Staff coordinates the material, makes informed projections as to the anticipated revenue and expenses, and balances the Budget. Department Heads request the allocation of funds as appropriate and necessary for their Departments to accomplish their goals and duties. These requests are reviewed by the Director of Finance and Administrative Services and City Manager as part of the Budget process.

In addition to adoption of the City's budget, the City Council also approves budgets for the Landscaping and Lighting Districts (LLDs), the Benefit Assessment Districts (BADs) and the Communities Facilities District (CFD).

EMERGENCY OPERATIONS PLAN

Stanislaus County maintains the City of Hughson's Emergency Operations Plan which is part of the nine cities within the county that have adopted the Stanislaus Operation Area Decision Process for Emergency Planning. The plan provides guidance for City response to extraordinary emergency situations associated with natural disasters, technological incidents, and nuclear defense operations, both war and peacetime. The plan concentrates on operational concepts and response procedures relative to large scale disasters primarily and targets hazards as established by the Standardized Emergency Management Systems (SEMS). Additionally, the Operational Area Decision Process Emergency Planning is based upon the FIRESCOPE Decision Process and follows the National Incident Management System (NIMS), and Incident Command Systems (ICS).

The potential for a major catastrophe due to earthquake, flood, or other disaster causes all governmental entities with Stanislaus County to be prepared to share resources and information among themselves, as well as with the State of California, in order to protect public welfare. The California Emergency Services Act (Government Code Section § 8550 et seq.) makes reference to the "operational area" and defines it as an "intermediate level of the state of emergency services organization" created to perform extraordinary functions for both county and city governments within a county area such as

strengthening mutual coordination, providing a focal point and conduit for disaster information, and assisting in the efficient management of resources.

Orientation of New Members

It is important that members of the Council gain an understanding of the full range of services and programs provided by the organization. As new members join the City Council, the City Manager can decide for you to meet with each department and division and provide site tours of City facilities. At any time, if there are facilities or programs about which you would like more information, arrangements should be made through the City Manager's office to increase your awareness of these operations.

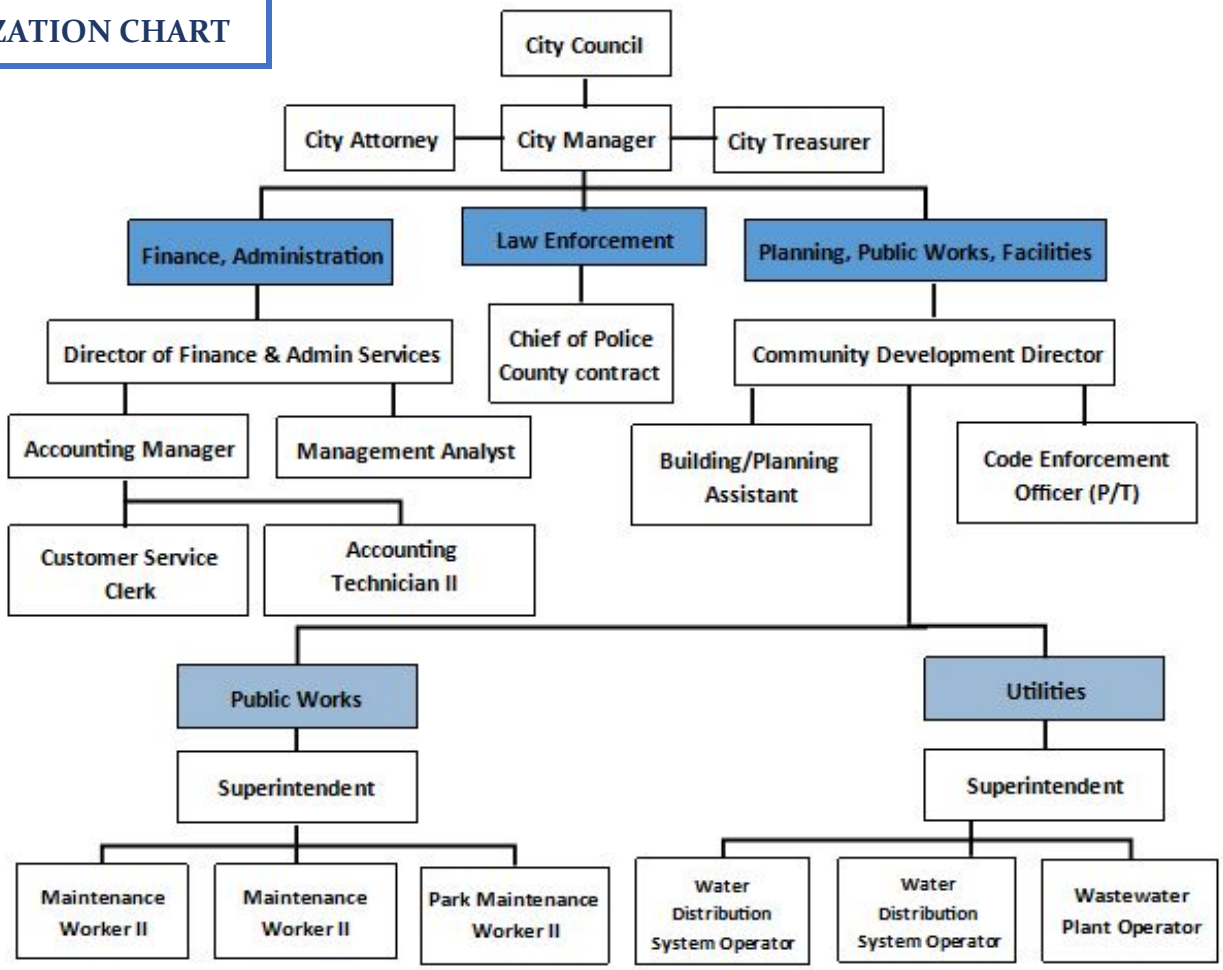
Overview of Department and Functions

Day-to-day operations are handled by the City's departments. Currently, the City is separated into departments which provide a wide range of services to citizens. An Organization Chart is located below. These services range from street repairs to building code inspections to parks and recreation services. The departments are run by department directors who report to the City Manager. This organization ensures the City Manager can keep the City Council aware of operational issues of importance and City-wide concern.

CITY OF HUGHSON

2019-2020

ORGANIZATION CHART



City Manager:

The City of Hughson operates under a Council-Manager form of Government. The voters elect the City Council and the Council appoints the City Manager. The City Manager appoints all subordinate employees of the City of Hughson except for the Treasurer, the City Attorney and the various Boards and Commissions.

The City Manager serves as the Chief Executive Officer of the City and directs the activities and operations of all departments, assists the City Council in the conduct of City business and provides administrative oversight to the operation and policy function of the City Government. The City Manager also serves as a Board Member to the Redevelopment Agency Oversight Board for the City of Hughson.

Ordinance No. 80-11 defines the duties, responsibilities and limits of authority of the City Manager. This ordinance is attached in Appendix B.

Chapter 2.08 of the Hughson Municipal Code specifically addresses the role of the City Manager.

City Treasurer:

The City Treasurer, appointed by the City Council, assures proper handling of municipal funds and oversees the investment of these funds.

City Attorney:

The City Attorney is appointed by the City Council and as of December 12, 1981, The City of Hughson has contracted with Neumiller and Beardslee for City Attorney Services. The City Attorney performs professional and administrative work as chief counsel and legal representative of the City of Hughson. The City Attorney provides legal counsel to the full City Council, the City Manager, Department Heads, and the commissions and boards of the City. The City Attorney's duties include framing all City ordinances and regulations and provide other legal advice to the City Council, City Manager, and all City departments.

Professional Financial Audit Services:

The City has determined that it requires professional services from a consultant to perform annual audits of the financial statements of the City. On June 30, 2012 the City of Hughson entered into an agreement with Moss, Levy & Hartzheim LLP to perform annual financial audits. The Auditor's responsibility is to express opinions on the financial statements based on their audit. The audit is conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Controller General of the United States. Those standards require the plan and performance of the audit obtain reasonable assurance about whether the financial statements are free from material misstatement. The complete City of Hughson Annual Financial Report for Fiscal Year ending June 30, 2018 will accompany this handbook as an attachment.

City Departments:

Administrative Services Department

The Administrative Services Department oversees Finance, City Clerk, Human Resources, Risk Management, and Information Technology and provides technical and administrative assistance to the City Manager and City Council.

- Deputy City Clerk

The Deputy City Clerk, appointed by the City Manager, plans, organizes and directs all activities of the City Clerk's office, which include serving as clerk to the City Council, Secretary to the Planning Commission, and Parks, Recreation & Entertainment Commission. The City Clerk is the custodian of City records and the City Seal, is the elections official, and filing Officer for Statements of Economic Interests. The office of the City Clerk prepares agenda packets and minutes for City Council meetings and provides information and services to the public as well as public access of records for review by interested parties.

- Human Resources

The Human Resources Division conducts recruitments and testing for all City positions; maintains all employee personnel records; manages employee health and benefits programs, coordinates the worker's compensation program; ensures that City Personnel Rules and Regulations are implemented; and ensures Equal Employment/Federal Affirmative Action and Harassment policies are implemented.

- Risk Management

The purpose of Risk Management is to provide insurance coverage for all City operations as required or as appropriate, to facilitate the transfer of sharing of risk when practical including monitoring worker's compensation and liability claims and recommending disposition of claims. It also administers the City's Safety Program.

The goal is to provide a comprehensive, pro-active and cost-effective Risk Management program that promotes the health and safety of employees and the public and protects the assets of the City of Hughson. This effort is accomplished through the participation agreement with the Central San Joaquin Valley Risk Management Authority (CSJVRMA).

The Central San Joaquin Valley Risk Management Authority was formed on April 1, 1979. The CSJVRMA is an innovative member-driven joint powers authority of 54 cities, providing quality, cost-effective risk financing and risk control services, several self-insured programs, as well as, group purchased programs. All programs are designed to meet the member cities' various insurance needs. All programs except for the Pooled Liability Program and Employee Assistance Program are optional.

The Central San Joaquin Valley Risk Management Authority is a public entity formed by a joint power's agreement in accordance with the California Government Code. The CSJVRMA contracts with Bickmore Risk Services, a firm specializing in the management of joint powers authorities, to handle the day to day operations of the CSJVRMA. The firm's employees provide general administrative, financial management, underwriting, loss prevention, claims management, litigation management, risk management, accounting, and other services as necessary for the operations of the CSJVRMA.

- Information Technology

The City of Hughson currently contracts its Information Technology services with EZ Network Systems. EZ Network Systems provides Professional Managed Information Technology Services for Desktop PC Support,

Systems Analysis/Project Management, General Infrastructure Maintenance, Application Maintenance, and IT Management. Additionally, the Information Technology (IT) Division is responsible for the following:

- Installing and maintaining the City's hardware and software technical infrastructure.
- Handling all departmental automated information processing needs;
- Providing website development and IT support services all year.

Department of Finance

Finance is responsible for keeping and reporting the accounting records of the City in accordance with Generally Accepted Accounting Principles (GAAP). This ensures the fiscal foundation necessary to deliver community services. It provides accurate and timely financial information to the City Manager and the City Council which enables them to make sound business decisions. The Department of Finance is responsible for the City Budget preparation and compliance, accounting and financial reporting, cash management, debt issuance and management accounts payables, accounts receivables, payroll, business licensing, utility billing, central cashiering and sales.

Community Development Department

The Community Development Department is comprised of various City functions including Planning, Building, Public Works and Code Enforcement.

The Hughson Community Development Department—in cooperation with the City Council, other City Departments, the development community, the public and various partners—is the department responsible for enhancing the quality of life in our community; promoting safe, attractive and thriving developments; and facilitating development projects that add to the amenities and character of the City.

The role of the Department is to move the community toward the vision established in the General Plan and other planning documents. The Department establishes and helps to implement policies and goals to provide for the orderly and attractive growth of the community. The Department also works with new and existing residents on Building Permit and Code Enforcement issues to ensure the quality of the community is maintained. Staff coordinates activities to ensure that all applicable codes and laws are implemented and that the directives of the City Council are carried out.

A primary goal of the department, in the Public Works area, is to ensure the public's health and safety. The Department designs, maintains, improves, operates and repairs the City's infrastructure including water, sewer and storm drain systems as well as its equipment, vehicles, buildings, parks and streets, in the most cost-effective manner possible while planning to meet the needs of the future.

Police Services

As of September 1, 2001, the City of Hughson has contracted with the Stanislaus County Sheriff to provide the City with Police Services. The Sheriff department is committed to serve, protect and promote a safe community. This replaces the former Hughson Police Department, yet still provides the City with the same services and protections. The mission statement of Hughson Police is:

- We, the members of the Hughson Police Services, are committed to being responsive to our community in the delivery of quality services. We recognize our responsibility to maintain order, while affording dignity and respect to every individual. Our objective is to improve the quality of life through a community partnership which promotes safe, secure neighborhoods.

Fire Services – Hughson Fire Protection District

Hughson Fire Protection District is a California Special District providing fire protection for the community of Hughson. The Hughson Fire Protection District was established 1915. The City of Hughson does not desire to organize a municipal fire department or employ a fire chief to perform the duties required to be performed by a City Fire Chief. The City of Hughson and the Hughson Fire Protection District of Stanislaus County entered into an agreement to designate the Fire Chief to act as the Fire Chief for the City of Hughson on June 20, 1973.

The Hughson Fire Protection District Provides fire suppression, emergency medical services, technical rescue, hazardous material response, fire prevention, public education, and disaster preparedness to approximately 35 square miles of Stanislaus County and approximately 10,000 residents, including the City of Hughson. The Hughson Fire Protection District is dedicated to achieving and maintaining the highest level of service in the most efficient manner possible, and to constantly safeguard and preserve life and property against the elements of fire and disaster.

The Hughson Fire Protection District is made up of a 5-member Board of Directors, 29 volunteers and 2 paid staff, all whom are dedicated, and proud of what they do for the residents of the Hughson Fire Protection District.

CHAPTER TWO - HUGHSON CITY COUNCIL

CITY COUNCIL

The City of Hughson operates according to the Council-City Manager form of government which vests authority in an elected City Council. The City Council is composed of five members elected at-large (the City is not divided into represented districts) on a nonpartisan basis to serve overlapping four-year terms. The Mayor is elected at large every other year and serves a two-year term. The Mayor serves as the presiding officer at City Council meetings and as the official head of the City for legislative and ceremonial purposes. The City Manager is appointed by the City Council and serves at the pleasure of that body.

The City Council is the City's legislative and policy-making body. The City Council is responsible for passing ordinances and orders necessary for governing the City, as well as setting the direction of City policy. The City Manager is responsible for the overall administration of the City. This responsibility includes implementation of the general policies set by the City Council in addition to the day-to-day operations of all City functions. The City Manager, with the help of the staff, provides the City Council with the information needed to fulfill its policy- making role.

The Council-City Manager form of government separates legislative and executive responsibilities in a manner like state and federal governments. This system provides "checks and balances" of both policy and administrative branches of government by limiting the power of each.

COUNCIL GOALS & OBJECTIVES

Goal setting requires time, energy, and a well-defined process. From time to time, Council Workshops are held with the City Manager, senior management of the City departments, Planning Commission, Parks, Recreation & Entertainment Commission, City Staff (including the Hughson Police Chief) and other local leaders to review progress on goals previously set, establish priorities, and define new goals and objectives for the City. The City has established eight goals and objectives including:

Complete Applicable Measure L Projects - Updated 5/13/2019

Complete Well No. 7 Replacement Project – Updated 5/13/2019

Complete Other City Water Projects – Approved 7/8/2019

Implement Sewer Fund Stabilization – Approved 7/8/2019

Improve Business Atmosphere in the City – Updated 5/13/2019

Improve Viability of and Expand Industrial Area- Updated 5/13/2019

Revitalize Downtown - Updated 5/13/2019

Update Land Use and Development Policies - Approved 7/8/2019

Maintain Adequate Resources for Public Safety - Approved 7/8/2019

Update City Fees - Updated 5/13/2019

Improve City Facilities - Updated 5/13/2019

Develop Long Range Financial Model - Updated 5/13/2019

While a myriad of responsibilities consumes the limited time and energy of elected officials, there are some advantages for engaging in the process.

1. Goal setting gives the Council a basic framework for action. By setting goals and then deciding those that are most important, the Council is defining what it wants to achieve over a given period. Otherwise, the Council may find itself floating from issue to issue, crisis to crisis.

2. Goal setting helps the Council spend its time more wisely. By understanding what goals, the Council wants to accomplish, the Council can wisely allocate time to achieve those goals.

3. Goal setting provides a framework to present individual priorities. Individual goals and priorities are presented, and discussion is fostered among the Councilmembers so their differences can be addressed. The Council ends up with a list of goals to which everyone is committed.

4. Goal setting gives the City Manager clear guidelines to get the job done. It lets the City Manager know exactly what the Council is trying to accomplish as a group. Without clearly defined goals, the City Manager may get conflicting signals and end up not meeting anyone's goals.

5. Goal setting gives the Council and staff some important budget guidelines. Knowing what programs and issues the highest priorities are will enable staff to have a better idea of how to allocate funds when preparing the budget for Council approval.

6. Goal setting gives the Council an evaluation tool. When goals and priorities are set, the Council has valuable data in hand to determine how well the Council and the City Manager did in achieving the agreed upon goals and priorities.

Goal setting will not solve all the immediate problems nor guarantee that a crisis will not occur; but it will help to get a better idea of what is happening in the community and define what will happen over the long term. A copy of the City of Hughson's Goals and Objectives are attached in Appendix F.

COUNCILMEMBER APPOINTMENTS TO ADVISORY BOARDS

Councilmembers are requested to serve on various City and other agencies boards and committees. Annually, it is the duty of the City Council to review the list of current assignments and make recommendations for appointments. Any Councilmember desiring to serve on a certain committee (or who desires not to be considered) should inform the Mayor. These appointments are subject to approval by the majority of Council vote.

Below is a list of various boards and committees:

- 2+2 School District Committee
- Hughson Sports & Fitness Complex Steering Committee
- 2+2 Fire District Committee
- Budget & Finance Subcommittee
- Economic Development Committee
- Southeast Stanislaus Hughson Family Resource Center Advisory Board
- Sierra Vista Children & Family Services Board
- League of California Cities Executive Committee
- San Joaquin Valley Air Pollution Control District
- Stanislaus Council of Governments (StanCOG) Policy Board
- Stanislaus County Disaster Council
- Stanislaus County Local Task Force on Solid Waste
- Stanislaus Economic Development Action Committee (EDAC)
- West Turlock Subbasin Groundwater Sustainability Agency

CITIZEN APPOINTMENTS TO CITY ADVISORY BOARDS

The City has several committees, boards and commissions. The following is a summary of the specific scope of responsibility for each committee, board or commission.

Qualifications: Specific qualifications for appointment of members to the various committees, boards, and commissions are set forth in the Hughson Municipal Code.

Appointment: The City Council will make all appointments to committees, boards, and commissions.

Terms: Each advisory board has specific terms, usually two years per term. At the expiration of the term, the incumbent may need to reapply for appointment and compete with other interested candidates of the board position.

Planning Commission: The Planning Commission consists of five members appointed by the City Council to alternating two-year terms. Responsibilities of the Planning Commission range from

preparing and recommending to the City Council and amendment or repeal of the General Plan, recommending approval or disapproval or modification of all maps or plats of land subdivision, hold hearings on planning and zoning matters, advise and recommend the acquisition, used, or disposition of all City owned property and perform such other duties relating to planning and zoning as the Council may require by ordinance or resolution. Members of the Planning Commission receive a $50 stipend for each meeting attended. Chapter 2.12.110 of the Hughson Municipal Code specifically addresses the role of the Planning Commission.

Parks, Recreation and Entertainment Commission: The Parks, Recreation and Entertainment Commission, which is an advisory board to the Hughson City Council consists of five members, serving alternating two-year terms. No less than three members must be residents of the City of Hughson, but up to two members can reside outside of the City but within the Hughson postal code area.

The commission formulates and recommends to the city council a recreation, park and entertainment program for the inhabitants of the city, promotes and stimulates public interest in parks, recreation, arts and entertainment programs; advise the City Council on parks, recreation, arts and entertainment experiences; and which encourages to the fullest extent possible the cooperation of the local school authorities and other public and/or private agencies or interests. Advise the city council regarding the acceptance or rejection of offers of donations of money, personal and/or real property to the city for recreation, park and entertainment purposes and use and make recommendations where appropriate. Advise the city council regarding the parks, recreation and entertainment budgets and make recommendations as appropriate. The city council, with recommendation(s) from the Parks, Recreation, and Entertainment Commission, shall by resolution establish, adopt and amend guidelines and policies for the use of facilities within the boundaries of the city of Hughson for city-sponsored and co- sponsored recreational and entertainment activities. The city council may by resolution, with recommendation(s) from the parks, recreation and entertainment commission, set fees for rental of parks or portions of parks. The donation of plants, buildings, fountains, sculptures, ponds, pools, or any other item or funds for such item for any park or building shall first be approved by the Parks, Recreation and Entertainment commission. Members of the Parks, Recreation and Entertainment Commission serve without compensation.

City of Hughson Ordinance 2016-07, section 2.14.010 of the Hughson Municipal Code specifically addresses the role of the Parks, Recreation and Entertainment Commission.

Economic Development Committee: In June of 2011 he City Council approved the formation of the City of Hughson Economic Development Committee. The committee focuses on the following:

1. To develop and advocate for an economic development strategy that maximizes commercial property tax revenues and generates employment opportunities as part of a broader, long-range strategic plan for the community as established by the City Council.

2. To work with staff to assist in the development of a business incubator in Hughson that helps create new businesses that stay in Hughson.

3. To advocate for state and federal legislation and regulations that advance economic development in Hughson.

4. To work with staff to obtain federal and state grant funds to further the economic development strategy; and

5. To support and encourage new businesses seeking to locate in Hughson and existing businesses seeking to remain or expand in Hughson.

The committee is comprised of the following make up:

The committee is comprised of five (5) members appointed by and serving at the pleasure of the City Council for terms of two (2) years, to include two members of the council, two community members, and the City Manager, with preference given to individuals with professional expertise in agribusiness; commercial real estate financing or development; real estate law; utilities or technology; marketing or merchandising; business or non-profit organization development; training and education; business owners; or participation in business associations and organizations.

The City Manager and Community Development Director serve as ex officio members without the right to vote and are not counted in determining a quorum. Initially, two (2) members shall be appointed for two (2) years and the other three (3) members shall be appointed for (3) years to establish staggered, two-year (2) terms.

Redevelopment Agency – Oversight Board of the Successor Agency: The Legislature created successor agencies to wind down the business and fiscal affairs of the redevelopment agencies dissolved by ABx1 26 ("AB 26"). More specifically, a successor agency must (1) continue to make payments for "enforceable obligations" of the former redevelopment agency; (2) remit unencumbered funds to the county auditor: and (3) dispose of real property assets. The City Council serves as the Board for the City's successor agency. Each successor agency has an oversight board to monitor its progress in achieving these goals. In turn, the Department of Finance and the State Controller may review actions of the Oversight Board.

Each oversight board has seven members comprised of members of several different agencies. A majority of the seven members constitutes a quorum and a majority vote of the total membership of the board is required for action. Board members have personal immunity from suit for their actions taken within the scope of their responsibilities. The oversight board has fiduciary responsibilities to the holders of enforceable obligations and taxing entities. Health & Safety Code Section 34179. The holders of enforceable obligations are owed money by the successor agency. The taxing entities will receive property taxes after the following payments have been made pass-through payments: enforceable obligations; and successor agency administrative costs.

The oversight board is also required to direct the successor agency to do all the following:

- Dispose of all assets and property of the former redevelopment agency that were funded by tax increment. The oversight board may direct the successor agency to transfer ownership of certain public assets, such as roads, school buildings, parks and fire stations, to an appropriate public agency pursuant to any existing agreements relating to the construction or use of such assets.
- Cease performance under any agreements that do not meet the definition of "Enforceable Obligations."
- Terminate any agreements between the redevelopment agency and any public entity providing funding for debt service obligations or for the construction or operation of facilities owned and operated by the public entity, if the oversight board determines that early termination would be in the best interest of the taxing entities.
- Determine whether any agreements with private parties should be terminated or renegotiated to reduce liabilities and increase revenues to the taxing entities.

Health & Safety Code Section 34181 City of Hughson Resolution No. 2012-04, electing to have the City of Hughson serve as the Successor Agency to the Hughson Redevelopment Agency is available by contacting the City of Hughson City Clerk.

Budget and Finance Subcommittee: The Budget and Finance Subcommittee is comprised of two members of the City Council that meet as needed with City staff to provide direction in the area of budget and financial management. The role of the Budget and Finance Subcommittee is primarily to provide financial oversight for the City. Responsibilities of the Budget and Finance Subcommittee include reviewing the budget, monitoring adherence to the budget and reviewing the annual audit. Other areas of focus include the assessment districts, revenue generating strategies, investment policies, capital improvement plan, capital facilities fees, and finance management system. Once financial items are approved by the Subcommittee, the items are brought before the entire City Council for approval.

CHAPTER THREE - CITY FINANCES

City revenue comes from a variety of sources. Major sources of City revenue for day-to-day operations and services come from sales and use tax, property tax, business license tax (a tax on businesses in the City, usually measured by gross receipts). Unlike a private business, much of the City's revenue is restricted to certain uses by law. Some revenue is payment for a specific service by customers. Still other revenue comes by state and federal agencies, and the City has no control over how much it receives, and the type of project for which the money can be spent. The California Constitution and state law often provide specific distinctions among municipal revenue sources and layers of limitations expending these designated program funds.

TYPES OF REVENUE

Local governments receive revenue from various sources. There are many types of income and their impact has shifted over the years. Prior to 1978 (pre-Proposition 13), cities relied on Property Tax revenue for much of their funding. As this source of income has been limited, other sources of funding have become far more important.

This change of funding has been the single most significant factor in local government finances. The gap has been made up by imposing user fees, obtaining grant funding, and eliminating services to the citizens.

Realization has come to government that all resources are limited. All programs and services have costs. It has become the local government's mission to determine the cost of these services and create fees to offset them whenever there is legal authority to do so.

Revenue Projections: Projecting the revenue that a City can expect in the upcoming Budget year is a critical and difficult process. The spending plan is directly related to the anticipated revenue. Revenue projections are made conservatively. While it is possible to overstate revenue numbers during the Budget process to allow for greater spending, it is not wise, nor fiscally responsible. Many of the revenue sources are out of the City's control. Property Tax revenue is based on assessed property value. It is collected, then distributed by the County. Motor Vehicle Fees are determined by the State legislature and uses the assessed value of property as the formula to distribute the payment. The problem is that the assessed value of Property Tax is used to calculate the revenue. This is good, while assessments are increasing. However, when assessed property value drop, so do the Motor Vehicle Fees. Projected numbers are obtained from the County's Auditor's Office, as it has a better handle on what the local housing and property market holds for the immediate future. Grants, which constitute a large portion of the City's revenue, are awarded through the application process, which can be very competitive. Forecasting this revenue is based on a complete understanding of the program and periodic reviews of the status of funding. If the grant is not received, the project cannot be done, or the service cannot be provided (unless another funding source is identified).

Other funding sources are not easily determined either. The Sales Tax projection is based on prior year collections, along with anticipated economic activity in the area. It is not as difficult to make estimates in a smaller community, where businesses are few. Hughson relies on data furnished by HDL, a contractor who analyzes Sales Tax data. User fees, defined as fees collected by the City for services provided (water, sewer, garbage, etc.) are based on prior participation, along with any new or enhanced programs. Any rate study that has or will be implemented is also incorporated in the projections. Fees are continually evaluated to ensure that they are adequate to cover the cost of the service. However, Proposition 218 does restrict fee increases, requiring a vote to approve and other specific parameters that need to be followed.

The money that the City receives as income has been categorized:

- **Property Taxes:** Property Tax is an Ad Valorem Tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property). It is based on the value of the property, rather than on a fixed amount or benefit. Proposition 13 states "the maximum amount of any Ad Valorem Tax on real property shall not exceed one present of the full cash value of such property…" Cities, counties, school districts and special districts share that 1% Property Tax. The County allocates Property Tax revenues according to the proportion of Property Tax allocated to each to each agency prior to Proposition 13. Of every $1.00 collected in Property Tax, the City receives an average of $.08 to $.16. Since the passage of Proposition 13 in 1978, several other propositions have been passed to clarify its implementation. One of the more significant was Proposition 4 (known as the Gann Initiative). Rather than limiting population and CPI (Consumer Price Index). Specific discussion of Proposition 4 and the Appropriation Limit is found in the Budget Format section.

  The trend of falling property value appears to have shifted. The tax assessment roll shows that from 2013-2014 to 2019-2020 values have increased by 69.34%

- **Tax Increment:** The primary source of funding for the Redevelopment Agency (RDA) is the use of Tax Increment. The increment is determined by calculating the difference between the original value assessed when the Redevelopment Agency was established and the current rate. The total one-percent tax rate on that difference is transferred directly to the Redevelopment Agency.

  As of February 1, 2012, all RDAs in California have been dissolved, with oversight committees governing unwinding activity. Increment is used to pay off the RDA's bond obligation.

- **Sales Tax:** The tax imposed on the total retail price of any tangible personal property is a major source of revenue and is known as Sales Tax. In 1955, the State Legislature passed the Bradley-Burns Uniform Local Sales and Use Tax Law. The law authorizes the State Board of Equalization to collect 1% of retail sales as Sales and Use Tax for all California cities and counties. The current statewide Sales and Use Tax is 7.5%. The distribution currently is as follows:

State General Fund	**5.00%**
State Fiscal Recovery Fund	**.25%**
State Education Protection	**.25%**
Local Revenue (City/County)	**.75%**
County Transportation (LTF)	**.25%**
County Mental Health	**.50%**
Prop 172-Public Safety	**.50%**

  The rate in Hughson (as in the entire Stanislaus County) is 7.625%. The additional .125 is a result of the Library Tax Initiative that became effective July 1, 1995 and has been successfully renewed since then. After the start of 2017, the sales tax rate in Stanislaus County will increase by 0.5% due to the passage of Measure L, the local Transportation Sales Tax initiative. Over 25 years, the City of Hughson is expected to receive $7.86 million, of which $6.05 million is to be used for city street resurfacing projects. Please see attached City of Hughson Transportation Sales Tax Measure Project List. Proposition 172 allocates funds for local public safety. Most of these proceeds are retained by the County's District Attorney's office.

  Sales Tax revenue in the City of Hughson is comparable size in Stanislaus County and the State of California. While the City does not have large retail stores, there are several manufacturing businesses that produce sales tax revenues.

- **Business License Tax:** This tax is assessed on businesses for the privilege of conducting business within

the City. The City of Hughson levies an annual fee, this fee is strictly a revenue-raising function, not regulatory.

- **Assessments*:*** Benefit Assessment District (BAD) are formed to provide services to maintain storm drain catch basins and provide street lighting, as well as storm drain management and line maintenance. Funds are generated through fees levied to pay for these services within a pre-determined district. The rate varies from district to district and is computed by a licensed engineer. The assessment is levied on the annual Property Tax bill. Once the rate is approved by Council, it is submitted to the County Auditor. The establishment of a Benefit Assessment District requires owner approval, but once in place, fees are assessed to the property owner, even if the property subsequently changes hands. The implementation of Proposition 218 has limited the City's ability to raise the fees. (A district-wide election would be required).

- Landscape Lighting District (LLD): Much like the Benefit Assessment District, Landscape Lighting Districts are formed to provide services to maintain parks, streetscape landscaping, street lighting and remove graffiti. City staff is continually reviewing ways to keep the costs to maintain the Districts within the estimated and actual revenues from each district.

- Developer Fees: Developer Fees (also known as Capital Facility Fees or Impact Fees) are imposed by the City on development projects to mitigate the additional demands they place on infrastructure and public facilities. The use of this revenue-generating mechanism is a widespread practice in California, especially in areas where growth has had an impact on local government. Revenue collected should be used or at least obligated within 5 years of its receipt on capital or equipment-related expenditures. The fees are justified as an offset to the future impact that development will have on existing infrastructure (as a result of population growth). Hughson collects the fees via building permits, or upfront as specified in the development agreement. Fees vary from agreement to agreement and cover several benefits. Additional fees are collected on behalf of Stanislaus County and State of California. Revenue projections are based on the projected number of buildings and the potential subdivisions that are being considered.

- Licenses and Permit Fees: Cities can charge for reimbursement of costs relating to the regulation of certain types of activities. For example, the charge for Dance Permits allows the City to recoup costs that are necessitated by additional police services during a public / private dance. The regulatory function that the City is performing is provided to protect overall community interests. Revenue from this source is not a significant portion of the Budget. Other permits cover yard sales, oversized loads and encroachment on City property.

- Building Permits: Building regulation, plan review and inspection services have been assumed by a contract building inspector/plan check consultant, Pacific Plan Review, owned by Dennis Trumbly. After a dramatic slowdown in housing activity around 2009, the economy and the housing market continue to improve. Remodeling and other home improvements have picked up significantly. There is a notable increase in permits for additions, accessory units, solar, pools, re-rook projects, patios and the like.

- Fines and Penalties: Fines, forfeitures and penalties are revenues received upon conviction of a misdemeanor or municipal infraction. The source of revenue is parking fines and code violations.

- Interest and Rent: Municipalities have been given the opportunity to invest their idle funds in interest bearing accounts. Most of the investments are done vial investments with Multi Bank Security Inc., deposits to money market accounts and deposits to the State of California Local Agency Investment Fund (LAIF). All interest earned is allocated to the appropriate fund, based on its cash balance at the end of each quarter. A resolution was adopted which allowed interest not to be paid to any fund with a balance under $100,000 (unless other stipulations exist).

  The City has adopted a conservative Investment Policy, which is reviewed annually. The City Council

began reviewing the City's investment practices determining if other opportunities exist to enhance interest income while still maintaining the City's objectives of safety of principal, liquidity and return on investment.

- **Grant and Funding from other Governmental Agencies:** Much funding is received from outside sources, such as Housing Rehabilitation through HUD (CDBG), Gas Tax and other Street funding (collected on a State and Federal level). The purpose of these funds is clearly defined, and they must be appropriated accordingly.

  Another program which provides additional revenue is the Abandoned Vehicle Abatement program. In 1992, the State legislature approved the assessment of a $1.00 fee on each vehicle being registered. This money is being distributed to the County to put into place a program which will abate abandoned vehicles in each community. It is used to offset the cost of Police Services for enforcement.

  The most significant contribution is the grants and loans received for the enhancement of the Water and Wastewater Systems.

- **User Fees:** The greatest opportunity available to the City to ensure sufficient revenue for operations is the proper imposition of User Fees. These fees are the charges assessed to a citizen for a specific service or item. As a result of Proposition 13, and subsequently, Proposition 4, cities have been forced to charge full costs for requested services. The "Costs Reasonably Borne" concept implies a direct relationship between payment of fees/charges and the receipt of a service. The direct fee-for-service principle is not upheld when taxes are used to subsidize services that can be identified and quantified. Local government needs to be cautious when imposing fees to ensure that Proposition 218 is not activated. A recent Court decision has expanded Proposition 218's definition to include utility services. This adds another layer of work and cost the City.

- **Other Revenue:** Other revenues collected by the City which do not fall into the categories delineated above are items such as sale of supplies and property, salary reimbursements, etc. A major contributor to Other Revenue in the General Fund is the Administrative Charge. Part of this represents transfers from non-General funds for administrative support.

THE CITY BUDGET

Budget Process:

As mentioned in Chapter One, perhaps the most significant action the City Council undertakes each year is the approval of the City's budget. The budget is based on projected revenues and is the roadmap to spending those revenues for the public benefit. The budget document contains a complete overview of the revenues projected and the proposed departmental expenditures.

The Budget process can be considered the process of resource allocation. It is a forum to:

1. Accumulate financial information for all services the City provides and present it in a consistent, easy-to-utilize format;
2. Analyze the merits of each service;
3. Set priorities as to which services the City can and cannot afford to provide;
4. Make decision about the level and cost of services that will be provided in the upcoming Fiscal Year.

This process is ongoing, and all the information is brought together and viewed in its entirety, providing a complete picture of the future financial outlook for the City.

Budget Preparation:

Preliminary Budget: The preliminary Budget provides an important control function for the City, because annual appropriations outlined in this document are legally authorized by an elected body (the City Council). The process begins in January when the Finance Director meets with each Department Head to obtain his or her input regarding anticipated expenses and revenues. Additional data is collected from various sources, such as other entities (e.g. County and State Governments). Revenue projections are compiled from many sources of information. The gathered material is then reviewed by the City Manager and Finance Director. Requested expenditures are balanced against projected revenue and cash carryover. Every item is carefully evaluated before it is brought to the City Council for consideration. Meetings are held with the Departments Heads, City Manager, Finance Director and Budget and Finance Subcommittee for "fine-tuning" of all Budget items. Upon completion of this process, a balanced Budget is presented to Council as the Preliminary Budget. As required by State Law, this document is adopted by Council before June 30th.

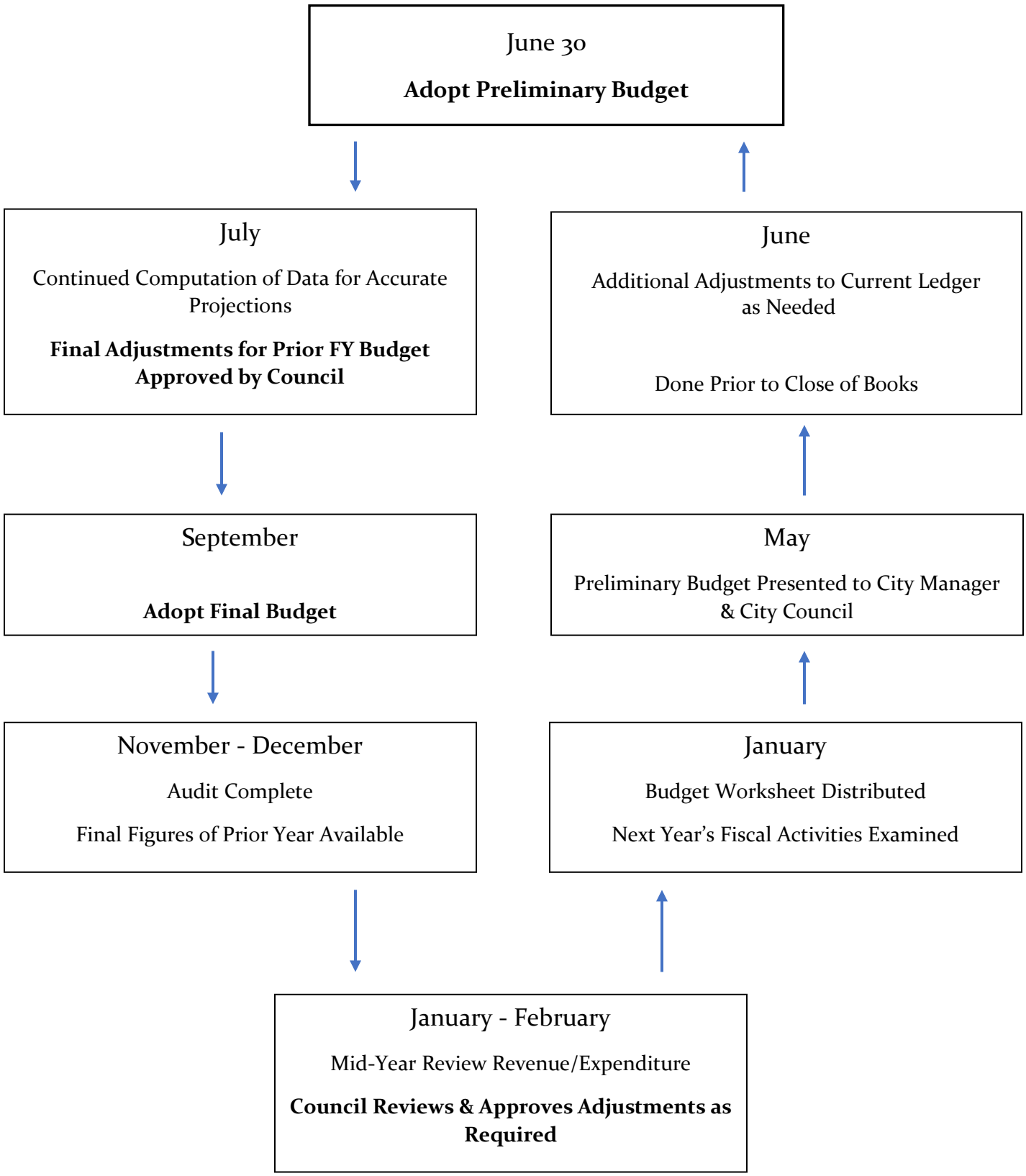
Final Budget: At this point in the process, additional refinement occurs. Year-end balances provide a clearer picture of the City's financial situation for the new Fiscal Year. The Final Budget is usually adopted in August or September. Revisions are made as needed, and additional meetings are held with various Department Heads if items need further consideration. At this point, Council members may meet individually with the Finance Director and City Manager in order to become more familiar with the document. Upon Council acceptance, the Budget becomes a policy statement for the City.

Mid-Year / Year End Budget Review: Council authorizes additional spending during the year, and every project and major program is given further review at regularly scheduled meetings. All these approvals, along with any additional anticipated changes, are compiled and evaluated at Mid-Year and Year-End Budget reviews.

A semi-annual review of the City's financial situation occurs in February. At that time, consideration for further funding may be made, or cuts may have to be initiated if revenue has not been earned as anticipated. This is also the opportunity for minor adjustments authorizing transfers between various "objects" or "line items". The Council then reviews all accounts and authorizes any necessary Budget transfers. All Budget adjustments that have already been approved by Council are also incorporated in the requested transfers. Review of actual spending patterns is also completed. Additionally, it is necessary at mid-year to evaluate major revenue sources, such as Property Tax and Sales Tax, to verify that projections were accurate. This is also the time when the overall impact of new projects and/or programs is reviewed. This entire process also occurs at year end, usually in August, to obtain final approval for any necessary transfers. Mid-year Review and Year-end Budget Review are the two occasions during which Council reviews and approves all Budget adjustments.

CITY OF HUGHSON

Budgeting Cycle



Budget Control: Finance staff puts the Budget adjustment worksheets together for each Department, and the Department Heads complete and return them to Finance. These Budget requests are then compiled and reviewed by the Finance Director and the City Manager, and any necessary adjustments are made. The Council then formally approves all adjustments and adopts the Budget adjustments. While it is common practice to allow Budget transfers within a Department, all adjustments are ultimately approved by Council, either during the Mid-Year Review or at Year-End. Council also makes Budget amendments during the year as, new items are presented and approved.

It is essential that the City has in place a system of controls to both ensure and demonstrate budgetary compliance. The City implemented Tyler Technologies Finance System in February of 2018. This system allows the creation of a draft budget document (Preliminary Budget), which once approved by the City Council, can be installed and used for each fiscal year. Using the accounting package (provided by Tyler), the Budget numbers are tied into the General Ledger, satisfying the need for Budget integration. This comparison of actual to budgeted expenditures is a Generally Accepted Accounting Principle, or GAAP. At the point of processing payables, purchase orders, and other encumbrances, as well as running status reports, staff can access the balance of any account, and compare actual to Budget figures. Departments use the hard copy of the Budget document, as well as monthly status reports as run by Finance, to verify the balances and activity in their accounts.

Budget Format: Budgeting is an essential element of the financial planning, control and evaluation processes of municipal government. The primary purpose of the Budget document is to provide the City Council, and the public, with the truest picture of the City's total available resources. The Budget process allows staff and the City Council to work cooperatively in setting spending priorities and limits and culminates in the production of the Budget document. The Budget document then becomes a reference and information resource for Council, City staff and the public alike.

- **FUND:** A fund designates the source of the revenue. It indicates money segregated for a specific purpose. It is indicated by the first digits in the account number for a given line item (e.g., General Fund, 100-xxx-xxxxx). It is an accounting entity that has a set of self-balancing accounts. This is the major factor that differentiates governmental record-keeping from that of the private sector.

  The City of Hughson has three primary fund types. The major category is the **General Fund**. This is the fund used for the City's day-to-day operating expenses and is the fund type over which the Council has control: Monies from this fund can be spent at the City's discretion. The primary source of revenue for this fund is taxes (Property, Sales, and Motor Vehicle Fees). Most of the expenditures from this fund type are for Public Safety, Administration, Parks, Community Development and other functions for which the City has limited means of cost recovery.

  The second fund type is **Special Revenue**. These funds are used to designate monies with appropriation requirements. These requirements are mandated by the State or Federal Government or are imposed by Council action. Gas Tax and Housing are prime examples of Special Revenue funds. These funds must be appropriated and accounted for according to very stringent standards. For example, Gas Tax money (**320**-xxx-xxxxx) must be expended only on streets and roads, and there is a State Auditor to ensure compliance. Council discretion on Special Revenue Funds expenditures is very limited. The audit also breaks out **Capital Funds** used to account for the acquisition and construction of major capital facilities.

  Enterprise Fund is the third classification of revenue. It is also referred to as the Business Fund. This type of fund is created for items or services from which there is significant potential for financing through user fees. The function can be totally self- funded or subsidized by other resources. Fund **210**-xxx-xxxxx, Sewer Maintenance & Operation, is an example of an Enterprise Fund. Revenues earned can fund only the costs associated with the operation of the service to which the fund pertains. Though law does not

allow the Public Sector to make a "profit", it is still prudent to maintain a healthy reserve (for future expansion, equipment replacement, and preparation for unforeseen events).

- **Appropriation Limit**: When preparing the Budget, City staff must bear in mind the spending limit as mandated by Proposition 4. In 1979, voters passed the "Gann Initiative" which places limits on the amount of revenue which can be spent by all governmental entities in California. Proposition 13 limited the amount of revenue that can be generated by Property Tax; the "Gann Initiative" limits the amount of tax revenue that can be spent.

  The Limit is the calculation utilizing per-capita personal income change and population growth data. Figures for preparing these calculations are provided by the Department of Finance of the State of California. Council adopted the figures in September.

  The origin of the limit is based on the actual appropriations during the 1978-79 Fiscal Year (base year established by Proposition 13) and is increased each year using the growth rate of population and inflation. The restricted revenues are defined as "proceeds of taxes", including Property Tax, Sales Tax, Motor Vehicle In-lieu, and Business License revenue. This means that even though an agency may collect a large amount of tax, it cannot appropriate more than the established limit (Appropriation Subject to the Limit). Problems can arise when there is a strong flow of tax revenue, but the population and/or inflation figures remain constant (or even go down). In this situation, an agency will be required to refund the excess tax proceeds to the taxpayer. Proposition 111 does allow an agency to carryover excess funds into the succeeding Fiscal Year in order to determine whether the limit has been exceeded. If a City exceeds its limit in one year, they can avoid refunding that excess if they are below their limit the next year by an equal or greater amount. The Limit is compared to the "Appropriation Subject to Limit". Those are the projected dollars from proceeds of taxes.

  The current fiscal year budget is attached in Appendix A-1.

CITY COUNCIL COMPENSATION

State law limits City Council salaries. A City Council may establish a salary by ordinance up to a ceiling determined by a city's population, although the city's electorate may approve a higher salary. State law allows an increase in City Council salaries up to 5% per year; however, any salary increase may take effect only when at least one member of the City Council commences a new term. Consistent with the state law limitations, the City's Municipal Code has fixed City Councilmember salaries at $250.00 per month, and for the Mayor, $300.00 per month.

The City provides Apple iPads to Councilmembers, for City use. The City does not however, provide cell phones, laptop computers or dedicated offices and staff to Councilmembers. Reimbursement for local travel is also expected to be included in the monthly stipend and not reimbursed in addition to the approved monthly Council salary.

There are other limitations on the amount of compensation a City Council can approve for Councilmembers for service on other boards and commissions. For example, the City Council may not approve an additional salary for the Redevelopment Agency – Successor Agency when the Council serves as the City's Redevelopment Agency – Successor Agency when meetings of the board are held jointly with City Council meetings.

Newly elected Councilmembers must complete certain documents through the Human Resources Department. Staff assistance and the required forms are available in Human Resources. The forms listed below should be completed within thirty (30) days by each newly elected official and returned to Human Resources.

1. Employment Eligibility Verification (I-9 form).
2. W-4 (current year Federal form can also be obtained online from *www.irs.gov*).
3. Use of Electronic Communication Policy

EXPENDITURES GUIDELINES

The City includes funds for Councilmembers to perform official City business. Pursuant to the provisions of Section 36514.5 of the California Government Code and the City of Hughson Municipal Code section 2.24.020, each councilmember shall be reimbursed for actual and necessary expenses incurred in the performance of official duties.

To do the job, there are several highly recommended training classes available from the League of California Cities. Eligible expenses include attendance at conferences or educational seminars.

For travel approved by the City Council, Councilmembers are entitled to reimbursement for travel expenses, including meals for Councilmembers and mileage, when attending functions or training classes on behalf of the City which involve significant level.

It is very important to note that any reimbursable expense must be related to City affairs, and those expenses must be approved by the City Council. Public property and funds may not be used for any private or personal purposes. Courts have ruled that this prohibition includes personal political purposes. For example, the City cannot reimburse a Councilmember for meals at a meeting designed to discuss political or campaign strategies.

When a Councilmember has attended a conference, meeting, etc., and has requested reimbursement, that Councilmember is required by law to report at the next Council Meeting the purpose of the reimbursable expense. The past practice of the City of Hughson Council has been to attend committee meetings, and regional meetings and events involving local travel, without reimbursement from the City.

ADDITIONAL INFORMATION

General information on city finance and fiscal issues facing city governments can be found at the League of California Cities (LCC) website and the companion website the Institute for Local Government (ILG). Councilmembers are encouraged to discuss with staff both general and specific information regarding Hughson's budget and financing. Included with this handbook is the publication "A Primer on California City Finance".

OPEN MEETING LAWS (THE "BROWN ACT")

The entire City organization conducts its business in compliance with the Ralph M. Brown Act, Government Code Section 54950. (the "Brown Act") Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below for your information and future reference. A publication of the League of California Cities entitled Open and Public V, A Guide to the Ralph M. Brown Act will be provided with this Handbook which goes into greater detail on this subject. In addition, the City Attorney annually provides the City Council Members with a booklet entitled "A Public Official's Guide to the Brown Act" which is in Appendix G.

Applicability and Penalties: The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (Cal Gov Code Section 54959). In addition, violations are subject to civil action (Cal Gov code Section 54960). The provisions that most directly affect the Council are summarized in this chapter.

1. Applicability: The act applies to Council and all commissions, boards and task forces that advise Council. Staff cannot promote actions which would violate the Act.

2. Meetings: All meetings shall be open and public. A City Council meeting takes place whenever a quorum (generally 3 or more members) is present and information about the business of the body is received: discussion qualify as a meeting. Social functions (e.g., receptions, dinners) do not fall under the Act unless City business is conducted.

3. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.[4]

[4] *Many individual agenda items have specific and more complex public notice requirements than the regular meeting agenda posting requirement.*

4. Actions: The general rule is that no action can be taken on any item not appearing on the posted agenda. However, there are exceptions to that rule:

    a. An emergency exists (determined by a separate motion and majority vote of the Council).

    b. An urgency situation exists, in that the need to act arose subsequent to the agenda being posted and there is a need for immediate action (determined by a separate motion and 2/3 vote of the Council; or if less than 2/3 are present, by unanimous vote).

    c. The item was continued to another meeting that was scheduled and posted within 5 days of the original agenda.

5. Public Input: The public, by law, has an opportunity to address the Council on any item of interest to the public that is within the jurisdiction of the Council, at the time the matter is heard. The Mayor has the right to establish a time limit on speakers and the total time allocated for a issue. Five minutes per speaker is what the City currently uses, but in unusual circumstances, shorter or longer time periods may be enacted.

6. Public Disruptions: A portion or all the public may be removed if willful disruption makes conducting the meeting "unfeasible"; the press may remain unless they participate in the disruption.

7. Correspondence: All writings distributed for discussion or considerations at a public meeting are public records.

8. Special Meetings. Special meetings may be called by the Mayor or a majority of the Council with strict notification requirements for delivery to the media and Council 24 hours before the time of the meeting.

9. Emergency Meetings: Emergency meetings may be called without notification due to the disruption or threatened disruption of public facilities. Only work stoppages or crippling disasters that impair the public health and/or safety qualify for emergency meetings.

10. Other Provisions: The Act provides many other restrictions and requirements; this chapter is intended merely as a Council summary and overview of the Act, and nothing in this Chapter supersedes the provisions of the Brown Act. Please check with the City Attorney if you have any questions about the Brown Act requirements.

FORMATION AND PREPARATION OF THE AGENDA

1. Items Related to City Business: The Mayor, a Council Member, City Manager, City Clerk, or City Attorney may request that an item be placed on the City Council meeting agenda. Requests received by the City Clerk prior to noon on Tuesday before the next City Council meeting will be placed on the agenda.

2. Items Unrelated to City Business: Councilmembers may request that an item unrelated to City business be added to a future agenda.

3. Staff Reports and Council Reports: Staff and Council Reports not on the agenda shall be limited to those matters informative in nature and which do not require action by the Council.

4. Consent Calendar: The City Clerk may place on the consent calendar any item other than ordinance on first reading, or public hearings. Items on the "Consent Calendar" are generally non-controversial items that do not require much, if any, discussion. The consent calendar allows decision-makers to group such items together under one heading and decide them at one time, with one vote. Any item may be removed for discussion upon request by a member of the legislative body for further discussion or for required amendments to the item. This enables the

item to be considered and voted upon separately if discussion is needed or if a decision- maker needs to not vote on that item because of a disqualifying conflict of interest.

Meeting Order of Business: The order of business of all regular meetings of the Council shall be as follows:

1. Call to order at 7:00 p.m.
2. Roll Call
3. Flag Salute
4. Invocation
5. Public Business from the Floor
6. Presentations
7. Consent Calendar
   a. Minutes
   b. Warrants
8. Unfinished Business
9. Public Hearings to Consider
10. New Business
11. Correspondence
12. Staff Reports
13. Council Reports
14. Closed Sessions
15. Adjournment

COUNCIL MEETINGS AND RULES OF PROCEDURE

Rules of Procedure: The City Council adopts rules of procedure by resolution. The current Rules of Procedure adopted by Council Resolution No. 2012-49 are included in this handbook as Appendix C. The following information is only a portion of the information contained in the adopted Rules of Procedure, and all councilmembers are encouraged to read and be familiar with the all the information in Appendix C.

Regular Meetings: The Council holds its regular meetings on the second and fourth Monday of each month at 7:00 p.m. If the regular meeting date falls on a holiday, the meeting shall be held on the next business day or another day agreed upon by the Council, or the Council may by majority vote cancel the meeting altogether.

Special Meetings: Special meetings may be called by the mayor, the City Manager, or by three or more members of the council with notice being delivered to the legislative body and public at least 24 hours prior to the special meeting. The City Clerk shall prepare a notice of the special meeting time, place, and the business to be transacted, and post any required agenda, in accordance with the Brown Act. Business at a special meeting is limited to only the items specified in the special meeting agenda notice.

Emergency Meetings: In an "emergency situation," the Council is not required to deliver prior written notice of the meeting. An emergency is defined to include a work stoppage or activity and a crippling disaster, which severely impairs public health, safety, or both, as determined by majority of the members of the legislative body.

All regular and special meetings of the Council shall be public; provided that the Council may hold a closed session as provided by law during any regular, special, adjourned regular or adjourned special meeting, from which the public shall be excluded.

Study Sessions: Study sessions are often referred to as "workshops." They can be held prior to or after regular meetings and maybe scheduled at any date or time. They are informal but still public meetings under the Brown Act, and public comment may be encouraged but no action may be officially taken.

Teleconferencing: Teleconferencing is available through audio or video means of electronic transmission, or both, and may be used to conduct a meeting of the legislative body. This method may be used to allow members of the body in remote locations to count towards establishing a quorum and to participate in the meeting and vote as though present at the main meeting location.

Teleconference meetings must comply with the following requirements:

1. Meeting must comply in all other respects with the Brown Act and is in all respects the same as a meeting where the members are all physically present.
2. Agendas must be posted at all teleconference locations, and the notice and agenda of the meeting shall identify each teleconference location.
3. Each teleconference location shall be accessible to the public, which shall have the same rights to address the body as if physically present.
4. Teleconferenced meetings shall be conducted in a manner that "protects the statutory and constitutional rights of the parties or public appearing before the legislative body."
5. A quorum of the body must participate from a location within the territorial boundaries of the jurisdiction.

All the above meetings must be open to the public.

Closed Sessions: The Brown Act begins with a strong statement in favor of open meetings; private discussions among majority of a legislative body are prohibited, unless expressly authorized under the Brown Act. It is not enough that a subject is sensitive, embarrassing, or controversial. Without specific authority in the Brown Act for a closed session, a matter must be discussed in public. Grounds for convening a closed session in this chapter are called "exceptions" because they are exceptions to the general rule that meetings must be conducted openly. This exception is a limited one in that only a narrow range of issues may be discussed in closed session. In accordance with the spirit of the Brown Act, substantial notice and reporting requirements must be complied with prior to and following a closed session. Please note: It is not that any item may be discussed in closed session unless it is required to be discussed in open session; it is the other way around. All items must be discussed in opens session unless there is a specific exception allowing them to be discussed in closed session.

Prior to the closed session, the purpose for the closed session must be disclosed both on the agenda and in open session. Closed sessions are only allowed for specific purposes and the notice requirements are specific to the issues to be discussed. The oral disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. The agenda notice requirements for closed

sessions vary depending upon the content of the session. Below is a list of the type of closed sessions permissible under the Brown Act.

- *License/Permit Determination*
- *Conference with Real Property Negotiator*
- *Conference with Legal Counsel –Existing Litigation*
- *Conference with Legal Counsel – Anticipated Litigation or Initiated Litigation*
- *Liability Claims*
- *Threat to Public Services or Facilities*
- *Public Employee Appointment*
- *Public Employment*
- *Public Employee Performance Evaluation*
- *Public Employee Discipline/Dismissal/Release*
- *Conference with Labor Negotiators*
- *Case Review/Planning*
- *Report Involving Trade Secret*
- *Hearings conducted by Hospital Districts*
- *Insurance Pooling/Tort Liability Losses/Workers' Compensation Liability- Joint Powers Authorities Only*
- *Charge or complaint involving information protected by Federal Law*
- *Certain Health Plan Trade Secrets and Payment Rates*
- *Conference Involving a Joint Powers Agency*
- *Audit by Bureau of State Audits*

Important Limitations on Closed Sessions: Closed sessions cannot be held to discuss the local agency's available funds, funding priorities or budget. In addition to the agenda requirements, and in some cases oral announcements prior to closed sessions, an oral report, made in open sessions, or a written report is required following the closed session. Generally, the reports shall state the action taken in closed session and the vote or abstention of every member present.

Confidentiality Notice for Closed Sessions: By law, no member of the Council, employee of the City, or any other person required to be present during a closed session shall disclose to any person the content or substance of any discussion which took place during the closed session unless disclosure is authorized by a majority vote of the Council.

A publication of Neumiller & Beardslee entitled "A Public Official's Guide to the Brown Act" is available in Appendix G which goes into greater detail on this subject.

Duties of the Presiding Officer: The Mayor, or in his absence the Mayor Pro Tempore, shall be the Presiding Officer. The Mayor is elected by the voters of the City of Hughson. The Mayor Pro Tempore shall be elected by the Council the night the Council Members are sworn into office following each municipal election. He shall preserve strict order and decorum at all meetings of the Council, state questions coming before the Council, announce its decision on all subjects and decide all question or order, subject, however, to an appeal to the Council as a whole, in which event a majority vote shall govern and conclusively determine such questions of order. He shall vote on all questions and he has the right to vote last on any roll call vote. The Presiding Officer shall have the right to vary the agenda. The Mayor shall sign all ordinances, resolutions and other documents adopted by the Council at meetings at which he is in attendance. In the event of his absence, the Mayor Pro Tempore shall sign such documents as have been adopted and approved by the Council. Proclamations shall be signed by the Mayor, or in his absence, the Mayor Pro Tempore.

Recesses: Recesses are called by the Mayor/Presiding Officer.

Decorum*:* As to Councilmembers, while the Council is in session, the members shall preserve order and decorum, and no member shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or disturb any member while speaking, or refuse to obey the orders of the Council or its presiding officer. Councilmembers shall always be courteous in their dealings with the public, staff and each other.

As to any other persons, any person making personal, impertinent or slanderous remarks, or who disrupts the meeting of the Council, may be barred by the presiding officer from further audience before the Council during that meeting, unless permission to continue be granted by majority vote of the Council.

Manner of Addressing Council: The Mayor or presiding officer shall request that each person addressing the Council do so in an audible tone of voice for the record before making comments, although a person is not required to identify himself before addressing the Council. All remarks shall be addressed to the Council as a body and not to any member thereof, or to staff, or to the public. No person, other than a member of the Council, the City Manager or the City Attorney and the person having the floor, shall be permitted to enter any discussion without the permission of the presiding officer.

For items not on the agenda, the person addressing the Council shall be limited to five minutes, unless the time is extended by the Mayor/Presiding Officer. For all items on the agenda, the Mayor/Presiding Officer may impose reasonable time limits on any citizen addressing the Council, including applicants, proponents and opponents, when the presiding officer determines the limits are necessary for the orderly conduct of the hearing, and the limits are fairly applied.

Procedures for Public Hearing: There are several action items that will come before the Council which the agenda will list under public hearings. These are typically land use issues which are required to have specific public notice requirements and a public hearing is specified by state law. Since the Brown Act, discussed at the beginning of this Chapter now affords the public the right to comment on any item on the agenda, there is no longer a significant difference between the rights afforded by a statutory public hearing, and the rights of any citizen regarding some other action item on the agenda. However, public hearings must follow a formal process as set forth in the Rules of Procedures which specify the conduct of the public hearing and shall be as follows:

a. Presiding officer announces the item and opens the public hearing;
b. Staff report;
c. Questions of staff for clarification by Councilmembers;
d. Statement by proponents;
e. Questions of proponents or staff by Councilmembers;
f. Public comments;
g. As necessary, questions of public or staff by Councilmembers;
h. Response by proponent;
i. Response by staff;
j. Final questions by Councilmembers to staff; proponent or public;
k. Mayor/Presiding Officer closes public hearing;
l. Council discussion;
m. Council action on item.

Attendance at Meetings: If any Councilmember cannot attend a meeting, he or she shall notify the Clerk as soon as possible, but in no event later than noon on the meeting day.

Validity of Actions: No action taken by Council which is otherwise legally valid shall be voided or nullified by reason of a failure to follow these Rules of Procedure.

ACTIONS BY THE CITY COUNCIL

The City Council takes formal action by one of three ways. The simplest matters are done by what is called a minute order. The presiding officer simply discusses the topic looking to gain consensus among the councilmembers and asks for a motion, a second, and a vote on the matter. An example of this would be consideration of a report from a Department Head looking for direction as to a future course of action.

The most typical council action is taken by the way of formal resolution. A resolution is provided to council along with a description of the action requested and background on the project which is presented in the staff report. The draft resolution may be approved as presented, or during council deliberations changes may be suggested and incorporated into the resolution. The resolution is approved by the presiding officer asking for a motion to approve, a second, and a vote on the matter. A resolution has the legal effect of being a formal written record of the opinion of the legislative body.

The most powerful tool available to a City Council is the adoption of an ordinance. An ordinance has the force and effect of being a local law, which unless preempted by state or federal law, has all the force and effect of any other local, state or federal law. General ordinances of the City of Hughson are codified in the Hughson Municipal Code. In most circumstances, a violation of the Hughson Municipal Code may be prosecuted as a criminal misdemeanor in the name of the People of the State of California.

With the rare exception, ordinances are adopted by way of three step process followed in two separate meetings. When introduced at the first meeting, the ordinance must be read in its entirety, unless a majority of the council votes to waive reading the ordinance. Therefore, the first step is for the presiding officer to ask for a motion to waive reading of the ordinance. Upon hearing the motion and obtaining a second, there is a vote on the matter. Assuming a vote in favor of waiving the reading of the ordinance, the presiding officer or another designated councilmember must read into the record the full ordinance. At the second meeting, the same process if followed with the exception being that the motion would be to adopt the ordinance.

Discussion of the ordinance then takes place in the typical format of presentation of the staff report, presentation of a directly interested party or applicant if there is one, public comment on the ordinance, then deliberations and a vote to approve the introduction of the ordinance. An ordinance must first be introduced, but no ordinance may be passes (except for an urgency ordinance) within five days of its introduction. Therefore, an ordinance must be on two council agendas, first to be introduced, and secondly to be approved, however, it can only be approved at a regular meeting of the City Council.

Adjourning of City Council Meetings: Adjournment can be declared by motion of the City Council. Many cities have adopted a "unanimous consent" format and the Mayor simply declares the meeting adjourned. The City Clerk notes the time of adjournment for the record included in the minutes.

TIPS ON THE DAIS

The Council Chambers is equipped with a public address system and video recording system. The system provides microphones at the dais, cameras, two big screen televisions, staff table, and podium. The public address system not only provides a means for the audience to hear all a speaker's comments but is also directly tied into a digital recorder so that a verbatim record of the meeting is produced. All City Council Meetings are video recorded and posted on the City's website for public observation.

Be mindful that you are speaking in a recorded public setting. Even the most harmless humor can easily be misinterpreted after the fact. Never say things near a microphone you do not want heard. Make sure

all public speakers come forward to the podium. Do not allow people to speak from the audience as they cannot be heard.

Below are "The Ground Rules for Meeting Conduct"

GROUND RULES FOR MEETING CONDUCT

Come to the meeting prepared (iPads ready) and with a positive attitude!

Treat members with respect both, during the meeting and outside of the meeting.

Be prompt in arriving to the meeting and in returning from breaks.

Turn cell phones off or to vibrate. If you must take urgent calls on the cell phone, take your conversation outside.

Present yourself in a positive manner.

Talk one at a time, waiting to be recognized by the Mayor/Chairperson.

Limit side conversations.

Be patient when listening to others speak and do not interrupt them.

Speak into the microphone so everyone can hear.

Members need to stay on the topic being discussed.

When a topic or agenda item has been discussed fully, do not bring the subject back up.

Don't discuss personal issues during the meeting, except when it is about the subject being discussed by the Council.

Don't make threats or rude comments to anyone.

Address any concerns about the discussion or the meeting with the Mayor/Chairperson. It is the Mayor/Chairperson's job to bring the meeting to order.

Be respectful of other people's ideas or situations when they speak.

HAVE A GOOD TIME AND ENJOY THE MEETING

CHAPTER FIVE - CONFLICTS AND LIABILITY

CONFLICT OF INTEREST

State laws are in place which attempt to eliminate any action by a Councilmember which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Newly elected officials are required to file a Statement of Economic Interests (Form 700) within 30 days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700 (due annually before April 1st). The City Clerk's Department will notify you of your filing requirements. **Note: Councilmembers also serve on various joint power agencies, County committees, and standing committees and should verify with each of those agencies to determine their filing requirements.**

Documents filed by the Council, including the Statement of
Economic Interest Form 700, (Forms 460 or 470) are available for public review at the City Clerk's office during normal business hours.

Any time a member believes a potential for conflict of interest exists, he/she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws that regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

There are laws that govern conflicts of interest for public officials in California - the Political Reform Act, Government Code §1090 and Government Code §87105 (*http://www.fppc.ca.gov/the-law/the-political-reform-act.html*). In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official; § 1090 prohibits a public official from being interested in government contracts.

POLITICAL REFORM ACT

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a financial interest. Therefore, if a public official has a conflict of interest, the official must disqualify him or herself from acting on or participating in the decision before the City.

An official has a financial interest if "it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally…" on a financial interest of the official or a member of the official's immediate family.

Determining whether a Councilmember has a financial interest is very complicated and fact specific. Financial interests include interests in businesses worth $2,000 or more, interests in real property, both ownership and leases, worth $2,000 or more, and gifts of $420 or more provided to or received within one year of the decision. These dollars amounts are subject to annual increases. Please check with the City Attorney to verify current dollar amounts.

Often the financial interest involved is real property owned or leased by the Councilmember. In these cases, determining whether the Councilmember has a conflict requiring disqualification involves an analysis of the distance the property is from the property involved in the governmental decision, the uniqueness of the property use, what is between the two properties, exactly what decision is before the Council, and other factors that would influence whether the decision before the Council would have a material financial effect on the Councilmember's property.

Government Code 87105 states that a Council or commission member who has a conflict of interest must now recuse him or herself and leave the room, unless the matter is on the Consent Calendar. You must take the following steps after you have determined that a conflict of interest exists under the Political Reform Act:

1. Publicly identify the financial interest. This must be done in enough detail for the public to understand the financial interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

2. Recuse yourself from both the discussion and the vote on the matter. You must recuse yourself from all proceedings related to the matter.

3. Leave the room until the matter has been completed. The matter is considered complete when there is no further discussion, vote or any other action.

Exception: If the matter is on the consent calendar, you do not have to leave the room.

Exception: If you wish to speak during public comment, you may do so as a private citizen, but this is the only time when you may be in the room while the matter is considered.

The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest. Visit the FPPC website at *http://www.fppc.com*.

GOVERNMENT CODE SECTION 1090

Government Code §1090 is like the Political Reform Act but applies only to city contracts in which a public official has a financial interest. The financial interests covered by §1090 are different from those in the Political Reform Act. Having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating §1090 are severe. If a Councilmember believes that he or she may have any financial interest in a contract that will be before the Council, the member should immediately seek advice from the City Attorney.

There are several restrictions placed on Council actions that are highlighted in the League of California Cities Resource Guide (http://www.cacities.org). Such restrictions include prohibitions on secrecy, discrimination, and assurance that all City funds are spent for public purposes. Violations of these restrictions may result in personal liability for individual Councilmembers.

COMMON LAW CONFLICT OF INTEREST

The public has a right to fair and unbiased decision makers. The decision maker should not be tempted by his or her own personal interest or pecuniary interest. Examples of bias which could create a common law conflict of interest are a personal, but not financial interest in the outcome. A people bias, where you hold strong personal feelings positive or negative about one of the parties involved in a proceeding or decision. Or a factual bias, whereby you have information not available to the other decision makers.

CONFLICTS RELATED TO REAL PROPERTY HOLDINGS

The California Political Reform Act and the regulations administered by the FPPC provide that Councilmembers may not participate in certain governmental decisions if they, their spouse or dependent children may have a financial positive or negative interest in the outcome of the decision. If applicable, the Councilmember is disqualified from making, participating in making or using his or her official position to influence the making of the decision **at any stage of the decision-making process.**

Real property interests of the Councilmember, his or her spouse or dependent children often affect participation by Councilmembers. You will have an interest in real property if you, your spouse or dependent children have a direct or indirect equity, option or leasehold interest of $2,000 or more in parcel of real property (e.g., ownership, mortgages, deeds of trust, option to buy, joint tenancies, partnerships hold real property) and any part of that property is located in the City or within two miles of the City boundaries.

If that real property is the direct subject of a proceeding in the City, it is generally presumed you have a disqualifying interest and you must not participate in any manner regarding the pending matter. For example, the FPPC regulations expressly provide that if your property (described above) is involved in City related zoning, annexations, sale, lease, actual or permitted use of, or taxes or fees imposed on the property or major redevelopment decisions, among other things, you will be presumed to be disqualified.

You are also disqualified if your real property (described above) is not the subject of a City matter but any part of it is within 500 feet of other real property which is the subject of a City proceeding or action. In such cases you will be presumed to have a disqualifying direct interest in the outcome unless you obtain a letter from the FPPC concluding that the outcome will not have a positive or negative financial outcome on you, your spouse or dependent children's own real property.

If you think you may have a disqualifying real property interest (or any other financial interest) in a matter coming before or pending in the City, there are a series of checklists and rules to review to determine whether you can participate or not. Please contact the City Attorney at the earliest possible time to get assistance.

Ex Parte Communications

All Councilmembers may have "ex parte" communications – meaning communications outside the meeting forum as long as they do not violate the Brown Act; however, such communication should not be encouraged, made or accepted when such communication is designed to influence the official decision or conduct of the official or other officials in order to obtain a more favored treatment or special consideration to advance the personal or private interests of him/herself or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests.

Councilmembers who have ex parte communication with a party that appears before them at the meeting, should disclose that he/she had ex parte communication with the party. This can be done by stating that the Councilmember had ex parte communication with a party at a time in the meeting when the item is discussed.

Any written ex parte communication received by an official in matters where all interested parties should have an equal opportunity for a hearing shall be made a part of the record by the recipient.

Liability

The City is a large institution offering a variety of services and may often find itself subject to legal actions through lawsuits. For example, those involved in automobile accidents sometimes choose to take actions against a city since the accident occurred on a city roadway. The City must always approach its responsibilities in a manner which reduces risk to all involved; however, with such a wide variety of high-profile services (e.g., police, fire), risk cannot be eliminated.

It is important to note that violations of certain laws and regulations by individual members of the City Council may result in that member being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment or fraud.

Anti-Harassment

State law prohibits, and the City has policies and procedures which prohibit, any form of harassment. Councilmembers should be familiar with the City's harassment policy included in the Personnel Manual provided with this Handbook. Councilmembers may be personally liable for violations of such policies.

AB 1234 – Ethics Training for Public Officials

Assembly Bill 1234 was signed into law and went into effect on January 1, 2006. This State law requires City Councilmembers (those who receive compensation for their service or are eligible to have their expenses reimbursed) to receive two hours of ethics training every two years. Newly seated officials must receive this training within 12 months of taking their positions. The original Certificate of Completion of this training must be filed with the City Clerk by that deadline.

This training covers subjects such as personal financial gain, personal advantages and perks, government transparency, fair process and when to seek advice from agency counsel. The training will cover in detail the laws that are briefly presented above.

CHAPTER SIX - SUPPORT PROVIDED TO THE CITY COUNCIL

STAFF/CLERICAL SUPPORT

General staff and administrative support to members of the City Council is provided through the City Manager's Office. Secretarial services including scheduling of appointments and receipt of telephone messages are available as needed. Sensitivity to the workload of support staff members in the City Manager's Office is appreciated. Please note that individuals may have other work assigned with high priority. Should requested tasks require significant time commitments, prior consultation with the City Manager is requested.

E-MAIL

Councilmembers will be offered the use of a City e-mail and voicemail account. This technology facilitates efficient communication by Councilmembers. However, their use also raises important legal issues to which Councilmembers must pay special attention. First, the Brown Act prohibits members from using "technological devices" to develop a concurrence by a majority regarding an action to be taken by the Council. "Technological devices" under the Brown Act include phones, faxes, computer e-mail, public access to cable TV and video. Council members should not use e-mail, faxes or phones for communicating with other Councilmembers in order to develop a majority position on any issue that may come before the full Council.

Second, be aware that any e-mails sent by Councilmembers addressing substantive city business, either from their City account or your personal email, may be public records under the Public Records Act. Even if an e-mail is not printed, the information in the e- mail is stored on the computer network until deleted and may continue to exist on the network's back-up systems even after being deleted. As a result, e-mails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act.

The City's use of Electronic Communication Policy is available in Appendix A-2.

MAIL, DELIVERIES

Members of the City Council receive mail and other materials from the public, private interests, and staff. The City Clerk maintains a mailbox for each councilmember at City Hall and mail will be distributed the Council at each scheduled Council Meeting.

CHAPTER SEVEN - INTERACTION WITH CITY STAFF AND OFFICIALS

OVERVIEW

City Council policy is implemented through professional staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so policies and programs may be implemented successfully. The City of Hughson promotes positive relationships between members of the City Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

CITY COUNCIL/CITY MANAGER RELATIONSHIP

The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive officer of the City. This means the Council should direct the City Manager to implement policy, then the City Manager should delegate tasks to staff to implement policy. Individual Councilmembers should not directly delegate tasks to staff. Regular communication between the City Council and City Manager is important in maintaining open communications. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms which question satisfaction with or support of the City Manager.

The full City Council retains power to adopt policies, resolutions and ordinances as well as accept, reject, amend, City Manager/staff recommendations regarding City business.

Should a Councilmember become dissatisfied about a department, he/she should always talk it over with the City Manager and/or the Acting City Manager in the absence of the City Manager, not the department head. Concerns about the department head must be taken to the City Manager only. Individuals are encouraged to initiate resolution of problems as soon as possible and not let them worsen.

The City Council should evaluate the City Manager on a regular basis to ensure that both the City Council and City Manager agree about performance and goals based on mutual trust and common objectives.

As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects and is sensitive to the political responsibility of the City Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the City Council. Communication must be undertaken in such a way that all Councilmembers are treated similarly and kept equally informed. It is equally important that the Council provide ongoing feedback, information and perceptions to the City Manager including some response to written communication requesting feedback.

STAFF ROLES

The primary functions of staff are to execute Council policy and actions taken by the Council, and to keep the Council informed under the direction of the City Manager. Through the direction of the City

Manager, staff is obligated to take guidance and direction only from the Council as a whole. Staff is directed to reject any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.
City staff will make every effort to respond in a timely and professional manner to all requests made by individual Councilmembers for information or assistance, provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council.

CITY MANAGER CODE OF ETHICS

The City Manager is subject to a professional code of ethics from his/her professional association. These standards appear in Appendix E of this manual. It should be noted that this code binds the City Manager to certain practices that are designed to ensure actions are in support of the City's best interests. Violations of such standards can result in censure by the professional association.

CITY COUNCIL/CITY ATTORNEY RELATIONSHIP

The City Attorney is the legal advisor for the Council, City Manager and Department Heads. The general legal responsibilities of the City Attorney are to:
1) provide legal assistance necessary for formulation and implementation of legislative policies and projects; 2) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations and similar proceedings; 3) prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and 4) to keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the City.

It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole. So, information a Councilmember shares with the City Attorney may be disclosed to the entire Council.

CITY MANAGER/CITY ATTORNEY RELATIONSHIP

The City Attorney provides legal support and advice to the City Manager to assist him/her in implementing City Council policies and exercising his/her authority as the chief executive officer of the City. The City Attorney also keeps the City Manager apprised of current relevant court rulings and legislation. It is important to note that the City Attorney represents the City Council and the City as a whole, not the City Manager as an individual. Therefore, the City Attorney may share confidential information obtained from the City Manager with the City Council if necessary, to protect the best interests of the City.

ACCESS TO INFORMATION AND COMMUNICATIONS FLOW

Objectives: It is the responsibility of staff to ensure Councilmembers access to information from the City and to ensure such information is communicated completely and with candor to those making the request. However, Councilmembers must avoid intrusion into those areas that are the responsibility of staff. Individual Councilmembers may not intervene in staff decision-making, the development of staff

recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Councilmembers, and to allow staff to execute priorities given by management and the entire Council without fear of reprisal.

Access to Information: Individual Councilmembers, as well as the Council as a whole, are generally permitted access to any information requested of staff and shall receive the full cooperation and candor of staff in providing any requested information. Appropriate personnel will pass critical information to all City Councilmembers. Council will always be informed by the City Manager or appropriate staff when a critical or unusual event occurs about which the public would be concerned.

There are limited restrictions when information cannot be provided. There are legal restrictions on the City's ability to release certain personnel information even to members of the City Council. Certain aspects of police department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council. Confidential personnel information also has restrictions on its ability to be released. Any concerns a Councilmember may have regarding the release of information, or the refusal of staff to release information should be discussed with the City Attorney for clarification.

City Councilmembers have a responsibility in this information flow as well. It is critical that they make extensive use of staff and commission reports and commission minutes. Councilmembers should come to meetings prepared – having read the council agenda packet materials and supporting documents, as well as any additional information or memoranda provided on city projects or evolving issues. Additional information may be requested from staff, if necessary.

DISSEMINATION OF INFORMATION

In cases where a staff response to an individual Councilmember request involves written materials which may be of interest to other Councilmembers, the City Manager will provide copies of the material to all other Councilmembers. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council, or of interest to the Council.

STAFF RELATIONSHIPS WITH ADVISORY BODIES

Staff support Hughson committees, boards, and commissions, but advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Manager and City Council. The members of the commission/ board/committee are responsible for the functions of the advisory body.

RESTRICTIONS ON POLITICAL INVOLVEMENT BY STAFF

Local governments are non-partisan entities. Professional staff, as reflected within the principles of Council-City Manager form of government, formulates recommendations in compliance with Council policy and for the good of the community and is not influenced by political factors. For this reason, it is

very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

By working for the City, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Generally, employees have no restrictions while off the job. No participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaign or other activities while in a City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate.

CHAPTER EIGHT - COMMUNICATIONS

OVERVIEW

Councilmembers have regular communications with the general public and communicate with the public to assess community opinions and needs and with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Since the City Council performs as a body (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

SPEAKING FOR "THE CITY"

When members are requested to speak to groups regarding the City policy or the Council's position on an issue, the response should reflect the position of the Council as a whole. When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual member. Of course, a member may clarify their vote on a matter by stating "While I voted against X, the City Council voted in support of it." or "I'm speaking as a citizen and not on behalf of the City." But when asked to discuss the position of the City, the comments should reflect the decision of the council on the matter being discussed.

CORRESPONDENCE FROM COUNCILMEMBERS

Members of the City Council may be called upon to write letters to citizens, businesses or other public agencies. These communications fall into two categories, either the communication is from the City Council, or the Councilmember will be writing simply as an individual member of the City Council.

In the first case, typically the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the City Council. City letterhead is available for this purpose, and staff will assist in the preparation of such correspondence. Official City stationary shall only be used by the Mayor or a designated Councilmember at the direction of the full council or to communicate legislative positions taken by the council in their prior actions on the record. After the City Council has taken a position on an issue, official correspondence should reflect this position.

While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official Council title, and staff support should not be utilized to criticize or condemn the majority action of the City Council. City letterhead and staff support cannot be utilized for personal or political purposes.

When the correspondence is related to City business and your position as an elected official of the City of Hughson, it is appropriate to use your title in correspondence, and City letterhead is available for such use. Personalized City stationary shall only be used by the Mayor and councilmembers for limited purposes related to City business such as thanking citizens or groups for community activities, letters of recommendation for students and others seeking employment or appointment, extending invitations to City- sponsored meetings, extending congratulations or support to citizens or groups for accomplishments, or answering correspondence sent by constituents. When using personalized

stationery, councilmembers should not interpret actions or positions taken by the full council. Members should clearly indicate within their letters that they are not speaking for the City Council as a whole, but for themselves as one member of the City Council.

Importantly, stationary which is purchased by the City may not be used for solicitation of campaign contributions, to advocate positions on local ballot measures or for personal business not related to the City. No councilmember shall use stationary for mass mailings, defined as more than 200 pieces mailed in the same calendar month.

Depending on the substance of the letter, a letter written using your official City title may come under the definition of a public record and copies of such letters must be provided to the City Clerk for inclusion in the official records of the City. A good guideline for this principle is if the content of the letter is such that you are inclined to keep a copy for your records, it is likely also a letter which meets the definition of a public record and should be copied to the City Clerk.

CEREMONIAL DOCUMENTS, PROCLAMATIONS AND RESOLUTIONS

The City of Hughson will consider a request for a proclamation, letter or certificate of appreciation, or resolution of appreciation or commendation from any group or individual, as long as the request has a significant connection to the City and its adopted goals and policies and/or promotes activities taking place in the City of Hughson. Requests for letters or proclamations are subject to approval by and will be prepared by City staff on behalf of the Mayor or the Mayor's designee. Requests for resolutions will be reviewed and placed on the City Council agenda by the Office of the City Manager. If approved, they will be prepared by City staff to be signed by the Mayor. Examples of various categories of ceremonial documents are as follows:

Letters from the Mayor: May be issued for the following:

- New Businesses
- Conferences, conventions or seminars
- Sporting events
- New residents
- Dignitaries
- Prominent individuals

Letters of Congratulations or Celebration: May be issued to individuals or organizations within the City for the following:

- Professional or community celebrations
- Special events sponsored by community partners
- Significant birthdays or marriage anniversaries

Letters of Appreciation: May be issued to individuals or organizations for the following:

- Monetary donations
- In-kind contributions
- Cultural contributions
- Volunteer efforts

Information required: Requestors should indicate the title or nature of the event, the specific date, a brief history of the organization or a biographical outline of the person, and any other pertinent information including an address for the letter.

Mayoral Proclamations: Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy, but a way the City can make special recognition of an event (e.g., Red Ribbon Week). As part of his/her ceremonial responsibilities, the Mayor is charged with the administration of and issuance of proclamations. Individual Councilmembers do not issue proclamations.
Proclamations may be issued for the following:

- Civic celebrations
- Organizations contributing to the economic development of the City
- Issues with widespread community interest with a primary emphasis on requests in support of the stated goals and policies of the City Council.
- Significant community-based events
- Significant anniversaries of City of Hughson based institutions, corporations, community partners, and non-profit organizations
- Fundraisers benefiting the citizens of Hughson

Information required: A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times.

PRESS & NEWS MEDIA RELATIONS

Councilmembers may receive occasional inquiries from the media. Councilmembers who prefer not to respond, should direct media inquiries to the City Manager's office. A Councilmember who does grant an interview cannot discuss confidential information. If there is any question regarding privacy or confidential information, the City Attorney is available to discuss those concerns. An enthusiastic reporter may offer to discuss a matter "off the record", but they have absolutely no obligation to keep such a promise, and likely a duty to their employer to do just the opposite and report the story. Public information is to be freely and openly provided to members of the press, while balancing the interests of the city, and the privacy rights of the citizens and city employees. Response to telephone inquiries should be limited to answering questions if you feel confident you have the information you need to give an accurate response. Should you need more information, it is appropriate to direct the questions to the City Manager or other professional staff. Requests for research or a report requiring additional staff time should be referred to the City Managers' Office.

It is the duty of the City Manager to coordinate press and news media releases on behalf of the City Council. Councilmembers who wish to issue press releases regarding individual issues of concern should be clear in their remarks that they are not speaking for the City Council as a whole. Councilmembers generally find it helpful, and are encouraged, to have the City Manager's office review individual press releases before they are released to the public. Copies of all press releases shall be

forwarded to the City Manager's office and the City Clerk, as they would be considered public records subject to retention rules and disclosure under the Public Records Act.

CHAPTER NINE - LEAVING OFFICE

FILING COUNCIL VACANCIES

Generally, if a vacancy occurs on the City Council during a member's term (e.g., resignation) the Council may appoint an individual to serve the remaining term or call for a special election.

CONFLICTS OF INTEREST WHEN LEAVING OFFICE

A public official may not use his/her official position to influence prospective employment. Government Code Section 87406.3 prohibits elected officials who held a position with the agency from lobbying the agency to take any action within one year of official's department from office or employment. However, the individual MAY appear before the agency with which the official worked if the official is appearing on behalf of another public agency.

LEAGUE OF CALIFORNIA CITIES

The League is an association of all cities in California. It provides many levels of service including the production of educational conferences for local officials, publication of various newsletters and a monthly magazine Western City. The League also has lobbyists on staff who represent the interest of cities before the state legislature and federal government.

Committees having local officials as members are also organized around the interests of City departments (e.g. City Council, City Manager, City Clerk, Fire, Police) to address issues as they arise. The League's website address is *www.cacities.org*. There are several important and useful educational documents on the League's website and members are encouraged to review the materials as often as possible to stay abreast of current issues of importance to California cities.

A valuable resource if you have questions regarding rules of procedure, not included in the adopted council rules, can be found on the League's website. Look for the League publication entitled Rosenburg's Rules of Order Simple Parliamentary Procedure for the 21st Century.

INSTITUTE FOR LOCAL GOVERNMENT

The Institute for Local Government provides information skills and resources to the entire range of city and county officials that result in more effective local governments and stronger communities. The Institute's website address is www.ca-ilg.org. The ILG is the research and education affiliate of the California State Association of Counties and the League of California Cities. Similar to the League of California Cities website, you will find numerous educational guides and publications on the ILG website such as a guide to local planning, Understanding the Basics of Land Use and Planning, and a discussion of city finance in Understanding the Basics of City and County Revenue.

There is also practical advice for conduct at meetings, such as an article on Dealing with Emotional Audiences. The ILG website is a valuable source of information which shouldn't be overlooked.

NATIONAL LEAGUE OF CALIFORNIA CITIES

The National League of Cities is the oldest and largest national organization representing municipal governments throughout the United States. Its mission is to strengthen and promote cities as centers of opportunity, leadership, and governance. Their website address is *www.nlc.org*.

INTERNATIONAL CITY MANAGEMENT ASSOCIATION (ICMA)

ICMA is a professional association of local government chief executives. The association has an extensive list of publications to assist local officials. The Association's Elected Officials Handbook series can be of great value to Councilmembers. Publications have also been developed on every basic city service. ICMA's website address is *www.icma.org*.

LOCAL GOVERNMENT COMMISSION

The Commission is a California-based organization which has focused largely on planning and resource conservation issues. It conducts workshops, offers periodic seminars, and publishes several newsletters. The Commission's website address is *www.lgc.org*.

OTHER REFERENCE MATERIALS ON FILE

Other reference materials which may be of interest are on file with the City Clerk or may be accessed at the below links:

- **The Political Reform Act**
  www.fppc.ca.gov

- **City of Hughson Municipal Code**
  www.hughson.org

- **California Government Codes**
  www.leginfo.ca.gov/calaw/html

APPENDIX A –

City of Hughson Legislative Program

City of Hughson Legislative Program

General Principles

Home Rule
We support self-governance by locally elected officials as provided for in the State's Constitution. Specifically, we feel local governments should control their rights of way, have condemnation authority, be immune from tort liability, and be free to voluntarily cooperate with other public and private entities, as well as State government, to ensure the best level of service for our citizens. We do not support actions at the state level that erode representative democracy or local self-determination.

Annexation
The ability of the City of Hughson to promote and plan for growth is inherent to the ultimate success of our community and Stanislaus County. We support the ability of cities to use their annexation powers as they are currently established in state statute. We oppose any change that limits the authority of cities to grow through annexation.

Rights-of-Way
We oppose any legislation that would restrict the ability of cities to control public property and rights-of-way or the ability of cities to franchise those entities that use the rights-of-way including the implementation of statewide franchises.

Unfunded Mandates
We oppose unfunded mandates. If the state or federal governments seek to promote particular policy objectives, an appropriate level of funding should accompany such mandates.

Environmental/Utilities

Strategy: Infrastructure

- Support federal and state funding targeted towards regional and interregional water resource planning efforts and related land use planning.
- Support measures, which increase water supply through recharging and strengthen the City's rights for use of surface water.
- Support a fiscally and environmentally responsible reauthorization of the Safe Drinking Water Act.
- Support measures that will fund water management improvements.

Strategy: Livable Community

- Support legislation that provides direct funding for conservation and demand reduction projects in city facilities; seek grant or loan funding for essential services (i.e. police/fire, water/wastewater) to purchase new or replace existing back-up generators that are more energy efficient and less polluting.

Strategy: Government Operations

- Support measures that improve water quality within the city/region without lowering MCLs or requiring more monitoring.
- Oppose mandatory groundwater management unless it is reasonable and the management reflects the representative views of all agencies which will be regulated, particularly local government.
- Support legislation that provides local government and agency flexibility in meeting air quality requirements for existing backup generators for sewer, water and storm-pumping facilities.
- Support legislation and increased funding for juvenile crime prevention and abatement programs.
- Support legislation that will reimburse agencies responsible for identifying, tagging and removing waste from illegal drug labs.
- Support legislation that would make Bureau of Narcotics Enforcement Task Force labs available to our jurisdiction for evidence process and drug lab clean-up.
- Support legislation that facilitates local law enforcement ability to acquire the needed Federal Homeland Security funds.
- Support legislation enhancing sentencing and eliminating sentencing consolidation or reductions for those convicted of auto theft.

Public Works/Transportation/Telecommunications

Strategy: Infrastructure

- Support development of state programs that would provide funding for construction of new transportation infrastructure and upgrades within communities experiencing explosive residential growth.
- Support legislation that provides additional funds for infrastructure or which provides options for financing developer requirements.
- Support legislation that enhances resources for local jurisdiction to maintain and operate their infrastructure.
- Support legislation to fund telecommunication planning and implementation.
- Support legislation to fund GIS to better manage regional resources, respond to emergencies and plan for growth.

Strategy: Planning for the Future

- Support State and Federal legislation to reaffirm home rule in oversight and revaluation of telecommunication entities, using public right-of-ways and affecting conditions addressed by local planning and land use policies.

Strategy: Government Operations

- Support legislation that provides increased local control over spending on streets and highways.
- Support legislation that provides additional funding to assist public transit systems in meeting air quality standards.
- Support State legislation that protects current City revenues:
    - SLESF (Supplemental Law Enforcement Services Fund)
    - Vehicle License Fees, Property Taxes, Sales Taxes

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2014-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON APPROVING THE HUGHSON LEGISLATIVE PROGRAM

WHEREAS, a Legislative Program is a tool that the City Council and staff can utilize to support the goals and objectives of the City; and

WHEREAS, development of a Legislative Program provides the opportunity to identify issues and priorities that may be addressed through legislative advocacy; and

WHEREAS, adoption of a Legislative Program enables the City Council and staff to react quickly to most legislative issues as they arise and the document can be provided to State and Federal representatives so they are made aware of the issues that are important to Hughson; and

WHEREAS, legislative issues received by the City of Hughson will be discussed by the Mayor and City Manager and determined whether appropriate for formal City Council consideration and action; and

WHEREAS, the City Council authorizes the Mayor, or designee, to sign letters on behalf of the City Council on proposed legislation based on the adopted Hughson Legislative Program and analysis provided by City staff; and

WHEREAS, the Mayor has the authority on behalf of the City Council to respond to legislative items consistent with the adopted Hughson Legislative Program and considered urgent which is defined as requiring response prior to the next available City Council meeting; and

WHEREAS, the City Manager will be directed to report on such legislative activity on a quarterly basis; and

NOW, THEREFORE BE IT RESOLVED that the following items are approved and adopted by the City Council of the City of Hughson:

1. The City Council approves and adopts the Hughson Legislative Program.
2. The City Council authorizes the Mayor and the City Manager to review legislative matters received by the City and to determine whether such items should be considered by the City Council.
3. The City Council authorizes the Mayor, or designee, to sign letters on behalf of the City Council on proposed legislation consistent with the adopted Hughson Legislative Program.
4. The City Council authorizes the Mayor to respond to urgent legislative items on behalf of the City Council provided the legislative items are consistent with the adopted Hughson Legislative Program.

5. The City Manager is directed to report to the City Council on such legislative activity on a quarterly basis.

PASSED AND ADOPTED by the City Council of the City of Hughson at a regular meeting held on the 24th of March, 2014 by the following roll call vote:

AYES: **Mayor BEEKMAN, CARR, HILL, YOUNG, and SILVA**

NOES: **NONE**

ABSTENTION: **NONE**

ABSENT: **NONE**

MATT BEEKMAN, Mayor

ATTEST:

DOMINQUE SPINALE, Deputy City Clerk

APPENDIX A1 –

Fiscal Year Budget

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2019-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON ADOPTING THE FINAL ANNUAL BUDGET OF THE CITY OF HUGHSON FOR FISCAL YEAR 2019-2020

WHEREAS, the City Manager has submitted the Fiscal Year 2019-2020 Final Budget to the City Council for review and consideration in accordance with established policies and objectives; and

WHEREAS, the Fiscal Year 2019-2020 Budget is based on public comment, significant analysis of the City's needs and direction of the City Council after budget review sessions:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hughson that the Fiscal Year 2019-2020 Final Budget is hereby approved and the General Fund, Special Revenue, Capital Project Funds, Low Income Housing, Debit Service Fund, Enterprise Funds and Redevelopment Agency Funds Budget for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020 is hereby adopted as reflected in Attachment "A", in the total amount of $15,342,906.

PASSED AND ADOPTED, by the City Council of the City of Hughson at its regular meeting held on this 23rd day of September 2019 by the following roll call votes:

AYES: **MAYOR YOUNG, HILL, BUCK, CARR**

NOES: **NONE.**

ABSTENTIONS: **NONE.**

ABSENT: **BAWANAN**

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

FY2019-2020 FINAL BUDGET
ACCOUNT ADJUSTMENT REPORT

ATTACHMENT A

		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
Fund: 100 - GENERAL FUND					
100-1040-43050	PERMIT-OTHER	$ 4,000	$ 4,500	$ 500	Increase based on FY18-19 actual revenue and YTD 19-20
100-1040-44030	FEES-PLAN CHECK	$ 6,800	$ 7,450	$ 650	Increase based on FY18-19 actual revenue and YTD 19-20
100-1040-44310	VIOLATION-ADMINISTRATIVE	$ 240	$ 1,740	$ 1,500	Increase based on revenue received YTD 19-20
100-1045-44210	FINES-PARKING	$ 600	$ 2,700	$ 2,100	Increase based on FY18-19 actual revenue
100-1045-44220	FINES-TRAFFIC	$ 14,336	$ 15,600	$ 1,264	Increase based on FY18-19 actual revenue
100-1045-47050	PUBLIC SAFETY AUGMENTATION	$ 8,832	$ 9,585	$ 753	Increase based on FY18-19 actual revenue
100-9999-40010	TAX-CURRENT PROPERTY	$ 282,836	$ 304,000	$ 21,164	Property Valuation increased 3.1%
100-9999-40030	TAX-OTHER PROPERTY	$ 36,600	$ 37,775	$ 1,175	Property Valuation 3.1%
100-9999-40060	TAX-SB813 SUPPLEMENTAL	$ 4,500	$ 6,000	$ 1,500	Increase based on FY18-19 actual revenue
100-9999-40070	TAX-HOMEOWNERS PROPERTY RELIEF	$ 3,700	$ 4,150	$ 450	Increase based on FY18-19 actual revenue
100-9999-42020	FRANCHISE-GARBAGE	$ 50,000	$ 51,500	$ 1,500	2.5% Garbage Fee Increase
100-9999-42030	FRANCHISE-CABLE T.V.	$ 31,000	$ 26,000	$ (5,000)	Reduced by Phone Franchise Revenue
100-9999-42040	FRANCHISE - PHONE	$ -	$ 7,300	$ 7,300	New Revenue Account for Phone Franchise Revenue
100-1045-44080	FEE-FIREWORK BOOTH	$ -	$ 340	$ 340	Increase based on FY18-19 actual revenue
100-9999-46040	INTEREST EARNED	$ 7,800	$ 9,800	$ 2,000	Increase based on FY18-19 actual revenue
100-9999-46090	REFUND	$ 8,200	$ 9,400	$ 1,200	Increase based on FY18-19 actual revenue
100-9999-46120	MISCELLANEOUS REVENUE	$ 2,000	$ 3,400	$ 1,400	Increase based on FY18-19 actual revenue
100-9999-47510	GRANTS	$ 5,000	$ 80,312	$ 75,312	APCD Grant-2020 Prius and 3 Gem Vehicles
100-9999-49010	TRANSFER IN	$ 180,876	$ 205,560	$ 24,684	Increase due to FY19/20 District budgets transfers in
100-1040-61010	PROFESSIONAL SERVICES	$ 65,000	$ 89,500	$ 24,500	Contract with Harris and Assoc for anaylsis and ballot measure
100-1060-61050	TEMPORARY EMPLOYEE SERVICES	$ -	$ 7,600	$ 7,600	Temp Services for remainder of FY19/20
100-1065-61050	TEMPORARY EMPLOYEE SERVICES	$ 4,500	$ 9,500	$ 5,000	Temp Services for remainder of FY 19/20
100-1075-70040	VEHICLES	$ -	$ 78,072	$ 78,072	Cost of Prius and 3 Gem vehicles is $83,592 ($8,280 split between GF, sewer, & water)
Fund: 210 - SEWER					
210-2110-60030	POSTAGE	$ 11,000	$ 13,500	$ 2,500	Increase based on FY18-19 actual expenses
210-2110-60070	PHONE AND INTERNET	$ 1,000	$ 3,200	$ 2,200	Increase based on FY18-19 actual expenses
210-2110-61010	PROFESSIONAL SERVICES	$ 25,000	$ 73,211	$ 48,211	Contract for Sewer Study-$18,490; Tully Sewer Repair-$29,721
210-2110-70040	VEHICLES	$ -	$ 2,760	$ 2,760	Increase for 1/3 portion of the Prius the grant does not cover
Fund: 215 - SEWER FIXED ASSET REPLACEMENT					
215-7000-46040	INTEREST EARNED	$ 15,075	$ 17,300	$ 2,225	Increase based on FY18-19 actual revenue
215-7000-61010	PROFESSIONAL SERVICES	$ -	$ 50,000	$ 50,000	Contract for analysis of sewer line and update sewer master plan (estimate)
Fund: 220 - SEWER DEV IMPACT FEE					
220-7000-44910	DEVELOPMENT IMPACT FEES	$ 14,305	$ 85,500	$ 71,195	Increase based on revenue received YTD 19-20
220-7000-46040	INTEREST EARNED	$ 4,300	$ 5,890	$ 1,590	Increase based on FY18-19 actual revenue
Fund: 240 - WATER					
240-2410-45100	WATER REVENUE	$ 1,842,324	$ 2,006,114	$ 163,790	8.8% Increase in Water Fees not included in preliminary budget
240-2410-60080	UTILITIES	$ 120,000	$ 127,000	$ 7,000	Increase based on FY18-19 actual expenses
240-2410-60110	UNIFORM AND CLOTHING	$ 4,500	$ 4,700	$ 200	Increase based on FY18-19 actual expenses
240-2410-61010	PROFESSIONAL SERVICES	$ 65,000	$ 75,000	$ 10,000	Increase based on FY18-19 actual expenses
240-2410-61040	IT SERVICES	$ 16,500	$ 18,000	$ 1,500	Increase based on FY18-19 actual expenses
240-2410-62020	MAINTENANCE VEHICLES	$ 1,000	$ 4,100	$ 3,100	Increase based on FY18-19 actual expenses
240-2410-70040	VEHICLES	$ -	$ 2,760	$ 2,760	Increase for 1/3 portion of the Prius the grant does not cover

FY2019-2020 FINAL BUDGET
ACCOUNT ADJUSTMENT REPORT

		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
Fund: 250 - WATER DEV IMPACT FEE					
250-7000-44910	DEVELOPMENT IMPACT FEES	$ 7,500	$ 31,000	$ 23,500	Increase based on revenue received YTD 19-20
Fund: 255 - WATER FIXED ASSET REPLACEMENT					
255-7000-47080	STATE REVOLVING FUND	$ 1,836,250	$ 4,817,769	$ 2,981,519	Increase based on reimbursement pending for Phase I & Phase II contingency
255-7000-71030	WELL #9	$ 1,836,250	$ 4,817,769	$ 2,981,519	Cost of what is left to pay on Well #9 Phase I and Phase II contingency
Fund: 310 - GARBAGE					
310-3110-45010	GARBAGE SERVICE REVENUE	$ 531,380	$ 544,755	$ 13,375	2.5% Increase in garbage rates
310-3110-46040	INTEREST EARNED	$ -	$ 420	$ 420	Increase based on FY18-19 interest earned
310-3110-61010	PROFESSIONAL SERVICES	$ 488,650	$ 501,175	$ 12,525	Increased expense based on increased garbage revenue anticipated
310-3110-61030	FRANCHISE FEE	$ 42,500	$ 43,770	$ 1,270	Increased expense based on increased garbage revenue anticipated
Fund: 320 - GAS TAX 2103					
320-8000-46040	INTEREST EARNED	$ (400)	$ 400	$ 800	Increase due to Interest earned entered as a negative in Preliminary
Fund: 370 - COMMUNITY ENHANCEMENT DEV IMPACT FEE					
370-7000-44910	DEVELOPMENT IMPACT FEES	$ 1,500	$ 8,100	$ 6,600	Increase based on revenue received YTD 19-20
Fund: 410 - LOCAL TRANSPORATION					
410-8000-60080	UTILITIES	$ -	$ 20,000	$ 20,000	Increase due to this Fund not budgeted in Preliminary
Fund: 425 - PUBLIC WORKS STREET PROJECTS - CDBG					
425-8000-47580	GRANT-CDBG-WALKER LANE	$ -	$ 379,000	$ 379,000	Budget for CDBG project Council approved
425-8000-80580	WALKER LANE	$ -	$ 379,000	$ 379,000	Budget for CDBG project Council approved
Fund: 450 - STORM DRAIN DEV IMPACT FEE					
450-7000-44910	DEVELOPMENT IMPACT FEES	$ 10,000	$ 25,000	$ 15,000	Increase based on revenue received YTD 19-20
Fund: 451 - PUBLIC FACIILITY DEV IMPACT FEE					
451-7000-44910	DEVELOPMENT IMPACT FEES	$ 12,000	$ 25,000	$ 13,000	Increase based on revenue received YTD 19-20
451-7000-61010	PROFESSIONAL SERVICES	$ 1,863	$ 75,363	$ 73,500	Cameras at City Hall and Corp Yard - $7,500; Lenel Access Control Solution at City Hall, Corp Yard, WWTP - $66,000 (Budget estimate)
Fund: 452 - PUBLIC FACILITY STREETS DEV IMPACT FEE					
452-8000-44910	DEVELOPMENT IMPACT FEES	$ 15,000	$ 35,000	$ 20,000	Increase based on revenue received YTD 19-20
Fund: 453 - PARK DEV IMPACT FEE					
453-7000-44910	DEVELOPMENT IMPACT FEES	$ 3,500	$ 21,350	$ 17,850	Increase based on revenue received YTD 19-20
453-7000-61010	PROFESSIONAL SERVICES	$ 1,863	$ 7,863	$ 6,000	Park Commission request for a fence around the Starn Park Tot Lot-Safety
Fund: 454 - PARKLAND IN LIEU					
454-7000-44910	DEVELOPMENT IMPACT FEES	$ 2,500	$ 15,930	$ 13,430	Increase based on revenue received YTD 19-20
454-7000-46040	INTEREST EARNED	$ -	$ 500	$ 500	Increase based on FY18-19 actual revenue
Fund: 530 - BRITTANY WOODS- LLD					
530-3405-41030	DIRECT ASSESSMENTS	$ -	$ 8,018	$ 8,018	LLD / BAD / CFD Budgets approved by City Council on July 22, 2019

FY2019-2020 FINAL BUDGET
ACCOUNT ADJUSTMENT REPORT

		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
530-3405-50010	SALARIES-REGULAR	$ -	$ 3,456	$ 3,456	
530-3405-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 300	$ 300	
530-3405-51020	MEDICAL INSURANCE	$ -	$ 500	$ 500	
530-3405-51030	UNEMPLOYMENT INSURANCE	$ -	$ 24	$ 24	
530-3405-51040	WORKERS' COMPENSATION	$ -	$ 410	$ 410	
530-3405-51050	LIFE INSURANCE	$ -	$ 30	$ 30	
530-3405-51060	DENTAL INSURANCE	$ -	$ 40	$ 40	
530-3405-51070	MEDICARE TAX	$ -	$ 50	$ 50	
530-3405-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	
530-3405-60080	UTILITIES	$ -	$ 3,200	$ 3,200	
530-3405-64040	MISCELLANEOUS	$ -	$ 2,699	$ 2,894	
530-3405-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	
Fund: 531 - CENTRAL HUGHSON 2- LLD					
531-3410-41030	DIRECT ASSESSMENTS	$ -	$ 14,576	$ 14,576	
531-3410-50010	SALARIES-REGULAR	$ -	$ 1,614	$ 1,614	
531-3410-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 300	$ 300	
531-3410-51020	MEDICAL INSURANCE	$ -	$ 400	$ 400	
531-3410-51030	UNEMPLOYMENT INSURANCE	$ -	$ 30	$ 30	
531-3410-51040	WORKERS' COMPENSATION	$ -	$ 350	$ 350	
531-3410-51050	LIFE INSURANCE	$ -	$ 30	$ 30	
531-3410-51060	DENTAL INSURANCE	$ -	$ 30	$ 30	
531-3410-51070	MEDICARE TAX	$ -	$ 50	$ 50	
531-3410-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	
531-3410-60080	UTILITIES	$ -	$ 750	$ 750	
531-3410-64040	MISCELLANEOUS	$ -	$ 5,916	$ 5,916	
531-3410-66000	TRANSFER OUT	$ -	$ 1,477	$ 1,477	
Fund: 532 - FEATHERS GLEN					
532-3415-41030	DIRECT ASSESSMENTS	$ -	$ 18,670	$ 18,670	
532-3415-50010	SALARIES-REGULAR	$ -	$ 8,979	$ 8,979	
532-3415-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 100	$ 100	
532-3415-51020	MEDICAL INSURANCE	$ -	$ 1,600	$ 1,600	
532-3415-51030	UNEMPLOYMENT INSURANCE	$ -	$ 80	$ 80	
532-3415-51040	WORKERS' COMPENSATION	$ -	$ 1,300	$ 1,300	
532-3415-51050	LIFE INSURANCE	$ -	$ 100	$ 100	
532-3415-51060	DENTAL INSURANCE	$ -	$ 150	$ 150	
532-3415-51070	MEDICARE TAX	$ -	$ 200	$ 200	
532-3415-51080	DEFERRED COMPENSATION	$ -	$ 75	$ 75	
532-3415-60080	UTILITIES	$ -	$ 840	$ 840	
532-3415-64040	MISCELLANEOUS	$ -	$ 7,956	$ 7,956	
532-3415-66000	TRANSFER OUT	$ -	$ 2,557	$ 2,557	
Fund: 533 - FONTANA RANCH NORTH- LLD					
533-3420-41030	DIRECT ASSESSMENTS	$ -	$ 22,703	$ 22,703	
533-3420-50010	SALARIES-REGULAR	$ -	$ 1,872	$ 1,872	
533-3420-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 200	$ 200	

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		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
533-3420-51020	MEDICAL INSURANCE	$ -	$ 300	$ 300	
533-3420-51030	UNEMPLOYMENT INSURANCE	$ -	$ 20	$ 20	
533-3420-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
533-3420-51050	LIFE INSURANCE	$ -	$ 20	$ 20	
533-3420-51060	DENTAL INSURANCE	$ -	$ 40	$ 40	
533-3420-51070	MEDICARE TAX	$ -	$ 50	$ 50	
533-3420-51080	DEFERRED COMPENSATION	$ -	$ 10	$ 10	
533-3420-60080	UTILITIES	$ -	$ 5,880	$ 5,880	
533-3420-64040	MISCELLANEOUS	$ -	$ 6,808	$ 6,808	
533-3420-66000	TRANSFER OUT	$ -	$ 2,339	$ 2,339	
Fund: 534 - FONTANA RANCH SOUTH- LLD					
534-3425-41030	DIRECT ASSESSMENTS	$ -	$ 14,492	$ 14,492	
534-3425-50010	SALARIES-REGULAR	$ -	$ 1,872	$ 1,872	
534-3425-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 200	$ 200	
534-3425-51020	MEDICAL INSURANCE	$ -	$ 300	$ 300	
534-3425-51030	UNEMPLOYMENT INSURANCE	$ -	$ 20	$ 20	
534-3425-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
534-3425-51050	LIFE INSURANCE	$ -	$ 20	$ 20	
534-3425-51060	DENTAL INSURANCE	$ -	$ 40	$ 40	
534-3425-51070	MEDICARE TAX	$ -	$ 50	$ 50	
534-3425-51080	DEFERRED COMPENSATION	$ -	$ 10	$ 10	
534-3425-60080	UTILITIES	$ -	$ 4,666	$ 4,666	
534-3425-64040	MISCELLANEOUS	$ -	$ 3,555	$ 3,555	
534-3425-66000	TRANSFER OUT	$ -	$ 2,339	$ 2,339	
Fund: 535 - RHAPSODY I - LLD					
535-3430-41030	DIRECT ASSESSMENTS	$ -	$ 6,749	$ 6,749	
535-3430-50010	SALARIES-REGULAR	$ -	$ 1,872	$ 1,872	
535-3430-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 200	$ 200	
535-3430-51020	MEDICAL INSURANCE	$ -	$ 300	$ 300	
535-3430-51030	UNEMPLOYMENT INSURANCE	$ -	$ 20	$ 20	
535-3430-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
535-3430-51050	LIFE INSURANCE	$ -	$ 20	$ 20	
535-3430-51060	DENTAL INSURANCE	$ -	$ 40	$ 40	
535-3430-51070	MEDICARE TAX	$ -	$ 50	$ 50	
535-3430-51080	DEFERRED COMPENSATION	$ -	$ 10	$ 10	
535-3430-60080	UTILITIES	$ -	$ 2,000	$ 2,000	
535-3430-64040	MISCELLANEOUS	$ -	$ 2,627	$ 2,627	
535-3430-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	
Fund: 536 - RHAPSODY 2- LLD					
536-3435-41030	DIRECT ASSESSMENTS	$ -	$ 13,830	$ 13,830	
536-3435-50010	SALARIES-REGULAR	$ -	$ 1,872	$ 1,872	
536-3435-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 200	$ 200	
536-3435-51020	MEDICAL INSURANCE	$ -	$ 300	$ 300	
536-3435-51030	UNEMPLOYMENT INSURANCE	$ -	$ 20	$ 20	

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		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
536-3435-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
536-3435-51050	LIFE INSURANCE	$ -	$ 20	$ 20	
536-3435-51060	DENTAL INSURANCE	$ -	$ 40	$ 40	
536-3435-51070	MEDICARE TAX	$ -	$ 50	$ 50	
536-3435-51080	DEFERRED COMPENSATION	$ -	$ 10	$ 10	
536-3435-60080	UTILITIES	$ -	$ 4,432	$ 4,432	
536-3435-64040	MISCELLANEOUS	$ -	$ 2,849	$ 2,849	
536-3435-66000	TRANSFER OUT	$ -	$ 1,554	$ 1,554	
Fund: 537 - SANTA FE ESTATES 1 - LLD					
537-3440-41030	DIRECT ASSESSMENTS	$ -	$ 7,220	$ 7,220	
537-3440-50010	SALARIES-REGULAR	$ -	$ 13,781	$ 13,781	
537-3440-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 1,000	$ 1,000	
537-3440-51020	MEDICAL INSURANCE	$ -	$ 1,600	$ 1,600	
537-3440-51030	UNEMPLOYMENT INSURANCE	$ -	$ 80	$ 80	
537-3440-51040	WORKERS' COMPENSATION	$ -	$ 1,300	$ 1,300	
537-3440-51050	LIFE INSURANCE	$ -	$ 100	$ 100	
537-3440-51060	DENTAL INSURANCE	$ -	$ 150	$ 150	
537-3440-51070	MEDICARE TAX	$ -	$ 200	$ 200	
537-3440-51080	DEFERRED COMPENSATION	$ -	$ 75	$ 75	
537-3440-60080	UTILITIES	$ -	$ 5,183	$ 5,183	
537-3440-64040	MISCELLANEOUS	$ -	$ 1,555	$ 1,555	
537-3440-66000	TRANSFER OUT	$ -	$ 500	$ 500	
Fund: 538 - SANTA FE ESTATES 2 - LLD					
538-3445-41030	DIRECT ASSESSMENTS	$ -	$ 6,610	$ 6,610	
538-3445-50010	SALARIES-REGULAR	$ -	$ 7,806	$ 7,806	
538-3445-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 1,000	$ 1,000	
538-3445-51020	MEDICAL INSURANCE	$ -	$ 1,600	$ 1,600	
538-3445-51030	UNEMPLOYMENT INSURANCE	$ -	$ 80	$ 80	
538-3445-51040	WORKERS' COMPENSATION	$ -	$ 1,300	$ 1,300	
538-3445-51050	LIFE INSURANCE	$ -	$ 100	$ 100	
538-3445-51060	DENTAL INSURANCE	$ -	$ 150	$ 150	
538-3445-51070	MEDICARE TAX	$ -	$ 200	$ 200	
538-3445-51080	DEFERRED COMPENSATION	$ -	$ 75	$ 75	
538-3445-60080	UTILITIES	$ -	$ 3,541	$ 3,541	
538-3445-64040	MISCELLANEOUS	$ -	$ 3,149	$ 3,149	
538-3445-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	
Fund: 539 - STARN ESTATES - LLD					
539-3450-41030	DIRECT ASSESSMENTS	$ -	$ 7,645	$ 7,645	
539-3450-50010	SALARIES-REGULAR	$ -	$ 1,701	$ 1,701	
539-3450-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 250	$ 250	
539-3450-51020	MEDICAL INSURANCE	$ -	$ 400	$ 400	
539-3450-51030	UNEMPLOYMENT INSURANCE	$ -	$ 40	$ 40	
539-3450-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
539-3450-51050	LIFE INSURANCE	$ -	$ 20	$ 20	

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		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
539-3450-51060	DENTAL INSURANCE	$ -	$ 30	$ 30	
539-3450-51070	MEDICARE TAX	$ -	$ 50	$ 50	
539-3450-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	
539-3450-60080	UTILITIES	$ -	$ 1,877	$ 1,877	
539-3450-60120	SMALL TOOLS	$ -	$ 2,149	$ 2,149	
539-3450-64040	MISCELLANEOUS	$ -	$ 62	$ 62	
539-3450-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	
Fund: 540 - STERLING GLEN 3 - LLD					
540-3455-41030	DIRECT ASSESSMENTS	$ -	$ 21,704	$ 21,704	
540-3455-50010	SALARIES-REGULAR	$ -	$ 4,943	$ 4,943	
540-3455-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 600	$ 600	
540-3455-51020	MEDICAL INSURANCE	$ -	$ 800	$ 800	
540-3455-51030	UNEMPLOYMENT INSURANCE	$ -	$ 50	$ 50	
540-3455-51040	WORKERS' COMPENSATION	$ -	$ 650	$ 650	
540-3455-51050	LIFE INSURANCE	$ -	$ 50	$ 50	
540-3455-51060	DENTAL INSURANCE	$ -	$ 60	$ 60	
540-3455-51070	MEDICARE TAX	$ -	$ 80	$ 80	
540-3455-51080	DEFERRED COMPENSATION	$ -	$ 50	$ 50	
540-3455-60080	UTILITIES	$ -	$ 4,371	$ 4,371	
540-3455-64040	MISCELLANEOUS	$ -	$ 7,826	$ 7,826	
540-3455-66000	TRANSFER OUT	$ -	$ 2,597	$ 2,597	
Fund: 541 - SUNGLOW - LLD					
541-3460-41030	DIRECT ASSESSMENTS	$ -	$ 9,631	$ 9,631	
541-3460-50010	SALARIES-REGULAR	$ -	$ 3,671	$ 3,671	
541-3460-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 500	$ 500	
541-3460-51020	MEDICAL INSURANCE	$ -	$ 700	$ 700	
541-3460-51030	UNEMPLOYMENT INSURANCE	$ -	$ 40	$ 40	
541-3460-51040	WORKERS' COMPENSATION	$ -	$ 600	$ 600	
541-3460-51050	LIFE INSURANCE	$ -	$ 50	$ 50	
541-3460-51060	DENTAL INSURANCE	$ -	$ 50	$ 50	
541-3460-51070	MEDICARE TAX	$ -	$ 70	$ 70	
541-3460-51080	DEFERRED COMPENSATION	$ -	$ 30	$ 30	
541-3460-60080	UTILITIES	$ -	$ 1,539	$ 1,539	
541-3460-64040	MISCELLANEOUS	$ -	$ 2,650	$ 2,650	
541-3460-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	
Fund: 542 - WALNUT HAVEN 3 - LLD					
542-3465-41030	DIRECT ASSESSMENTS	$ -	$ 5,922	$ 5,922	
542-3465-50010	SALARIES-REGULAR	$ -	$ 4,163	$ 4,163	
542-3465-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 350	$ 350	
542-3465-51020	MEDICAL INSURANCE	$ -	$ 500	$ 500	
542-3465-51030	UNEMPLOYMENT INSURANCE	$ -	$ 40	$ 40	
542-3465-51040	WORKERS' COMPENSATION	$ -	$ 450	$ 450	
542-3465-51050	LIFE INSURANCE	$ -	$ 40	$ 40	
542-3465-51060	DENTAL INSURANCE	$ -	$ 50	$ 50	

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		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
542-3465-51070	MEDICARE TAX	$ -	$ 50	$ 50	
542-3465-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	
542-3465-60080	UTILITIES	$ -	$ 3,020	$ 3,020	
542-3465-64040	MISCELLANEOUS	$ -	$ 1,578	$ 1,578	
542-3465-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	
Fund: 550 - CENTRAL HUGHSON 2 - BAD					
550-3505-41030	DIRECT ASSESSMENTS	$ -	$ 8,298	$ 8,298	
550-3505-50010	SALARIES-REGULAR	$ -	$ 1,764	$ 1,764	
550-3505-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 250	$ 250	
550-3505-51020	MEDICAL INSURANCE	$ -	$ 400	$ 400	
550-3505-51030	UNEMPLOYMENT INSURANCE	$ -	$ 40	$ 40	
550-3505-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
550-3505-51050	LIFE INSURANCE	$ -	$ 20	$ 20	
550-3505-51060	DENTAL INSURANCE	$ -	$ 30	$ 30	
550-3505-51070	MEDICARE TAX	$ -	$ 50	$ 50	
550-3505-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	
550-3505-64040	MISCELLANEOUS	$ -	$ 9,783	$ 9,783	
550-3505-66000	TRANSFER OUT	$ -	$ 3,226	$ 3,226	
Fund: 551 - FEATHERS GLEN - BAD					
551-3510-41030	DIRECT ASSESSMENTS	$ -	$ 10,987	$ 10,987	
551-3510-50010	SALARIES-REGULAR	$ -	$ 5,066	$ 5,066	
551-3510-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 800	$ 800	
551-3510-51020	MEDICAL INSURANCE	$ -	$ 1,400	$ 1,400	
551-3510-51030	UNEMPLOYMENT INSURANCE	$ -	$ 70	$ 70	
551-3510-51040	WORKERS' COMPENSATION	$ -	$ 1,100	$ 1,100	
551-3510-51050	LIFE INSURANCE	$ -	$ 75	$ 75	
551-3510-51060	DENTAL INSURANCE	$ -	$ 100	$ 100	
551-3510-51070	MEDICARE TAX	$ -	$ 100	$ 100	
551-3510-51080	DEFERRED COMPENSATION	$ -	$ 50	$ 50	
551-3510-64040	MISCELLANEOUS	$ -	$ 3,261	$ 3,261	
551-3510-66000	TRANSFER OUT	$ -	$ 2,235	$ 2,235	
Fund: 552 - FONTANA RANCH NORTH BAD					
552-3515-41030	DIRECT ASSESSMENTS	$ -	$ 23,613	$ 23,613	
552-3515-50010	SALARIES-REGULAR	$ -	$ 10,073	$ 10,073	
552-3515-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 300	$ 300	
552-3515-51020	MEDICAL INSURANCE	$ -	$ 600	$ 600	
552-3515-51030	UNEMPLOYMENT INSURANCE	$ -	$ 20	$ 20	
552-3515-51040	WORKERS' COMPENSATION	$ -	$ 500	$ 500	
552-3515-51050	LIFE INSURANCE	$ -	$ 30	$ 30	
552-3515-51060	DENTAL INSURANCE	$ -	$ 50	$ 50	
552-3515-51070	MEDICARE TAX	$ -	$ 50	$ 50	
552-3515-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	
552-3515-60080	UTILITIES	$ -	$ 5,880	$ 5,880	
552-3515-64040	MISCELLANEOUS	$ -	$ 5,811	$ 5,811	

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		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
552-3515-66000	TRANSFER OUT	$ -	$ 2,339	$ 2,339	
552-3515-70050	OTHER EQUIPMENT	$ -	$ 2,500	$ 2,500	
Fund: 553 - FONTANA RANCH SOUTH - BAD					
553-3520-41030	DIRECT ASSESSMENTS	$ -	$ 12,799	$ 12,799	
553-3520-50010	SALARIES-REGULAR	$ -	$ 7,474	$ 7,474	
553-3520-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 1,300	$ 1,300	
553-3520-51020	MEDICAL INSURANCE	$ -	$ 2,100	$ 2,100	
553-3520-51030	UNEMPLOYMENT INSURANCE	$ -	$ 150	$ 150	
553-3520-51040	WORKERS' COMPENSATION	$ -	$ 1,800	$ 1,800	
553-3520-51050	LIFE INSURANCE	$ -	$ 150	$ 150	
553-3520-51060	DENTAL INSURANCE	$ -	$ 20	$ 20	
553-3520-51070	MEDICARE TAX	$ -	$ 20	$ 20	
553-3520-51080	DEFERRED COMPENSATION	$ -	$ 75	$ 75	
553-3520-60080	UTILITIES	$ -	$ 4,666	$ 4,666	
553-3520-64040	MISCELLANEOUS	$ -	$ 5,184	$ 5,184	
553-3520-66000	TRANSFER OUT	$ -	$ 2,339	$ 2,339	
553-3520-70050	OTHER EQUIPMENT	$ -	$ 2,500	$ 2,500	
Fund: 554 - STERLING GLEN 3 - BAD					
554-3525-41030	DIRECT ASSESSMENTS	$ -	$ 14,940	$ 14,940	
554-3525-50010	SALARIES-REGULAR	$ -	$ 2,023	$ 2,023	
554-3525-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 400	$ 400	
554-3525-51020	MEDICAL INSURANCE	$ -	$ 700	$ 700	
554-3525-51030	UNEMPLOYMENT INSURANCE	$ -	$ 40	$ 40	
554-3525-51040	WORKERS' COMPENSATION	$ -	$ 600	$ 600	
554-3525-51050	LIFE INSURANCE	$ -	$ 50	$ 50	
554-3525-51060	DENTAL INSURANCE	$ -	$ 50	$ 50	
554-3525-51070	MEDICARE TAX	$ -	$ 70	$ 70	
554-3525-51080	DEFERRED COMPENSATION	$ -	$ 30	$ 30	
554-3525-64040	MISCELLANEOUS	$ -	$ 9,583	$ 9,583	
554-3525-66000	TRANSFER OUT	$ -	$ 2,339	$ 2,339	
Fund: 560 - PROVINCE PLACE COMMUNITY FACILITIES DISTRICT					
560-3605-41030	DIRECT ASSESSMENTS	$ -	$ 10,794	$ 10,794	
560-3605-50010	SALARIES-REGULAR	$ -	$ 1,029	$ 1,029	
560-3605-51010	PUBLIC EMPLOYEES RETIREMENT SYSTEM	$ -	$ 200	$ 200	
560-3605-51020	MEDICAL INSURANCE	$ -	$ 350	$ 350	
560-3605-51030	UNEMPLOYMENT INSURANCE	$ -	$ 20	$ 20	
560-3605-51040	WORKERS' COMPENSATION	$ -	$ 250	$ 250	
560-3605-51050	LIFE INSURANCE	$ -	$ 25	$ 25	
560-3605-51060	DENTAL INSURANCE	$ -	$ 25	$ 25	
560-3605-51070	MEDICARE TAX	$ -	$ 50	$ 50	
560-3605-51080	DEFERRED COMPENSATION	$ -	$ 20	$ 20	

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		FY2019-2020 PRELIMINARY	FY2019-2020 FINAL	INCREASE / DECREASE	NOTES
560-3605-60080	UTILITIES	$ -	$ 1,000	$ 1,000	
560-3605-61010	PROFESSIONAL SERVICES	$ -	$ 1,000	$ 1,000	
560-3605-64040	MISCELLANEOUS	$ -	$ 6,711	$ 6,711	
560-3605-66000	TRANSFER OUT	$ -	$ 1,500	$ 1,500	

GENERAL FUND						
FISCAL YEAR 2019-2020						
FINAL BUDGET SUMMARY				FY2019-2020 FINAL COMPARISON TO PRELIMINARY		
	FY2018-2019	FY2019-2020	FY2019-2020	Increase		
Fund: 100 - GENERAL FUND	MID YEAR	PRELIMINARY	FINAL	(Decrease)	%	NOTES
Department:						
1005 - LEGISLATIVE	$ 35,540.00	$ 35,795.00	$ 35,795.00	$ -	0.00%	
1010 - CITY MANAGER	$ 232,262.00	$ 241,117.00	$ 241,117.00	$ -	0.00%	
1015 - CITY TREASURER	$ 1,292.00	$ 1,292.00	$ 1,292.00	$ -	0.00%	
1020 - LEGAL SERVICES	$ 90,000.00	$ 90,000.00	$ 90,000.00	$ -	0.00%	
1025 - FINANCE	$ 291,404.00	$ 307,336.00	$ 307,336.00	$ -	0.00%	
1030 - HUMAN RESOURCES/RISK MANAGEMENT	$ 350.00	$ -	$ -	$ -	0.00%	
1035 - CITY CLERK	$ 68,938.00	$ 76,352.00	$ 76,352.00	$ -	0.00%	
1040 - PLANNING/BUILDING	$ 206,559.00	$ 268,958.00	$ 293,458.00	$ 24,500	9.11%	Contract for LLD/BAD analysis and Ballot measure
1045 - POLICE SERVICES	$ 1,357,868.00	$ 1,346,896.00	$ 1,346,896.00	$ -	0.00%	
1050 - ANIMAL CONTROL	$ 39,222.00	$ 46,738.00	$ 46,738.00	$ -	0.00%	
1055 - PUBLIC WORKS	$ 60,299.00	$ 68,100.00	$ 68,100.00	$ -	0.00%	
1060 - BUILDINGS AND GROUNDS	$ 59,462.00	$ 65,265.00	$ 72,865.00	$ 7,600	11.64%	Temporary Labor for remaining of Fiscal Year
1065 - PARKS AND RECREATION	$ 96,995.00	$ 92,542.00	$ 97,542.00	$ 5,000	5.40%	Temporary Labor for remaining of Fiscal Year
1070 - STREET MAINTENANCE	$ 124,161.00	$ 97,544.00	$ 97,544.00	$ -	0.00%	
1075 - FLEET MAINTENANCE	$ 17,200.00	$ 17,500.00	$ 95,572.00	$ 78,072	446.13%	1 Prius and 3 Gem vehicles w/$75,312 APCD Grant
9999 - NON DEPARTMENTAL	$ 121,600.00	$ 157,060.00	$ 157,060.00	$ -	0.00%	
EXPENDITURES	**$ 2,803,152.00**	**$ 2,912,495.00**	**$ 3,027,667.00**	**$ 115,172**	3.95%	
REVENUES	**$ 2,806,097.00**	**$ 2,903,143.00**	**$ 3,042,934.00**	**$ 139,791**	4.82%	
ONE TIME USE OF GENERAL FUND		**$ 12,878.00**	**$ 12,878.00**			One time cost to repay Stanislaus County for Property Tax Overpayment; however, $4306.37
DIFFERENCE	**$ 2,945.00**	**$ 3,526.00**	**$ 28,145.00**	**$ 24,619.00**		is the amount that we believe the City owes for the last three Fiscal Years.

Hughson

General Fund Revenue

Budget Comparison Report

Account Summary

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 100 - GENERAL FUND								
Revenue								
100-1025-43010	BUSINESS LICENSES	26,000.00	26,979.00	1,068.00	26,000.00	26,000.00	0.00	0.00%
100-1025-43040	PERMIT-YARD SALE	300.00	490.00	65.00	500.00	500.00	0.00	0.00%
100-1040-43020	PERMITS-BUILDING	50,000.00	28,619.32	22,425.13	27,000.00	27,000.00	0.00	0.00%
100-1040-43030	PERMITS-ENCROACHMENT	3,950.00	1,450.00	580.00	1,500.00	1,500.00	0.00	0.00%
100-1040-43050	PERMIT-OTHER	1,000.00	4,132.92	4,578.28	4,000.00	4,500.00	500.00	12.50%
100-1040-44030	FEES-PLAN CHECK	10,000.00	7,449.74	6,188.06	6,800.00	7,450.00	650.00	9.56%
100-1040-44310	VIOLATION-ADMINISTRATIVE	2,000.00	200.00	1,500.00	240.00	1,740.00	1,500.00	625.00%
100-1040-44320	VIOLATION-BUILDING CODE	500.00	25.00	0.00	30.00	30.00	0.00	0.00%
100-1040-44410	PLANNING REVENUE	500.00	914.00	7,423.00	1,097.00	1,097.00	0.00	0.00%
100-1040-46050	FEE-STANISLAUS COUNTY PFF AI	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1045-44010	FEES-BOOKING	400.00	192.34	0.00	231.00	231.00	0.00	0.00%
100-1045-44060	FEES-VEHICLE RELEASE	5,000.00	9,915.00	2,100.00	9,738.00	9,738.00	0.00	0.00%
100-1045-44080	FEE-FIREWORK BOOTH	0.00	255.00	85.00	0.00	340.00	340.00	0.00%
100-1045-44210	FINES-PARKING	3,000.00	2,702.08	0.00	600.00	2,700.00	2,100.00	350.00%
100-1045-44220	FINES-TRAFFIC	20,000.00	15,611.97	0.00	14,336.00	15,600.00	1,264.00	8.82%
100-1045-47050	PUBLIC SAFETY AUGMENTATION	9,200.00	9,585.61	905.05	8,832.00	9,585.00	753.00	8.53%
100-1065-46020	RENTAL REVENUE	18,000.00	17,323.59	3,324.00	18,616.00	18,616.00	0.00	0.00%
100-1065-47520	GRANT-TIRE AMNESTY	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-9999-40010	TAX-CURRENT PROPERTY	275,400.00	292,287.30	0.00	282,836.00	304,000.00	21,164.00	7.48%
100-9999-40030	TAX-OTHER PROPERTY	35,000.00	36,639.31	0.00	36,600.00	37,775.00	1,175.00	3.21%
100-9999-40040	TAX-PROPERTY TRANSFER	20,000.00	16,373.73	1,973.39	21,000.00	21,000.00	0.00	0.00%
100-9999-40050	TAX-VLF IN LIEU	665,000.00	666,831.00	0.00	706,841.00	706,840.00	-1.00	0.00%
100-9999-40060	TAX-SB813 SUPPLEMENTAL	4,500.00	5,985.58	0.00	4,500.00	6,000.00	1,500.00	33.33%
100-9999-40070	TAX-HOMEOWNERS PROPERTY I	1,000.00	4,145.29	0.00	3,700.00	4,150.00	450.00	12.16%
100-9999-40080	TAX-FHA IN LIEU	0.00	120.21	0.00	120.00	120.00	0.00	0.00%
100-9999-41010	TAX-SALES	938,000.00	1,021,316.63	0.00	1,000,000.00	1,000,000.00	0.00	0.00%
100-9999-42010	FRANCHISE-GAS UTILITY	17,000.00	29,095.98	0.00	30,000.00	30,000.00	0.00	0.00%
100-9999-42020	FRANCHISE-GARBAGE	50,000.00	50,267.22	2,459.18	50,000.00	51,500.00	1,500.00	3.00%
100-9999-42030	FRANCHISE-CABLE T.V.	31,000.00	25,813.71	0.00	31,000.00	26,000.00	-5,000.00	-16.13%
100-9999-42040	FRANCHISE - PHONE	0.00	7,278.94	2,495.61	0.00	7,300.00	7,300.00	0.00%
100-9999-44040	FEE-RETURNED CHECK	1,500.00	1,310.00	125.00	1,500.00	1,500.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-9999-46010	SALE OF DOCUMENTS	100.00	160.60	37.40	150.00	150.00	0.00	0.00%
100-9999-46040	INTEREST EARNED	4,000.00	9,615.06	832.01	7,800.00	9,800.00	2,000.00	25.64%
100-9999-46080	PENALTIES	6,370.00	8,934.21	2,264.00	9,000.00	9,000.00	0.00	0.00%
100-9999-46090	REFUND	14,000.00	9,396.73	1,254.22	8,200.00	9,400.00	1,200.00	14.63%
100-9999-46110	SUNDRY REVENUES	500.00	115.44	461.60	500.00	500.00	0.00	0.00%
100-9999-46120	MISCELLANEOUS REVENUE	12,000.00	3,401.81	695.16	2,000.00	3,400.00	1,400.00	70.00%
100-9999-47510	GRANTS	5,000.00	5,000.00	0.00	5,000.00	80,312.00	75,312.00	1,506.24%
100-9999-49010	TRANSFER IN	170,877.00	170,877.00	0.00	180,876.00	205,560.00	24,684.00	13.65%
100-9999-49020	QUASI-EXTERNAL TRANSACTION	402,000.00	402,000.00	0.00	402,000.00	402,000.00	0.00	0.00%
	Total Revenue:	**2,806,097.00**	**2,892,811.32**	**62,839.09**	**2,903,143.00**	**3,042,934.00**	**139,791.00**	**4.82%**
	Total Fund: 100 - GENERAL FUND:	**2,806,097.00**	**2,892,811.32**	**62,839.09**	**2,903,143.00**	**3,042,934.00**	**139,791.00**	**4.82%**
	Report Total:	**2,806,097.00**	**2,892,811.32**	**62,839.09**	**2,903,143.00**	**3,042,934.00**	**139,791.00**	**4.82%**

Group Summary

Account Typ...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 100 - GENERAL FUND							
Revenue	2,806,097.00	2,892,811.32	62,839.09	2,903,143.00	3,042,934.00	139,791.00	4.82%
Total Fund: 100 - GENERAL FUND:	**2,806,097.00**	**2,892,811.32**	**62,839.09**	**2,903,143.00**	**3,042,934.00**	**139,791.00**	**4.82%**
Report Total:	**2,806,097.00**	**2,892,811.32**	**62,839.09**	**2,903,143.00**	**3,042,934.00**	**139,791.00**	**4.82%**

Fund Summary

Fund	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100 - GENERAL FUND	2,806,097.00	2,892,811.32	62,839.09	2,903,143.00	3,042,934.00	139,791.00	4.82%
Report Total:	**2,806,097.00**	**2,892,811.32**	**62,839.09**	**2,903,143.00**	**3,042,934.00**	**139,791.00**	**4.82%**

Hughson

Budget Comparison Report

Account Summary

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 100 - GENERAL FUND								
Department: 1005 - LEGISLATIVE								
100-1005-50010	SALARIES-REGULAR	15,600.00	15,600.00	2,350.00	15,600.00	15,600.00	0.00	0.00%
100-1005-51070	MEDICARE TAX	1,195.00	1,193.64	179.81	1,195.00	1,195.00	0.00	0.00%
100-1005-60010	OFFICE SUPPLIES	300.00	249.68	48.10	300.00	300.00	0.00	0.00%
100-1005-60020	DEPARTMENT SUPPLIES	500.00	324.67	96.71	500.00	500.00	0.00	0.00%
100-1005-60040	DUES AND PUBLICATIONS	4,795.00	5,125.98	0.00	5,050.00	5,050.00	0.00	0.00%
100-1005-60050	TRAINING AND MEETINGS	5,000.00	4,050.23	599.62	5,000.00	5,000.00	0.00	0.00%
100-1005-60070	PHONE AND INTERNET	650.00	377.89	92.21	650.00	650.00	0.00	0.00%
100-1005-61010	PROFESSIONAL SERVICES	7,500.00	7,300.00	0.00	7,500.00	7,500.00	0.00	0.00%
	Total Department: 1005 - LEGISLATIVE:	**35,540.00**	**34,222.09**	**3,366.45**	**35,795.00**	**35,795.00**	**0.00**	**0.00%**
Department: 1010 - CITY MANAGER								
100-1010-50010	SALARIES-REGULAR	143,473.00	152,233.86	25,383.17	152,300.00	152,300.00	0.00	0.00%
100-1010-50190	TECHNOLOGY ALLOWANCE	1,200.00	1,200.00	200.00	1,200.00	1,200.00	0.00	0.00%
100-1010-50200	VEHICLE ALLOWANCE	6,000.00	6,000.00	1,000.00	6,000.00	6,000.00	0.00	0.00%
100-1010-51010	PUBLIC EMPLOYEES RETIREMEN	17,521.00	17,550.60	3,346.00	20,076.00	20,076.00	0.00	0.00%
100-1010-51020	MEDICAL INSURANCE	20,464.00	20,414.16	3,383.20	20,295.00	20,295.00	0.00	0.00%
100-1010-51030	UNEMPLOYMENT INSURANCE	434.00	544.74	0.00	434.00	434.00	0.00	0.00%
100-1010-51040	WORKERS' COMPENSATION	5,377.00	5,339.24	1,195.62	6,224.00	6,224.00	0.00	0.00%
100-1010-51050	LIFE INSURANCE	1,048.00	1,035.82	167.92	1,174.00	1,174.00	0.00	0.00%
100-1010-51060	DENTAL INSURANCE	2,441.00	2,219.28	369.88	3,105.00	3,105.00	0.00	0.00%
100-1010-51070	MEDICARE TAX	2,185.00	2,336.08	388.72	2,313.00	2,313.00	0.00	0.00%
100-1010-51080	DEFERRED COMPENSATION	2,869.00	2,869.44	478.24	3,046.00	3,046.00	0.00	0.00%
100-1010-60010	OFFICE SUPPLIES	300.00	249.67	31.92	300.00	300.00	0.00	0.00%
100-1010-60020	DEPARTMENT SUPPLIES	500.00	0.00	0.00	500.00	500.00	0.00	0.00%
100-1010-60030	POSTAGE	100.00	70.59	0.00	100.00	100.00	0.00	0.00%
100-1010-60040	DUES AND PUBLICATIONS	1,500.00	1,360.73	189.99	1,500.00	1,500.00	0.00	0.00%
100-1010-60050	TRAINING AND MEETINGS	2,000.00	2,217.70	550.00	2,500.00	2,500.00	0.00	0.00%
100-1010-60070	PHONE AND INTERNET	2,350.00	1,322.60	322.72	2,350.00	2,350.00	0.00	0.00%
100-1010-60090	RENTS AND LEASES	800.00	903.97	125.82	800.00	800.00	0.00	0.00%
100-1010-61010	PROFESSIONAL SERVICES	3,500.00	3,598.52	31.44	3,500.00	3,500.00	0.00	0.00%
100-1010-62040	FUEL	1,200.00	1,196.13	195.29	1,400.00	1,400.00	0.00	0.00%
100-1010-63020	EVENTS	6,000.00	5,312.12	491.21	6,000.00	6,000.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-1010-63030	EMPLOYEE APPRECIATION	1,000.00	387.00	0.00	1,000.00	1,000.00	0.00	0.00%
100-1010-63040	FARMERS' MARKET	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00%
100-1010-63050	CHAMBER OF COMMERCE	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00%
	Total Department: 1010 - CITY MANAGER:	**232,262.00**	**238,362.25**	**37,851.14**	**241,117.00**	**241,117.00**	**0.00**	**0.00%**
Department: 1015 - CITY TREASURER								
100-1015-50010	SALARIES-REGULAR	1,200.00	900.00	0.00	1,200.00	1,200.00	0.00	0.00%
100-1015-51070	MEDICARE TAX	92.00	68.85	0.00	92.00	92.00	0.00	0.00%
	Total Department: 1015 - CITY TREASURER:	**1,292.00**	**968.85**	**0.00**	**1,292.00**	**1,292.00**	**0.00**	**0.00%**
Department: 1020 - LEGAL SERVICES								
100-1020-61010	PROFESSIONAL SERVICES	90,000.00	78,282.31	16,603.11	90,000.00	90,000.00	0.00	0.00%
	Total Department: 1020 - LEGAL SERVICES:	**90,000.00**	**78,282.31**	**16,603.11**	**90,000.00**	**90,000.00**	**0.00**	**0.00%**
Department: 1025 - FINANCE								
100-1025-50010	SALARIES-REGULAR	177,615.00	165,271.20	31,795.32	202,762.00	202,762.00	0.00	0.00%
100-1025-50030	OVERTIME	200.00	79.04	0.00	0.00	0.00	0.00	0.00%
100-1025-51010	PUBLIC EMPLOYEES RETIREMEN	20,445.00	15,508.28	2,498.04	15,825.00	15,825.00	0.00	0.00%
100-1025-51020	MEDICAL INSURANCE	39,371.00	24,959.62	2,295.99	32,645.00	32,645.00	0.00	0.00%
100-1025-51030	UNEMPLOYMENT INSURANCE	1,081.00	1,614.04	0.00	1,081.00	1,081.00	0.00	0.00%
100-1025-51040	WORKERS' COMPENSATION	2,224.00	2,208.36	398.54	2,871.00	2,871.00	0.00	0.00%
100-1025-51050	LIFE INSURANCE	1,841.00	1,819.61	276.96	2,088.00	2,088.00	0.00	0.00%
100-1025-51060	DENTAL INSURANCE	5,103.00	2,738.76	216.13	3,588.00	3,588.00	0.00	0.00%
100-1025-51070	MEDICARE TAX	2,578.00	2,401.41	462.93	2,940.00	2,940.00	0.00	0.00%
100-1025-51080	DEFERRED COMPENSATION	1,296.00	714.43	199.53	1,296.00	1,296.00	0.00	0.00%
100-1025-60010	OFFICE SUPPLIES	800.00	553.23	63.88	800.00	800.00	0.00	0.00%
100-1025-60020	DEPARTMENT SUPPLIES	100.00	43.21	0.00	100.00	100.00	0.00	0.00%
100-1025-60030	POSTAGE	100.00	164.70	0.00	150.00	150.00	0.00	0.00%
100-1025-60040	DUES AND PUBLICATIONS	250.00	740.40	279.00	750.00	750.00	0.00	0.00%
100-1025-60050	TRAINING AND MEETINGS	1,500.00	1,560.71	55.00	1,200.00	1,200.00	0.00	0.00%
100-1025-60060	ADVERTISING	2,200.00	1,745.08	0.00	750.00	750.00	0.00	0.00%
100-1025-60070	PHONE AND INTERNET	1,000.00	566.80	138.30	750.00	750.00	0.00	0.00%
100-1025-60090	RENTS AND LEASES	900.00	1,014.15	133.92	900.00	900.00	0.00	0.00%
100-1025-61010	PROFESSIONAL SERVICES	18,500.00	24,949.96	1,187.12	23,000.00	23,000.00	0.00	0.00%
100-1025-61050	TEMPORARY EMPLOYEE SERVICE	3,400.00	3,118.25	0.00	3,000.00	3,000.00	0.00	0.00%
100-1025-61060	SOFTWARE MAINTENANCE AND	6,500.00	2,404.42	145.71	6,200.00	6,200.00	0.00	0.00%
100-1025-62040	FUEL	1,200.00	1,196.13	200.87	1,440.00	1,440.00	0.00	0.00%
100-1025-64020	MISCELLANEOUS BANK CHARGE	3,200.00	3,310.54	45.00	3,200.00	3,200.00	0.00	0.00%
	Total Department: 1025 - FINANCE:	**291,404.00**	**258,682.33**	**40,392.24**	**307,336.00**	**307,336.00**	**0.00**	**0.00%**
Department: 1030 - HUMAN RESOURCES/RISK MANAGEMENT								
100-1030-60010	OFFICE SUPPLIES	200.00	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-1030-60030	POSTAGE	100.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1030-60040	DUES AND PUBLICATIONS	50.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Department: 1030 - HUMAN RESOURCES/RISK MANAGEM...		**350.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Department: 1035 - CITY CLERK								
100-1035-50010	SALARIES-REGULAR	26,360.00	22,406.14	4,705.77	32,685.00	32,685.00	0.00	0.00%
100-1035-51010	PUBLIC EMPLOYEES RETIREMEN	3,219.00	1,532.81	328.66	2,283.00	2,283.00	0.00	0.00%
100-1035-51020	MEDICAL INSURANCE	10,232.00	3,482.06	713.37	10,148.00	10,148.00	0.00	0.00%
100-1035-51030	UNEMPLOYMENT INSURANCE	217.00	216.94	0.00	217.00	217.00	0.00	0.00%
100-1035-51040	WORKERS' COMPENSATION	330.00	327.68	199.27	463.00	463.00	0.00	0.00%
100-1035-51050	LIFE INSURANCE	302.00	298.49	47.35	329.00	329.00	0.00	0.00%
100-1035-51060	DENTAL INSURANCE	1,221.00	551.21	110.25	1,553.00	1,553.00	0.00	0.00%
100-1035-51070	MEDICARE TAX	382.00	324.67	68.94	474.00	474.00	0.00	0.00%
100-1035-51080	DEFERRED COMPENSATION	300.00	0.00	49.96	300.00	300.00	0.00	0.00%
100-1035-60010	OFFICE SUPPLIES	1,100.00	1,860.37	1,853.89	2,500.00	2,500.00	0.00	0.00%
100-1035-60020	DEPARTMENT SUPPLIES	500.00	478.03	0.00	0.00	0.00	0.00	0.00%
100-1035-60030	POSTAGE	200.00	188.22	0.00	200.00	200.00	0.00	0.00%
100-1035-60040	DUES AND PUBLICATIONS	200.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1035-60050	TRAINING AND MEETINGS	1,300.00	1,133.39	0.00	1,300.00	1,300.00	0.00	0.00%
100-1035-60060	ADVERTISING	3,500.00	2,620.14	0.00	3,500.00	3,500.00	0.00	0.00%
100-1035-60070	PHONE AND INTERNET	5,175.00	3,442.14	676.34	5,000.00	5,000.00	0.00	0.00%
100-1035-60090	RENTS AND LEASES	700.00	715.40	97.39	700.00	700.00	0.00	0.00%
100-1035-60100	INSURANCE AND SURETIES	200.00	186.00	0.00	200.00	200.00	0.00	0.00%
100-1035-61010	PROFESSIONAL SERVICES	3,500.00	2,216.74	560.94	3,500.00	3,500.00	0.00	0.00%
100-1035-61040	IT SERVICES	10,000.00	11,788.14	2,798.42	11,000.00	11,000.00	0.00	0.00%
100-1035-61170	ELECTION	0.00	200.00	0.00	0.00	0.00	0.00	0.00%
	Total Department: 1035 - CITY CLERK:	**68,938.00**	**53,968.57**	**12,210.55**	**76,352.00**	**76,352.00**	**0.00**	**0.00%**
Department: 1040 - PLANNING/BUILDING								
100-1040-50010	SALARIES-REGULAR	99,687.00	92,421.74	20,126.18	139,464.00	139,464.00	0.00	0.00%
100-1040-50030	OVERTIME	130.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1040-51010	PUBLIC EMPLOYEES RETIREMEN	5,614.00	5,482.65	1,204.48	8,122.00	8,122.00	0.00	0.00%
100-1040-51020	MEDICAL INSURANCE	24,090.00	21,793.12	4,593.65	27,483.00	27,483.00	0.00	0.00%
100-1040-51030	UNEMPLOYMENT INSURANCE	1,085.00	1,424.50	126.79	1,085.00	1,085.00	0.00	0.00%
100-1040-51040	WORKERS' COMPENSATION	2,616.00	2,597.60	597.81	3,351.00	3,351.00	0.00	0.00%
100-1040-51050	LIFE INSURANCE	1,101.00	1,088.21	163.61	1,235.00	1,235.00	0.00	0.00%
100-1040-51060	DENTAL INSURANCE	3,256.00	2,496.76	554.85	4,658.00	4,658.00	0.00	0.00%
100-1040-51070	MEDICARE TAX	2,030.00	2,045.25	463.40	3,460.00	3,460.00	0.00	0.00%
100-1040-51080	DEFERRED COMPENSATION	500.00	50.01	0.00	600.00	600.00	0.00	0.00%
100-1040-60010	OFFICE SUPPLIES	900.00	776.80	95.79	900.00	900.00	0.00	0.00%
100-1040-60020	DEPARTMENT SUPPLIES	700.00	651.62	0.00	700.00	700.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-1040-60030	POSTAGE	300.00	235.29	0.00	300.00	300.00	0.00	0.00%
100-1040-60040	DUES AND PUBLICATIONS	4,100.00	4,338.36	3,752.05	4,500.00	4,500.00	0.00	0.00%
100-1040-60050	TRAINING AND MEETINGS	2,500.00	206.35	0.00	1,000.00	1,000.00	0.00	0.00%
100-1040-60060	ADVERTISING	3,000.00	1,562.17	200.00	2,000.00	2,000.00	0.00	0.00%
100-1040-60070	PHONE AND INTERNET	1,000.00	566.80	138.30	1,000.00	1,000.00	0.00	0.00%
100-1040-60090	RENTS AND LEASES	450.00	858.20	129.86	600.00	600.00	0.00	0.00%
100-1040-61010	PROFESSIONAL SERVICES	50,000.00	71,917.20	6,969.74	65,000.00	89,500.00	24,500.00	37.69%
100-1040-61060	SOFTWARE MAINTENANCE AND	3,500.00	3,445.72	0.00	3,500.00	3,500.00	0.00	0.00%
	Total Department: 1040 - PLANNING/BUILDING:	**206,559.00**	**213,958.35**	**39,116.51**	**268,958.00**	**293,458.00**	**24,500.00**	**9.11%**
Department: 1045 - POLICE SERVICES								
100-1045-51010	PUBLIC EMPLOYEES RETIREMEN	74,775.00	72,162.00	71,416.00	73,960.00	73,960.00	0.00	0.00%
100-1045-61010	PROFESSIONAL SERVICES	1,231,703.00	1,223,668.65	0.00	1,231,703.00	1,231,703.00	0.00	0.00%
100-1045-62050	POLICE VEHICLE REIMBURSEMEI	51,390.00	59,424.35	0.00	41,233.00	41,233.00	0.00	0.00%
	Total Department: 1045 - POLICE SERVICES:	**1,357,868.00**	**1,355,255.00**	**71,416.00**	**1,346,896.00**	**1,346,896.00**	**0.00**	**0.00%**
Department: 1050 - ANIMAL CONTROL								
100-1050-61010	PROFESSIONAL SERVICES	34,461.00	34,730.00	10,494.00	41,977.00	41,977.00	0.00	0.00%
100-1050-65020	DEBT SERVICE-ANIMAL CONTRO	4,761.00	4,761.00	1,190.00	4,761.00	4,761.00	0.00	0.00%
	Total Department: 1050 - ANIMAL CONTROL:	**39,222.00**	**39,491.00**	**11,684.00**	**46,738.00**	**46,738.00**	**0.00**	**0.00%**
Department: 1055 - PUBLIC WORKS								
100-1055-50010	SALARIES-REGULAR	25,901.00	26,208.84	6,491.04	31,719.00	31,719.00	0.00	0.00%
100-1055-51010	PUBLIC EMPLOYEES RETIREMEN	2,807.00	2,733.89	352.71	3,438.00	3,438.00	0.00	0.00%
100-1055-51020	MEDICAL INSURANCE	5,933.00	5,706.09	661.12	6,512.00	6,512.00	0.00	0.00%
100-1055-51030	UNEMPLOYMENT INSURANCE	152.00	151.91	0.00	152.00	152.00	0.00	0.00%
100-1055-51040	WORKERS' COMPENSATION	3,098.00	3,076.24	597.81	3,866.00	3,866.00	0.00	0.00%
100-1055-51050	LIFE INSURANCE	278.00	274.77	28.24	314.00	314.00	0.00	0.00%
100-1055-51060	DENTAL INSURANCE	527.00	460.35	64.55	779.00	779.00	0.00	0.00%
100-1055-51070	MEDICARE TAX	413.00	376.75	93.83	460.00	460.00	0.00	0.00%
100-1055-51080	DEFERRED COMPENSATION	190.00	160.07	12.51	210.00	210.00	0.00	0.00%
100-1055-60010	OFFICE SUPPLIES	900.00	839.23	108.58	900.00	900.00	0.00	0.00%
100-1055-60020	DEPARTMENT SUPPLIES	6,000.00	4,717.02	196.98	6,000.00	6,000.00	0.00	0.00%
100-1055-60030	POSTAGE	300.00	224.15	0.00	300.00	300.00	0.00	0.00%
100-1055-60050	TRAINING AND MEETINGS	600.00	220.50	0.00	600.00	600.00	0.00	0.00%
100-1055-60070	PHONE AND INTERNET	3,700.00	2,456.25	599.32	3,000.00	3,000.00	0.00	0.00%
100-1055-60110	UNIFORM AND CLOTHING	1,250.00	1,262.46	90.85	1,250.00	1,250.00	0.00	0.00%
100-1055-61010	PROFESSIONAL SERVICES	1,300.00	1,371.91	31.48	1,300.00	1,300.00	0.00	0.00%
100-1055-61050	TEMPORARY EMPLOYEE SERVICI	0.00	0.00	973.56	0.00	0.00	0.00	0.00%
100-1055-62040	FUEL	750.00	785.33	69.00	800.00	800.00	0.00	0.00%
100-1055-63060	CLEANUP DAY	1,200.00	721.31	430.00	1,500.00	1,500.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-1055-64070	AB939 GRANT WORK	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
	Total Department: 1055 - PUBLIC WORKS:	**60,299.00**	**51,747.07**	**10,801.58**	**68,100.00**	**68,100.00**	**0.00**	**0.00%**
Department: 1060 - BUILDINGS AND GROUNDS								
100-1060-50010	SALARIES-REGULAR	13,378.00	14,429.42	3,672.98	20,769.00	20,769.00	0.00	0.00%
100-1060-50030	OVERTIME	2,040.00	618.16	147.79	700.00	700.00	0.00	0.00%
100-1060-51010	PUBLIC EMPLOYEES RETIREMEN	1,634.00	1,637.42	309.03	2,162.00	2,162.00	0.00	0.00%
100-1060-51020	MEDICAL INSURANCE	2,775.00	2,772.91	577.23	3,442.00	3,442.00	0.00	0.00%
100-1060-51030	UNEMPLOYMENT INSURANCE	109.00	114.95	0.00	152.00	152.00	0.00	0.00%
100-1060-51040	WORKERS' COMPENSATION	2,008.00	1,993.88	398.54	3,181.00	3,181.00	0.00	0.00%
100-1060-51050	LIFE INSURANCE	149.00	147.27	28.89	216.00	216.00	0.00	0.00%
100-1060-51060	DENTAL INSURANCE	205.00	199.60	48.48	422.00	422.00	0.00	0.00%
100-1060-51070	MEDICARE TAX	224.00	218.57	55.51	301.00	301.00	0.00	0.00%
100-1060-51080	DEFERRED COMPENSATION	90.00	90.13	14.82	120.00	120.00	0.00	0.00%
100-1060-60010	OFFICE SUPPLIES	100.00	51.22	6.39	200.00	200.00	0.00	0.00%
100-1060-60020	DEPARTMENT SUPPLIES	6,000.00	5,324.57	208.09	4,500.00	4,500.00	0.00	0.00%
100-1060-60040	DUES AND PUBLICATIONS	200.00	0.00	0.00	200.00	200.00	0.00	0.00%
100-1060-60070	PHONE AND INTERNET	2,500.00	2,375.31	511.67	2,500.00	2,500.00	0.00	0.00%
100-1060-60080	UTILITIES	14,000.00	13,856.66	2,558.58	13,000.00	13,000.00	0.00	0.00%
100-1060-60110	UNIFORM AND CLOTHING	1,250.00	1,225.56	87.21	1,200.00	1,200.00	0.00	0.00%
100-1060-60120	SMALL TOOLS	550.00	504.12	0.00	600.00	600.00	0.00	0.00%
100-1060-61010	PROFESSIONAL SERVICES	4,000.00	3,378.13	1,066.17	4,000.00	4,000.00	0.00	0.00%
100-1060-61050	TEMPORARY EMPLOYEE SERVICE	0.00	0.00	0.00	0.00	7,600.00	7,600.00	0.00%
100-1060-61080	PEST CONTROL	0.00	0.00	0.00	100.00	100.00	0.00	0.00%
100-1060-62010	MAINTENANCE BUILDINGS AND	3,500.00	1,767.20	1,333.22	3,500.00	3,500.00	0.00	0.00%
100-1060-62030	MAINTENANCE OF EQUIPMENT	1,000.00	0.00	5.11	500.00	500.00	0.00	0.00%
100-1060-62040	FUEL	750.00	786.28	86.25	1,000.00	1,000.00	0.00	0.00%
100-1060-70020	BUILDING IMPROVEMENTS	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
100-1060-70050	OTHER EQUIPMENT	3,000.00	2,965.68	1,500.00	2,000.00	2,000.00	0.00	0.00%
	Total Department: 1060 - BUILDINGS AND GROUNDS:	**59,462.00**	**54,457.04**	**12,615.96**	**65,265.00**	**72,865.00**	**7,600.00**	**11.64%**
Department: 1065 - PARKS AND RECREATION								
100-1065-50010	SALARIES-REGULAR	19,428.00	21,011.50	5,826.60	32,467.00	32,467.00	0.00	0.00%
100-1065-50030	OVERTIME	2,448.00	817.49	188.75	700.00	700.00	0.00	0.00%
100-1065-51010	PUBLIC EMPLOYEES RETIREMEN	2,373.00	2,388.29	455.35	3,317.00	3,317.00	0.00	0.00%
100-1065-51020	MEDICAL INSURANCE	4,227.00	4,283.98	929.72	5,476.00	5,476.00	0.00	0.00%
100-1065-51030	UNEMPLOYMENT INSURANCE	152.00	164.78	0.00	239.00	239.00	0.00	0.00%
100-1065-51040	WORKERS' COMPENSATION	2,916.00	2,895.52	597.81	5,101.00	5,101.00	0.00	0.00%
100-1065-51050	LIFE INSURANCE	213.00	210.52	43.55	343.00	343.00	0.00	0.00%
100-1065-51060	DENTAL INSURANCE	311.00	309.43	82.11	683.00	683.00	0.00	0.00%
100-1065-51070	MEDICARE TAX	317.00	316.61	87.37	471.00	471.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-1065-51080	DEFERRED COMPENSATION	135.00	134.86	21.98	195.00	195.00	0.00	0.00%
100-1065-60010	OFFICE SUPPLIES	100.00	74.40	9.57	100.00	100.00	0.00	0.00%
100-1065-60020	DEPARTMENT SUPPLIES	5,000.00	6,234.02	156.97	5,000.00	5,000.00	0.00	0.00%
100-1065-60030	POSTAGE	100.00	47.05	0.00	100.00	100.00	0.00	0.00%
100-1065-60060	ADVERTISING	300.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1065-60070	PHONE AND INTERNET	2,500.00	1,417.08	345.77	1,500.00	1,500.00	0.00	0.00%
100-1065-60080	UTILITIES	40,000.00	42,823.85	4,737.14	20,000.00	20,000.00	0.00	0.00%
100-1065-60090	RENTS AND LEASES	2,300.00	1,873.90	259.72	2,500.00	2,500.00	0.00	0.00%
100-1065-60110	UNIFORM AND CLOTHING	475.00	522.21	36.34	500.00	500.00	0.00	0.00%
100-1065-60120	SMALL TOOLS	600.00	296.21	0.00	350.00	350.00	0.00	0.00%
100-1065-61010	PROFESSIONAL SERVICES	5,000.00	2,392.30	465.07	3,000.00	3,000.00	0.00	0.00%
100-1065-61050	TEMPORARY EMPLOYEE SERVICI	0.00	0.00	973.56	4,500.00	9,500.00	5,000.00	111.11%
100-1065-62010	MAINTENANCE BUILDINGS AND	6,100.00	3,410.50	1,798.56	3,000.00	3,000.00	0.00	0.00%
100-1065-62030	MAINTENANCE OF EQUIPMENT	1,000.00	286.05	338.90	1,000.00	1,000.00	0.00	0.00%
100-1065-70050	OTHER EQUIPMENT	1,000.00	2,965.68	1,500.00	2,000.00	2,000.00	0.00	0.00%
Total Department: 1065 - PARKS AND RECREATION:		**96,995.00**	**94,876.23**	**18,854.84**	**92,542.00**	**97,542.00**	**5,000.00**	**5.40%**
Department: 1070 - STREET MAINTENANCE								
100-1070-50010	SALARIES-REGULAR	54,581.00	55,431.99	9,748.80	54,435.00	54,435.00	0.00	0.00%
100-1070-50030	OVERTIME	4,488.00	2,122.19	37.50	0.00	0.00	0.00	0.00%
100-1070-51010	PUBLIC EMPLOYEES RETIREMEN	5,232.00	4,301.81	525.91	5,183.00	5,183.00	0.00	0.00%
100-1070-51020	MEDICAL INSURANCE	16,628.00	14,029.58	1,730.01	7,900.00	7,900.00	0.00	0.00%
100-1070-51030	UNEMPLOYMENT INSURANCE	521.00	524.02	0.00	391.00	391.00	0.00	0.00%
100-1070-51040	WORKERS' COMPENSATION	8,468.00	8,408.52	1,992.70	8,484.00	8,484.00	0.00	0.00%
100-1070-51050	LIFE INSURANCE	674.00	666.17	64.50	568.00	568.00	0.00	0.00%
100-1070-51060	DENTAL INSURANCE	1,842.00	1,541.62	188.00	1,164.00	1,164.00	0.00	0.00%
100-1070-51070	MEDICARE TAX	857.00	834.33	141.93	789.00	789.00	0.00	0.00%
100-1070-51080	DEFERRED COMPENSATION	420.00	270.07	28.23	330.00	330.00	0.00	0.00%
100-1070-60010	OFFICE SUPPLIES	550.00	0.00	0.00	300.00	300.00	0.00	0.00%
100-1070-60020	DEPARTMENT SUPPLIES	5,200.00	2,581.26	78.45	4,000.00	4,000.00	0.00	0.00%
100-1070-60030	POSTAGE	50.00	11.12	0.00	0.00	0.00	0.00	0.00%
100-1070-60040	DUES AND PUBLICATIONS	0.00	0.00	0.00	200.00	200.00	0.00	0.00%
100-1070-60070	PHONE AND INTERNET	3,500.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00%
100-1070-60110	UNIFORM AND CLOTHING	2,650.00	2,269.32	109.02	1,500.00	1,500.00	0.00	0.00%
100-1070-60120	SMALL TOOLS	200.00	0.00	0.00	500.00	500.00	0.00	0.00%
100-1070-61010	PROFESSIONAL SERVICES	9,000.00	796.43	0.00	2,000.00	2,000.00	0.00	0.00%
100-1070-61050	TEMPORARY EMPLOYEE SERVICI	0.00	0.00	973.56	0.00	0.00	0.00	0.00%
100-1070-62010	MAINTENANCE BUILDINGS AND	300.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
100-1070-62020	MAINTENANCE VEHICLES	1,500.00	1,272.98	0.00	0.00	0.00	0.00	0.00%
100-1070-62030	MAINTENANCE OF EQUIPMENT	1,500.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100-1070-62040	FUEL	6,000.00	6,242.16	69.00	800.00	800.00	0.00	0.00%
100-1070-70040	VEHICLES	0.00	0.00	10.20	1,500.00	1,500.00	0.00	0.00%
100-1070-70050	OTHER EQUIPMENT	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
	Total Department: 1070 - STREET MAINTENANCE:	**124,161.00**	**101,303.57**	**15,697.81**	**97,544.00**	**97,544.00**	**0.00**	**0.00%**
Department: 1075 - FLEET MAINTENANCE								
100-1075-60010	OFFICE SUPPLIES	550.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1075-60020	DEPARTMENT SUPPLIES	1,000.00	5.71	0.00	1,000.00	1,000.00	0.00	0.00%
100-1075-60070	PHONE AND INTERNET	3,500.00	2,550.78	622.37	3,000.00	3,000.00	0.00	0.00%
100-1075-60120	SMALL TOOLS	250.00	0.00	0.00	0.00	0.00	0.00	0.00%
100-1075-61010	PROFESSIONAL SERVICES	1,500.00	868.99	0.00	1,500.00	1,500.00	0.00	0.00%
100-1075-62020	MAINTENANCE VEHICLES	9,000.00	8,605.05	210.05	9,500.00	9,500.00	0.00	0.00%
100-1075-62030	MAINTENANCE OF EQUIPMENT	300.00	177.64	705.05	1,000.00	1,000.00	0.00	0.00%
100-1075-62040	FUEL	1,100.00	1,140.02	31.20	1,500.00	1,500.00	0.00	0.00%
100-1075-70040	VEHICLES	0.00	0.00	0.00	0.00	78,072.00	78,072.00	0.00%
	Total Department: 1075 - FLEET MAINTENANCE:	**17,200.00**	**13,348.19**	**1,568.67**	**17,500.00**	**95,572.00**	**78,072.00**	**446.13%**
Department: 9999 - NON DEPARTMENTAL								
100-9999-51010	PUBLIC EMPLOYEES RETIREMEN	85,500.00	85,319.27	99,931.22	102,443.00	102,443.00	0.00	0.00%
100-9999-60100	INSURANCE AND SURETIES	19,600.00	18,709.00	15,075.80	21,139.00	21,139.00	0.00	0.00%
100-9999-61010	PROFESSIONAL SERVICES	0.00	0.00	3,600.00	3,600.00	3,600.00	0.00	0.00%
100-9999-64060	TAX ADMINISTRATION	4,000.00	4,646.94	0.00	17,378.00	17,378.00	0.00	0.00%
100-9999-66000	TRANSFER OUT	7,500.00	10,768.82	0.00	7,500.00	7,500.00	0.00	0.00%
100-9999-66010	IT REPLACEMENT	5,000.00	2,500.00	0.00	5,000.00	5,000.00	0.00	0.00%
	Total Department: 9999 - NON DEPARTMENTAL:	**121,600.00**	**121,944.03**	**118,607.02**	**157,060.00**	**157,060.00**	**0.00**	**0.00%**
	Total Fund: 100 - GENERAL FUND:	**2,803,152.00**	**2,710,866.88**	**410,785.88**	**2,912,495.00**	**3,027,667.00**	**115,172.00**	**3.95%**
	Report Total:	**2,803,152.00**	**2,710,866.88**	**410,785.88**	**2,912,495.00**	**3,027,667.00**	**115,172.00**	**3.95%**

Group Summary

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 100 - GENERAL FUND							
1005 - LEGISLATIVE	35,540.00	34,222.09	3,366.45	35,795.00	35,795.00	0.00	0.00%
1010 - CITY MANAGER	232,262.00	238,362.25	37,851.14	241,117.00	241,117.00	0.00	0.00%
1015 - CITY TREASURER	1,292.00	968.85	0.00	1,292.00	1,292.00	0.00	0.00%
1020 - LEGAL SERVICES	90,000.00	78,282.31	16,603.11	90,000.00	90,000.00	0.00	0.00%
1025 - FINANCE	291,404.00	258,682.33	40,392.24	307,336.00	307,336.00	0.00	0.00%
1030 - HUMAN RESOURCES/RISK MANAGEMENT	350.00	0.00	0.00	0.00	0.00	0.00	0.00%
1035 - CITY CLERK	68,938.00	53,968.57	12,210.55	76,352.00	76,352.00	0.00	0.00%
1040 - PLANNING/BUILDING	206,559.00	213,958.35	39,116.51	268,958.00	293,458.00	24,500.00	9.11%
1045 - POLICE SERVICES	1,357,868.00	1,355,255.00	71,416.00	1,346,896.00	1,346,896.00	0.00	0.00%
1050 - ANIMAL CONTROL	39,222.00	39,491.00	11,684.00	46,738.00	46,738.00	0.00	0.00%
1055 - PUBLIC WORKS	60,299.00	51,747.07	10,801.58	68,100.00	68,100.00	0.00	0.00%
1060 - BUILDINGS AND GROUNDS	59,462.00	54,457.04	12,615.96	65,265.00	72,865.00	7,600.00	11.64%
1065 - PARKS AND RECREATION	96,995.00	94,876.23	18,854.84	92,542.00	97,542.00	5,000.00	5.40%
1070 - STREET MAINTENANCE	124,161.00	101,303.57	15,697.81	97,544.00	97,544.00	0.00	0.00%
1075 - FLEET MAINTENANCE	17,200.00	13,348.19	1,568.67	17,500.00	95,572.00	78,072.00	446.13%
9999 - NON DEPARTMENTAL	121,600.00	121,944.03	118,607.02	157,060.00	157,060.00	0.00	0.00%
Total Fund: 100 - GENERAL FUND:	**2,803,152.00**	**2,710,866.88**	**410,785.88**	**2,912,495.00**	**3,027,667.00**	**115,172.00**	**3.95%**
Report Total:	**2,803,152.00**	**2,710,866.88**	**410,785.88**	**2,912,495.00**	**3,027,667.00**	**115,172.00**	**3.95%**

Fund Summary

Fund	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
100 - GENERAL FUND	2,803,152.00	2,710,866.88	410,785.88	2,912,495.00	3,027,667.00	115,172.00	3.95%
Report Total:	**2,803,152.00**	**2,710,866.88**	**410,785.88**	**2,912,495.00**	**3,027,667.00**	**115,172.00**	**3.95%**

Budget Comparison Report

Account Summary

Hughson

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 210 - SEWER								
Revenue								
Department: 2110 - SEWER OPERATIONS								
210-2110-45500	SEWER SERVICE REVENUE	3,595,000.00	3,134,199.89	714,434.67	2,754,122.00	2,754,122.00	0.00	0.00%
210-2110-46040	INTEREST EARNED	2,500.00	13,377.33	993.93	10,000.00	10,000.00	0.00	0.00%
210-2110-46080	PENALTIES	45,290.00	38,440.24	9,836.69	35,000.00	35,000.00	0.00	0.00%
210-2110-46120	MISCELLANEOUS REVENUE	200.00	2,257.00	0.00	2,700.00	2,700.00	0.00	0.00%
	Total Department: 2110 - SEWER OPERATIONS:	**3,642,990.00**	**3,188,274.46**	**725,265.29**	**2,801,822.00**	**2,801,822.00**	**0.00**	**0.00%**
	Total Revenue:	**3,642,990.00**	**3,188,274.46**	**725,265.29**	**2,801,822.00**	**2,801,822.00**	**0.00**	**0.00%**
Expense								
Department: 2110 - SEWER OPERATIONS								
210-2110-50010	SALARIES-REGULAR	192,885.00	186,863.61	33,252.56	199,422.00	199,422.00	0.00	0.00%
210-2110-50030	OVERTIME	8,976.00	5,220.93	66.79	6,000.00	6,000.00	0.00	0.00%
210-2110-51010	PUBLIC EMPLOYEES RETIREMEN	46,206.00	43,394.72	15,355.87	50,817.00	50,817.00	0.00	0.00%
210-2110-51020	MEDICAL INSURANCE	55,817.00	45,421.09	7,056.85	45,108.00	45,108.00	0.00	0.00%
210-2110-51030	UNEMPLOYMENT INSURANCE	1,549.00	1,718.23	0.00	1,332.00	1,332.00	0.00	0.00%
210-2110-51040	WORKERS' COMPENSATION	20,294.00	20,151.40	4,981.75	20,876.00	20,876.00	0.00	0.00%
210-2110-51050	LIFE INSURANCE	2,184.00	2,158.62	276.39	2,095.00	2,095.00	0.00	0.00%
210-2110-51060	DENTAL INSURANCE	6,361.00	4,759.10	724.34	6,277.00	6,277.00	0.00	0.00%
210-2110-51070	MEDICARE TAX	2,965.00	2,772.71	480.45	2,892.00	2,892.00	0.00	0.00%
210-2110-51080	DEFERRED COMPENSATION	1,358.00	943.71	144.70	1,248.00	1,248.00	0.00	0.00%
210-2110-60010	OFFICE SUPPLIES	1,500.00	959.20	54.30	1,500.00	1,500.00	0.00	0.00%
210-2110-60020	DEPARTMENT SUPPLIES	1,000.00	654.40	0.00	1,000.00	1,000.00	0.00	0.00%
210-2110-60030	POSTAGE	9,500.00	12,940.19	927.02	11,000.00	13,500.00	2,500.00	22.73%
210-2110-60040	DUES AND PUBLICATIONS	6,000.00	247.00	0.00	1,000.00	1,000.00	0.00	0.00%
210-2110-60050	TRAINING AND MEETINGS	1,500.00	30.44	0.00	1,000.00	1,000.00	0.00	0.00%
210-2110-60060	ADVERTISING	0.00	132.66	0.00	0.00	0.00	0.00	0.00%
210-2110-60070	PHONE AND INTERNET	4,500.00	3,119.18	782.40	1,000.00	3,200.00	2,200.00	220.00%
210-2110-60090	RENTS AND LEASES	2,300.00	1,981.47	275.95	2,200.00	2,200.00	0.00	0.00%
210-2110-60100	INSURANCE AND SURETIES	24,500.00	23,384.00	18,844.75	25,970.00	25,970.00	0.00	0.00%
210-2110-60110	UNIFORM AND CLOTHING	2,500.00	2,045.10	181.75	2,500.00	2,500.00	0.00	0.00%
210-2110-60120	SMALL TOOLS	200.00	0.00	0.00	500.00	500.00	0.00	0.00%
210-2110-61005	PERMIT	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
210-2110-61010	PROFESSIONAL SERVICES	32,900.00	44,139.03	30,364.49	25,000.00	73,211.00	48,211.00	192.84%
210-2110-61020	ADMINISTRATIVE SERVICES	238,000.00	238,000.00	0.00	238,000.00	238,000.00	0.00	0.00%
210-2110-61040	IT SERVICES	15,000.00	17,681.64	4,197.49	15,000.00	15,000.00	0.00	0.00%
210-2110-61060	SOFTWARE MAINTENANCE AND	8,600.00	2,678.88	203.99	5,000.00	5,000.00	0.00	0.00%
210-2110-61070	LEGAL SERVICES	6,000.00	2,932.50	725.00	4,000.00	4,000.00	0.00	0.00%
210-2110-61160	ENVIRONMENTAL MONITORING	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%
210-2110-62020	MAINTENANCE VEHICLES	7,000.00	5,170.43	0.00	7,000.00	7,000.00	0.00	0.00%
210-2110-62030	MAINTENANCE OF EQUIPMENT	29,000.00	19,957.78	0.00	12,000.00	12,000.00	0.00	0.00%
210-2110-62040	FUEL	3,600.00	3,745.27	627.74	4,000.00	4,000.00	0.00	0.00%
210-2110-64050	BAD DEBT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
210-2110-66000	TRANSFER OUT	449,836.00	284,850.00	0.00	284,850.00	284,850.00	0.00	0.00%
210-2110-70040	VEHICLES	0.00	0.00	0.00	0.00	2,760.00	2,760.00	0.00%
210-2110-70050	OTHER EQUIPMENT	5,516.50	5,513.95	0.00	5,000.00	5,000.00	0.00	0.00%
	Total Department: 2110 - SEWER OPERATIONS:	**1,197,547.50**	**983,567.24**	**119,524.58**	**1,003,587.00**	**1,059,258.00**	**55,671.00**	**5.55%**
Department: 2120 - WASTE WATER TREATMENT PLANT OPERATIONS								
210-2120-50010	SALARIES-REGULAR	60,492.00	61,105.67	13,148.49	66,722.00	66,722.00	0.00	0.00%
210-2120-50030	OVERTIME	5,304.00	4,510.04	139.99	5,300.00	5,300.00	0.00	0.00%
210-2120-51010	PUBLIC EMPLOYEES RETIREMEN	18,454.00	17,945.44	31,815.93	20,978.00	20,978.00	0.00	0.00%
210-2120-51020	MEDICAL INSURANCE	19,386.00	19,848.67	4,086.35	19,280.00	19,280.00	0.00	0.00%
210-2120-51030	UNEMPLOYEMENT INSURANCE	412.00	412.35	0.00	412.00	412.00	0.00	0.00%
210-2120-51040	WORKERS' COMPENSATION	9,074.00	9,010.28	2,191.97	10,434.00	10,434.00	0.00	0.00%
210-2120-51050	LIFE INSURANCE	580.00	573.26	128.68	623.00	623.00	0.00	0.00%
210-2120-51060	DENTAL INSURANCE	2,319.00	2,237.88	455.15	2,950.00	2,950.00	0.00	0.00%
210-2120-51070	MEDICARE TAX	954.00	937.67	190.11	967.00	967.00	0.00	0.00%
210-2120-51080	DEFERRED COMPENSATION	360.00	298.68	71.24	360.00	360.00	0.00	0.00%
210-2120-60010	OFFICE SUPPLIES	800.00	660.08	41.54	800.00	800.00	0.00	0.00%
210-2120-60020	DEPARTMENT SUPPLIES	18,000.00	10,434.86	938.75	10,000.00	10,000.00	0.00	0.00%
210-2120-60030	POSTAGE	500.00	470.58	0.00	500.00	500.00	0.00	0.00%
210-2120-60040	DUES AND PUBLICATIONS	19,000.00	17,429.00	0.00	19,000.00	19,000.00	0.00	0.00%
210-2120-60050	TRAINING AND MEETINGS	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%
210-2120-60070	PHONE AND INTERNET	5,500.00	3,033.79	576.28	3,000.00	3,000.00	0.00	0.00%
210-2120-60080	UTILITIES	150,000.00	122,052.77	21,401.60	130,000.00	130,000.00	0.00	0.00%
210-2120-60090	RENTS AND LEASES	2,750.00	2,204.71	300.32	2,750.00	2,750.00	0.00	0.00%
210-2120-60100	INSURANCE AND SURETIES	24,500.00	23,386.00	18,844.75	26,500.00	26,500.00	0.00	0.00%
210-2120-60110	UNIFORM AND CLOTHING	2,500.00	1,348.19	109.02	1,500.00	1,500.00	0.00	0.00%
210-2120-60120	SMALL TOOLS	3,000.00	3,313.77	24.72	2,000.00	2,000.00	0.00	0.00%
210-2120-61010	PROFESSIONAL SERVICES	20,000.00	16,042.89	1,430.52	20,000.00	20,000.00	0.00	0.00%
210-2120-61050	TEMPORARY EMPLOYEE SERVICE	2,400.00	3,212.74	0.00	0.00	0.00	0.00	0.00%
210-2120-61070	LEGAL SERVICES	6,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
210-2120-61150	SLUDGE REMOVAL	33,000.00	42,396.95	6,204.49	50,000.00	50,000.00	0.00	0.00%
210-2120-61160	ENVIRONMENTAL MONITORING	10,000.00	12,402.28	1,550.00	25,000.00	25,000.00	0.00	0.00%
210-2120-62010	MAINTENANCE BUILDINGS AND	3,800.00	2,461.81	0.00	3,000.00	3,000.00	0.00	0.00%
210-2120-62020	MAINTENANCE VEHICLES	1,000.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00%
210-2120-62030	MAINTENANCE OF EQUIPMENT	22,000.00	8,909.80	485.37	15,000.00	15,000.00	0.00	0.00%
210-2120-62040	FUEL	5,100.00	5,264.36	976.48	6,000.00	6,000.00	0.00	0.00%
210-2120-66000	TRANSFER OUT	1,735,870.00	1,735,870.00	0.00	1,735,870.00	1,735,870.00	0.00	0.00%
210-2120-70050	OTHER EQUIPMENT	5,516.50	5,515.60	0.00	0.00	0.00	0.00	0.00%
Total Department: 2120 - WASTE WATER TREATMENT PLANT OP...		**2,190,571.50**	**2,133,290.12**	**105,111.75**	**2,187,446.00**	**2,187,446.00**	**0.00**	**0.00%**
	Total Expense:	**3,388,119.00**	**3,116,857.36**	**224,636.33**	**3,191,033.00**	**3,246,704.00**	**55,671.00**	**1.74%**
	Total Fund: 210 - SEWER:	**254,871.00**	**71,417.10**	**500,628.96**	**-389,211.00**	**-444,882.00**	**-55,671.00**	**14.30%**
Fund: 215 - SEWER FIXED ASSET REPLACEMENT								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
215-7000-45610	SEWER CONNECTION CHARGES	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00%
215-7000-46040	INTEREST EARNED	3,000.00	17,291.27	1,315.61	15,075.00	17,300.00	2,225.00	14.76%
215-7000-49010	TRANSFER IN	444,836.00	279,850.00	0.00	284,850.00	284,850.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**449,336.00**	**297,141.27**	**1,315.61**	**299,925.00**	**302,150.00**	**2,225.00**	**0.74%**
	Total Revenue:	**449,336.00**	**297,141.27**	**1,315.61**	**299,925.00**	**302,150.00**	**2,225.00**	**0.74%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
215-7000-61010	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00%
215-7000-62010	MAINTENANCE BUILDINGS & GR	0.00	0.00	0.00	13,000.00	13,000.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**0.00**	**0.00**	**0.00**	**13,000.00**	**63,000.00**	**50,000.00**	**384.62%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**13,000.00**	**63,000.00**	**50,000.00**	**384.62%**
	Total Fund: 215 - SEWER FIXED ASSET REPLACEMENT:	**449,336.00**	**297,141.27**	**1,315.61**	**286,925.00**	**239,150.00**	**-47,775.00**	**-16.65%**
Fund: 220 - SEWER DEV IMPACT FEE								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
220-7000-44910	DEVELOPMENT IMPACT FEES	14,305.00	24,598.83	85,512.00	14,305.00	85,500.00	71,195.00	497.69%
220-7000-46040	INTEREST EARNED	1,100.00	5,887.34	497.89	4,300.00	5,890.00	1,590.00	36.98%
	Total Department: 7000 - CAPITAL PROJECTS:	**15,405.00**	**30,486.17**	**86,009.89**	**18,605.00**	**91,390.00**	**72,785.00**	**391.21%**
	Total Revenue:	**15,405.00**	**30,486.17**	**86,009.89**	**18,605.00**	**91,390.00**	**72,785.00**	**391.21%**

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Expense								
Department: 7000 - CAPITAL PROJECTS								
220-7000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.07	0.00	1,863.00	1,863.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**1,863.00**	**1,178.07**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Expense:	**1,863.00**	**1,178.07**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Fund: 220 - SEWER DEV IMPACT FEE:	**13,542.00**	**29,308.10**	**86,009.89**	**16,742.00**	**89,527.00**	**72,785.00**	**434.74%**
Fund: 225 - WWTP EXPANSION								
Revenue								
Department: 2110 - SEWER OPERATIONS								
225-2110-46040	INTEREST EARNED	3,000.00	59,104.20	4,787.06	44,750.00	44,750.00	0.00	0.00%
225-2110-49010	TRANSFER IN	1,735,870.00	1,735,870.00	0.00	1,735,870.00	1,735,870.00	0.00	0.00%
	Total Department: 2110 - SEWER OPERATIONS:	**1,738,870.00**	**1,794,974.20**	**4,787.06**	**1,780,620.00**	**1,780,620.00**	**0.00**	**0.00%**
	Total Revenue:	**1,738,870.00**	**1,794,974.20**	**4,787.06**	**1,780,620.00**	**1,780,620.00**	**0.00**	**0.00%**
Expense								
Department: 2110 - SEWER OPERATIONS								
225-2110-64010	INTEREST EXPENSE	133,825.00	133,824.87	62,515.30	122,033.00	122,033.00	0.00	0.00%
225-2110-64030	GRANT CHARGE	134,064.00	134,064.33	0.00	122,824.00	122,824.00	0.00	0.00%
	Total Department: 2110 - SEWER OPERATIONS:	**267,889.00**	**267,889.20**	**62,515.30**	**244,857.00**	**244,857.00**	**0.00**	**0.00%**
	Total Expense:	**267,889.00**	**267,889.20**	**62,515.30**	**244,857.00**	**244,857.00**	**0.00**	**0.00%**
	Total Fund: 225 - WWTP EXPANSION:	**1,470,981.00**	**1,527,085.00**	**-57,728.24**	**1,535,763.00**	**1,535,763.00**	**0.00**	**0.00%**
Fund: 240 - WATER								
Revenue								
Department: 2410 - WATER OPERATIONS								
240-2410-45100	WATER REVENUE	1,900,000.00	1,843,854.78	604,711.17	1,842,324.00	2,006,114.00	163,790.00	8.89%
240-2410-45102	WATER REVENUE-SINGLE FAMIL	0.00	-41.20	0.00	0.00	0.00	0.00	0.00%
240-2410-45144	WATER REVENUE-CONSTRUCTIC	0.00	2,446.69	800.00	1,016.00	1,016.00	0.00	0.00%
240-2410-45190	FEE-RECONNECTION	10,000.00	24,180.00	2,875.00	15,918.00	15,918.00	0.00	0.00%
240-2410-46040	INTEREST EARNED	500.00	4,604.03	454.37	2,952.00	2,952.00	0.00	0.00%
240-2410-46080	PENALTIES	18,340.00	24,720.68	7,699.76	25,886.00	25,886.00	0.00	0.00%
240-2410-46120	MISCELLANEOUS REVENUE	0.00	19,366.69	35.00	8,840.00	8,840.00	0.00	0.00%
	Total Department: 2410 - WATER OPERATIONS:	**1,928,840.00**	**1,919,131.67**	**616,575.30**	**1,896,936.00**	**2,060,726.00**	**163,790.00**	**8.63%**
	Total Revenue:	**1,928,840.00**	**1,919,131.67**	**616,575.30**	**1,896,936.00**	**2,060,726.00**	**163,790.00**	**8.63%**
Expense								
Department: 2410 - WATER OPERATIONS								
240-2410-50010	SALARIES-REGULAR	184,611.00	181,095.07	32,939.97	236,487.00	236,487.00	0.00	0.00%
240-2410-50030	OVERTIME	13,872.00	5,334.05	46.78	6,000.00	6,000.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
240-2410-51010	PUBLIC EMPLOYEES RETIREMEN	51,120.00	48,399.25	39,042.88	59,356.00	59,356.00	0.00	0.00%
240-2410-51020	MEDICAL INSURANCE	56,233.00	45,451.16	8,649.15	57,944.00	57,944.00	0.00	0.00%
240-2410-51030	UNEMPLOYMENT INSURANCE	1,384.00	1,603.94	0.00	1,601.00	1,601.00	0.00	0.00%
240-2410-51040	WORKERS' COMPENSATION	18,977.00	18,843.72	4,583.21	26,583.00	26,583.00	0.00	0.00%
240-2410-51050	LIFE INSURANCE	2,002.00	1,978.74	313.41	2,430.00	2,430.00	0.00	0.00%
240-2410-51060	DENTAL INSURANCE	6,649.00	4,923.60	930.74	8,627.00	8,627.00	0.00	0.00%
240-2410-51070	MEDICARE TAX	2,916.00	2,689.57	473.94	3,429.00	3,429.00	0.00	0.00%
240-2410-51080	DEFERRED COMPENSATION	1,226.00	975.51	174.55	1,416.00	1,416.00	0.00	0.00%
240-2410-60010	OFFICE SUPPLIES	1,500.00	1,313.48	154.15	1,500.00	1,500.00	0.00	0.00%
240-2410-60020	DEPARTMENT SUPPLIES	30,000.00	28,066.12	2,355.62	30,000.00	30,000.00	0.00	0.00%
240-2410-60030	POSTAGE	10,500.00	14,785.34	980.65	11,000.00	11,000.00	0.00	0.00%
240-2410-60040	DUES AND PUBLICATIONS	25,000.00	22,537.81	12,310.13	25,000.00	25,000.00	0.00	0.00%
240-2410-60050	TRAINING AND MEETINGS	4,500.00	1,546.54	940.79	3,000.00	3,000.00	0.00	0.00%
240-2410-60060	ADVERTISING	500.00	132.66	0.00	300.00	300.00	0.00	0.00%
240-2410-60070	PHONE AND INTERNET	4,350.00	2,930.24	736.30	3,500.00	3,500.00	0.00	0.00%
240-2410-60080	UTILITIES	120,000.00	124,671.14	30,478.69	120,000.00	127,000.00	7,000.00	5.83%
240-2410-60090	RENTS AND LEASES	1,750.00	2,204.63	300.32	2,000.00	2,000.00	0.00	0.00%
240-2410-60100	INSURANCE AND SURETIES	29,375.00	28,407.00	22,613.70	31,800.00	31,800.00	0.00	0.00%
240-2410-60110	UNIFORM AND CLOTHING	5,400.00	4,673.34	112.65	4,500.00	4,700.00	200.00	4.44%
240-2410-60120	SMALL TOOLS	2,000.00	467.59	12.37	1,500.00	1,500.00	0.00	0.00%
240-2410-61010	PROFESSIONAL SERVICES	75,900.00	74,883.55	7,905.91	65,000.00	75,000.00	10,000.00	15.38%
240-2410-61020	ADMINISTRATIVE SERVICES	164,000.00	164,000.00	0.00	164,000.00	164,000.00	0.00	0.00%
240-2410-61040	IT SERVICES	16,200.00	17,681.67	4,197.49	16,500.00	18,000.00	1,500.00	9.09%
240-2410-61050	TEMPORARY EMPLOYEE SERVICI	2,400.00	3,118.29	973.56	0.00	0.00	0.00	0.00%
240-2410-61060	SOFTWARE MAINTENANCE AND	12,800.00	6,472.04	233.13	10,000.00	10,000.00	0.00	0.00%
240-2410-61070	LEGAL SERVICES	8,000.00	4,127.25	0.00	8,000.00	8,000.00	0.00	0.00%
240-2410-62020	MAINTENANCE VEHICLES	1,000.00	4,118.24	0.00	1,000.00	4,100.00	3,100.00	310.00%
240-2410-62030	MAINTENANCE OF EQUIPMENT	42,500.00	32,244.96	1,164.38	30,000.00	30,000.00	0.00	0.00%
240-2410-62040	FUEL	4,000.00	4,061.92	914.05	5,000.00	5,000.00	0.00	0.00%
240-2410-64010	INTEREST EXPENSE	40,727.60	40,726.94	18,233.62	35,867.00	35,867.00	0.00	0.00%
240-2410-64050	BAD DEBT	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
240-2410-66000	TRANSFER OUT	185,482.00	189,232.00	0.00	190,842.00	190,842.00	0.00	0.00%
240-2410-66010	IT REPLACEMENT	5,000.00	1,250.00	0.00	2,500.00	2,500.00	0.00	0.00%
240-2410-70040	VEHICLES	0.00	0.00	0.00	0.00	2,760.00	2,760.00	0.00%
240-2410-70050	OTHER EQUIPMENT	27,500.00	24,839.06	0.00	25,000.00	25,000.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
240-2410-70055	WATER METER REPLACEMENT	0.00	0.00	0.00	225,000.00	225,000.00	0.00	0.00%
	Total Department: 2410 - WATER OPERATIONS:	**1,161,374.60**	**1,109,786.42**	**191,772.14**	**1,416,682.00**	**1,441,242.00**	**24,560.00**	**1.73%**
	Total Expense:	**1,161,374.60**	**1,109,786.42**	**191,772.14**	**1,416,682.00**	**1,441,242.00**	**24,560.00**	**1.73%**
	Total Fund: 240 - WATER:	**767,465.40**	**809,345.25**	**424,803.16**	**480,254.00**	**619,484.00**	**139,230.00**	**28.99%**
Fund: 250 - WATER DEV IMPACT FEE								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
250-7000-44910	DEVELOPMENT IMPACT FEES	14,093.00	10,290.04	30,424.00	7,500.00	31,000.00	23,500.00	313.33%
	Total Department: 7000 - CAPITAL PROJECTS:	**14,093.00**	**10,290.04**	**30,424.00**	**7,500.00**	**31,000.00**	**23,500.00**	**313.33%**
	Total Revenue:	**14,093.00**	**10,290.04**	**30,424.00**	**7,500.00**	**31,000.00**	**23,500.00**	**313.33%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
250-7000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Expense:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Fund: 250 - WATER DEV IMPACT FEE:	**12,230.00**	**9,111.91**	**30,424.00**	**5,637.00**	**29,137.00**	**23,500.00**	**416.89%**
Fund: 255 - WATER FIXED ASSET REPLACEMENT								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
255-7000-46040	INTEREST EARNED	2,200.00	5,631.12	241.38	3,600.00	3,600.00	0.00	0.00%
255-7000-47080	STATE REVOLVING FUND	4,800,000.00	24,255.00	0.00	1,836,250.00	4,817,769.00	2,981,519.00	162.37%
255-7000-49010	TRANSFER IN	185,482.00	185,482.00	0.00	185,482.00	185,482.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**4,987,682.00**	**215,368.12**	**241.38**	**2,025,332.00**	**5,006,851.00**	**2,981,519.00**	**147.21%**
	Total Revenue:	**4,987,682.00**	**215,368.12**	**241.38**	**2,025,332.00**	**5,006,851.00**	**2,981,519.00**	**147.21%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
255-7000-71030	WELL #9	8,127,753.00	771,050.75	231,888.85	1,836,250.00	4,817,769.00	2,981,519.00	162.37%
	Total Department: 7000 - CAPITAL PROJECTS:	**8,127,753.00**	**771,050.75**	**231,888.85**	**1,836,250.00**	**4,817,769.00**	**2,981,519.00**	**162.37%**
	Total Expense:	**8,127,753.00**	**771,050.75**	**231,888.85**	**1,836,250.00**	**4,817,769.00**	**2,981,519.00**	**162.37%**
	Total Fund: 255 - WATER FIXED ASSET REPLACEMENT:	**-3,140,071.00**	**-555,682.63**	**-231,647.47**	**189,082.00**	**189,082.00**	**0.00**	**0.00%**
Fund: 270 - COMMUNITY/SENIOR CENTER								
Revenue								
Department: 2710 - COMMUNITY/SENIOR CENTER								
270-2710-46020	RENTAL REVENUE	14,000.00	13,270.00	1,820.00	14,000.00	14,000.00	0.00	0.00%
270-2710-46030	MOPPING SERVICES	4,200.00	2,620.00	-130.00	4,200.00	4,200.00	0.00	0.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
270-2710-46120	MISCELLANOUS REVENUE	0.00	35.00	0.00	0.00	0.00	0.00	0.00%
270-2710-46130	DONATION	6,000.00	6,000.00	1,000.00	6,000.00	6,000.00	0.00	0.00%
270-2710-49010	TRANSFER IN	7,500.00	8,268.82	0.00	7,500.00	7,500.00	0.00	0.00%
Total Department: 2710 - COMMUNITY/SENIOR CENTER:		**31,700.00**	**30,193.82**	**2,690.00**	**31,700.00**	**31,700.00**	**0.00**	**0.00%**
Total Revenue:		**31,700.00**	**30,193.82**	**2,690.00**	**31,700.00**	**31,700.00**	**0.00**	**0.00%**
Expense								
Department: 2710 - COMMUNITY/SENIOR CENTER								
270-2710-60020	DEPARTMENT SUPPLIES	2,000.00	916.74	0.00	1,500.00	1,500.00	0.00	0.00%
270-2710-60080	UTILITIES	6,500.00	5,853.62	743.84	6,500.00	6,500.00	0.00	0.00%
270-2710-61010	PROFESSIONAL SERVICES	560.00	850.31	0.00	560.00	560.00	0.00	0.00%
270-2710-61080	PEST CONTROL	1,450.00	927.50	240.00	1,450.00	1,450.00	0.00	0.00%
270-2710-61090	JANITORIAL SERVICES	13,000.00	11,848.00	1,568.00	13,000.00	13,000.00	0.00	0.00%
270-2710-62010	MAINTENANCE BUILDINGS AND	2,500.00	2,075.82	0.00	2,500.00	2,500.00	0.00	0.00%
270-2710-62030	MAINTENANCE OF EQUIPMENT	6,200.00	6,184.19	0.00	6,190.00	6,190.00	0.00	0.00%
Total Department: 2710 - COMMUNITY/SENIOR CENTER:		**32,210.00**	**28,656.18**	**2,551.84**	**31,700.00**	**31,700.00**	**0.00**	**0.00%**
Total Expense:		**32,210.00**	**28,656.18**	**2,551.84**	**31,700.00**	**31,700.00**	**0.00**	**0.00%**
Total Fund: 270 - COMMUNITY/SENIOR CENTER:		**-510.00**	**1,537.64**	**138.16**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 280 - USF COMMUNITY CENTER								
Revenue								
Department: 2810 - USF COMMUNITY CENTER								
280-2810-46020	RENTAL REVENUE	14,500.00	16,215.50	2,487.00	14,500.00	14,500.00	0.00	0.00%
Total Department: 2810 - USF COMMUNITY CENTER:		**14,500.00**	**16,215.50**	**2,487.00**	**14,500.00**	**14,500.00**	**0.00**	**0.00%**
Total Revenue:		**14,500.00**	**16,215.50**	**2,487.00**	**14,500.00**	**14,500.00**	**0.00**	**0.00%**
Expense								
Department: 2810 - USF COMMUNITY CENTER								
280-2810-60010	OFFICE SUPPLIES	200.00	203.57	17.95	200.00	200.00	0.00	0.00%
280-2810-60020	DEPARTMENT SUPPLIES	1,000.00	488.93	0.00	1,000.00	1,000.00	0.00	0.00%
280-2810-60080	UTILITIES	5,800.00	6,159.72	1,429.76	6,000.00	6,000.00	0.00	0.00%
280-2810-62010	MAINTENANCE BUILDINGS AND	2,100.00	1,478.86	0.00	2,100.00	2,100.00	0.00	0.00%
280-2810-62030	MAINTENANCE OF EQUIPMENT	700.00	423.73	0.00	700.00	700.00	0.00	0.00%
280-2810-64040	MISCELLANEOUS	300.00	0.00	0.00	300.00	300.00	0.00	0.00%
280-2810-66000	TRANSFER OUT	7,620.00	7,620.00	0.00	7,620.00	7,620.00	0.00	0.00%
Total Department: 2810 - USF COMMUNITY CENTER:		**17,720.00**	**16,374.81**	**1,447.71**	**17,920.00**	**17,920.00**	**0.00**	**0.00%**
Total Expense:		**17,720.00**	**16,374.81**	**1,447.71**	**17,920.00**	**17,920.00**	**0.00**	**0.00%**
Total Fund: 280 - USF COMMUNITY CENTER:		**-3,220.00**	**-159.31**	**1,039.29**	**-3,420.00**	**-3,420.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 310 - GARBAGE								
Revenue								
Department: 3110 - GARBAGE								
310-3110-45010	GARBAGE SERVICE REVENUE	510,000.00	531,469.34	137,136.26	531,380.00	544,755.00	13,375.00	2.52%
310-3110-46040	INTEREST EARNED	0.00	419.85	0.00	0.00	420.00	420.00	0.00%
	Total Department: 3110 - GARBAGE:	**510,000.00**	**531,889.19**	**137,136.26**	**531,380.00**	**545,175.00**	**13,795.00**	**2.60%**
	Total Revenue:	**510,000.00**	**531,889.19**	**137,136.26**	**531,380.00**	**545,175.00**	**13,795.00**	**2.60%**
Expense								
Department: 3110 - GARBAGE								
310-3110-60020	DEPARTMENT SUPPLIES	155.00	231.12	0.00	230.00	230.00	0.00	0.00%
310-3110-61010	PROFESSIONAL SERVICES	469,200.00	495,455.30	41,316.54	488,650.00	501,175.00	12,525.00	2.56%
310-3110-61030	FRANCHISE FEE	40,800.00	43,083.08	0.00	42,500.00	43,770.00	1,270.00	2.99%
	Total Department: 3110 - GARBAGE:	**510,155.00**	**538,769.50**	**41,316.54**	**531,380.00**	**545,175.00**	**13,795.00**	**2.60%**
	Total Expense:	**510,155.00**	**538,769.50**	**41,316.54**	**531,380.00**	**545,175.00**	**13,795.00**	**2.60%**
	Total Fund: 310 - GARBAGE:	**-155.00**	**-6,880.31**	**95,819.72**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 320 - GAS TAX 2103								
Revenue								
Department: 8000 - STREET PROJECTS								
320-8000-46040	INTEREST EARNED	50.00	467.58	38.01	-400.00	400.00	800.00	-200.00%
320-8000-47410	HIGHWAY USER TAX	27,449.00	34,576.84	2,961.57	66,646.00	66,646.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**27,499.00**	**35,044.42**	**2,999.58**	**66,246.00**	**67,046.00**	**800.00**	**1.21%**
	Total Revenue:	**27,499.00**	**35,044.42**	**2,999.58**	**66,246.00**	**67,046.00**	**800.00**	**1.21%**
Expense								
Department: 8000 - STREET PROJECTS								
320-8000-60020	DEPARTMENT SUPPLIES	2,000.00	2,347.92	0.00	2,000.00	2,000.00	0.00	0.00%
320-8000-61140	STREET STRIPING	35,000.00	34,995.00	34,995.55	35,000.00	35,000.00	0.00	0.00%
320-8000-66000	TRANSFER OUT	3,600.00	3,600.00	0.00	3,600.00	3,600.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**40,600.00**	**40,942.92**	**34,995.55**	**40,600.00**	**40,600.00**	**0.00**	**0.00%**
	Total Expense:	**40,600.00**	**40,942.92**	**34,995.55**	**40,600.00**	**40,600.00**	**0.00**	**0.00%**
	Total Fund: 320 - GAS TAX 2103:	**-13,101.00**	**-5,898.50**	**-31,995.97**	**25,646.00**	**26,446.00**	**800.00**	**3.12%**
Fund: 321 - GAS TAX 2105								
Revenue								
Department: 8000 - STREET PROJECTS								
321-8000-46040	INTEREST EARNED	0.00	40.45	22.61	0.00	0.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
321-8000-47410	HIGHWAY USER TAX	43,307.00	42,455.49	2,939.38	42,975.00	42,975.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**43,307.00**	**42,495.94**	**2,961.99**	**42,975.00**	**42,975.00**	**0.00**	**0.00%**
	Total Revenue:	**43,307.00**	**42,495.94**	**2,961.99**	**42,975.00**	**42,975.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
321-8000-60020	DEPARTMENT SUPPLIES	15,000.00	10,781.24	0.00	15,000.00	15,000.00	0.00	0.00%
321-8000-61010	PROFESSIONAL SERVICES	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
321-8000-66000	TRANSFER OUT	17,000.00	17,000.00	0.00	17,000.00	17,000.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**33,000.00**	**27,781.24**	**0.00**	**33,000.00**	**33,000.00**	**0.00**	**0.00%**
	Total Expense:	**33,000.00**	**27,781.24**	**0.00**	**33,000.00**	**33,000.00**	**0.00**	**0.00%**
	Total Fund: 321 - GAS TAX 2105:	**10,307.00**	**14,714.70**	**2,961.99**	**9,975.00**	**9,975.00**	**0.00**	**0.00%**
Fund: 322 - GAS TAX 2106								
Revenue								
Department: 8000 - STREET PROJECTS								
322-8000-47410	HIGHWAY USER TAX	30,244.00	30,410.80	2,311.56	30,045.00	30,045.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**30,244.00**	**30,410.80**	**2,311.56**	**30,045.00**	**30,045.00**	**0.00**	**0.00%**
	Total Revenue:	**30,244.00**	**30,410.80**	**2,311.56**	**30,045.00**	**30,045.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
322-8000-60080	UTILITIES	25,000.00	25,000.00	7,414.44	30,045.00	30,045.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**25,000.00**	**25,000.00**	**7,414.44**	**30,045.00**	**30,045.00**	**0.00**	**0.00%**
	Total Expense:	**25,000.00**	**25,000.00**	**7,414.44**	**30,045.00**	**30,045.00**	**0.00**	**0.00%**
	Total Fund: 322 - GAS TAX 2106:	**5,244.00**	**5,410.80**	**-5,102.88**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 323 - GAS TAX 2107								
Revenue								
Department: 8000 - STREET PROJECTS								
323-8000-47410	HIGHWAY USER TAX	56,878.00	53,392.43	3,859.85	56,128.00	56,128.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**56,878.00**	**53,392.43**	**3,859.85**	**56,128.00**	**56,128.00**	**0.00**	**0.00%**
	Total Revenue:	**56,878.00**	**53,392.43**	**3,859.85**	**56,128.00**	**56,128.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
323-8000-61010	PROFESSIONAL SERVICES	23,000.00	18,037.50	1,803.75	23,000.00	23,000.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
323-8000-66000	TRANSFER OUT	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**48,000.00**	**43,037.50**	**1,803.75**	**48,000.00**	**48,000.00**	**0.00**	**0.00%**
	Total Expense:	**48,000.00**	**43,037.50**	**1,803.75**	**48,000.00**	**48,000.00**	**0.00**	**0.00%**
	Total Fund: 323 - GAS TAX 2107:	**8,878.00**	**10,354.93**	**2,056.10**	**8,128.00**	**8,128.00**	**0.00**	**0.00%**
Fund: 324 - GAS TAX 2107.5								
Revenue								
Department: 8000 - STREET PROJECTS								
324-8000-47410	HIGHWAY USER TAX	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**2,000.00**	**2,000.00**	**2,000.00**	**2,000.00**	**2,000.00**	**0.00**	**0.00%**
	Total Revenue:	**2,000.00**	**2,000.00**	**2,000.00**	**2,000.00**	**2,000.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
324-8000-66000	TRANSFER OUT	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**1,000.00**	**1,000.00**	**0.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00%**
	Total Expense:	**1,000.00**	**1,000.00**	**0.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00%**
	Total Fund: 324 - GAS TAX 2107.5:	**1,000.00**	**1,000.00**	**2,000.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00%**
Fund: 325 - MEASURE L SALES TAX - ROADS								
Revenue								
Department: 8000 - STREET PROJECTS								
325-8000-41020	TAX-LOCAL STREETS AND ROADS	236,000.00	257,976.75	49,450.18	285,600.00	285,600.00	0.00	0.00%
325-8000-41040	TAX-TRAFFIC MANAGEMENT	47,000.00	51,595.33	9,890.04	57,290.00	57,290.00	0.00	0.00%
325-8000-41050	TAX-BIKE AND PEDESTRIAN	23,600.00	25,797.67	4,945.01	28,645.00	28,645.00	0.00	0.00%
325-8000-46040	INTEREST EARNED	0.00	1,561.48	55.10	1,000.00	1,000.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**306,600.00**	**336,931.23**	**64,340.33**	**372,535.00**	**372,535.00**	**0.00**	**0.00%**
	Total Revenue:	**306,600.00**	**336,931.23**	**64,340.33**	**372,535.00**	**372,535.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
325-8000-80060	SANTA FE OVERLAY	255,104.00	481,090.43	0.00	285,600.00	285,600.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**255,104.00**	**481,090.43**	**0.00**	**285,600.00**	**285,600.00**	**0.00**	**0.00%**
	Total Expense:	**255,104.00**	**481,090.43**	**0.00**	**285,600.00**	**285,600.00**	**0.00**	**0.00%**
	Total Fund: 325 - MEASURE L SALES TAX - ROADS:	**51,496.00**	**-144,159.20**	**64,340.33**	**86,935.00**	**86,935.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 326 - SB 1-ROADS MAINTENANCE REHABILITATION								
Revenue								
Department: 8000 - STREET PROJECTS								
326-8000-47420	SB 1-ROADS MAINTENANCE REH	122,662.00	121,411.12	13,303.20	127,173.00	127,173.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**122,662.00**	**121,411.12**	**13,303.20**	**127,173.00**	**127,173.00**	**0.00**	**0.00%**
	Total Revenue:	**122,662.00**	**121,411.12**	**13,303.20**	**127,173.00**	**127,173.00**	**0.00**	**0.00%**
Total Fund: 326 - SB 1-ROADS MAINTENANCE REHABILITATION:		**122,662.00**	**121,411.12**	**13,303.20**	**127,173.00**	**127,173.00**	**0.00**	**0.00%**
Fund: 340 - LANDSCAPE LIGHTING DISTRICT								
Revenue								
Department: 3405 - BRITTANY WOODS								
340-3405-41030	DIRECT ASSESSMENTS	8,060.00	8,022.00	0.00	8,060.00	0.00	-8,060.00	-100.00%
	Total Department: 3405 - BRITTANY WOODS:	**8,060.00**	**8,022.00**	**0.00**	**8,060.00**	**0.00**	**-8,060.00**	**-100.00%**
Department: 3410 - CENTRAL HUGHSON 2								
340-3410-41030	DIRECT ASSESSMENTS	14,614.00	14,579.44	0.00	14,614.00	0.00	-14,614.00	-100.00%
	Total Department: 3410 - CENTRAL HUGHSON 2:	**14,614.00**	**14,579.44**	**0.00**	**14,614.00**	**0.00**	**-14,614.00**	**-100.00%**
Department: 3415 - FEATHERS GLEN								
340-3415-41030	DIRECT ASSESSMENTS	13,294.70	13,125.20	0.00	13,294.70	0.00	-13,294.70	-100.00%
	Total Department: 3415 - FEATHERS GLEN:	**13,294.70**	**13,125.20**	**0.00**	**13,294.70**	**0.00**	**-13,294.70**	**-100.00%**
Department: 3420 - FONTANA RANCH NORTH								
340-3420-41030	DIRECT ASSESSMENTS	22,982.96	22,939.76	0.00	22,982.96	0.00	-22,982.96	-100.00%
	Total Department: 3420 - FONTANA RANCH NORTH:	**22,982.96**	**22,939.76**	**0.00**	**22,982.96**	**0.00**	**-22,982.96**	**-100.00%**
Department: 3425 - FONTANA RANCH SOUTH								
340-3425-41030	DIRECT ASSESSMENTS	13,628.16	13,591.96	0.00	13,628.16	0.00	-13,628.16	-100.00%
	Total Department: 3425 - FONTANA RANCH SOUTH:	**13,628.16**	**13,591.96**	**0.00**	**13,628.16**	**0.00**	**-13,628.16**	**-100.00%**
Department: 3430 - RHAPSODY 1								
340-3430-41030	DIRECT ASSESSMENTS	6,794.00	6,753.20	0.00	6,794.00	0.00	-6,794.00	-100.00%
	Total Department: 3430 - RHAPSODY 1:	**6,794.00**	**6,753.20**	**0.00**	**6,794.00**	**0.00**	**-6,794.00**	**-100.00%**
Department: 3435 - RHAPSODY 2								
340-3435-41030	DIRECT ASSESSMENTS	13,008.32	12,861.28	0.00	13,008.32	0.00	-13,008.32	-100.00%
	Total Department: 3435 - RHAPSODY 2:	**13,008.32**	**12,861.28**	**0.00**	**13,008.32**	**0.00**	**-13,008.32**	**-100.00%**
Department: 3440 - SANTA FE ESTATES 1								
340-3440-41030	DIRECT ASSESSMENTS	7,260.00	7,224.00	0.00	7,260.00	0.00	-7,260.00	-100.00%
	Total Department: 3440 - SANTA FE ESTATES 1:	**7,260.00**	**7,224.00**	**0.00**	**7,260.00**	**0.00**	**-7,260.00**	**-100.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Department: 3445 - SANTA FE ESTATES 2								
340-3445-41030	DIRECT ASSESSMENTS	6,649.00	6,614.18	0.00	6,649.00	0.00	-6,649.00	-100.00%
Total Department: 3445 - SANTA FE ESTATES 2:		**6,649.00**	**6,614.18**	**0.00**	**6,649.00**	**0.00**	**-6,649.00**	**-100.00%**
Department: 3450 - STARN ESTATES								
340-3450-41030	DIRECT ASSESSMENTS	7,689.00	7,648.82	0.00	7,689.00	0.00	-7,689.00	-100.00%
Total Department: 3450 - STARN ESTATES:		**7,689.00**	**7,648.82**	**0.00**	**7,689.00**	**0.00**	**-7,689.00**	**-100.00%**
Department: 3455 - STERLING GLEN 3								
340-3455-41030	DIRECT ASSESSMENTS	19,689.56	20,355.12	0.00	19,689.56	0.00	-19,689.56	-100.00%
Total Department: 3455 - STERLING GLEN 3:		**19,689.56**	**20,355.12**	**0.00**	**19,689.56**	**0.00**	**-19,689.56**	**-100.00%**
Department: 3460 - SUNGLOW								
340-3460-41030	DIRECT ASSESSMENTS	9,679.00	9,637.56	0.00	9,679.00	0.00	-9,679.00	-100.00%
Total Department: 3460 - SUNGLOW:		**9,679.00**	**9,637.56**	**0.00**	**9,679.00**	**0.00**	**-9,679.00**	**-100.00%**
Department: 3465 - WALNUT HAVEN 3								
340-3465-41030	DIRECT ASSESSMENTS	5,962.00	5,817.60	0.00	5,962.00	0.00	-5,962.00	-100.00%
Total Department: 3465 - WALNUT HAVEN 3:		**5,962.00**	**5,817.60**	**0.00**	**5,962.00**	**0.00**	**-5,962.00**	**-100.00%**
Total Revenue:		**149,310.70**	**149,170.12**	**0.00**	**149,310.70**	**0.00**	**-149,310.70**	**-100.00%**
Expense								
Department: 3405 - BRITTANY WOODS								
340-3405-50010	SALARIES-REGULAR	1,529.00	1,442.76	294.02	1,529.00	0.00	-1,529.00	-100.00%
340-3405-50030	OVERTIME	0.00	65.61	16.73	0.00	0.00	0.00	0.00%
340-3405-51010	PUBLIC EMPLOYEES RETIREMEN	166.00	164.26	28.31	166.00	0.00	-166.00	-100.00%
340-3405-51020	MEDICAL INSURANCE	267.00	254.28	40.11	267.00	0.00	-267.00	-100.00%
340-3405-51030	UNEMPLOYMENT INSURANCE	11.00	11.48	0.00	11.00	0.00	-11.00	-100.00%
340-3405-51040	WORKERS' COMPENSATION	204.00	202.56	99.64	204.00	0.00	-204.00	-100.00%
340-3405-51050	LIFE INSURANCE	15.00	14.83	2.40	15.00	0.00	-15.00	-100.00%
340-3405-51060	DENTAL INSURANCE	20.00	17.79	2.61	20.00	0.00	-20.00	-100.00%
340-3405-51070	MEDICARE TAX	22.00	21.78	4.45	22.00	0.00	-22.00	-100.00%
340-3405-51080	DEFERRED COMPENSATION	9.00	9.03	1.38	9.00	0.00	-9.00	-100.00%
340-3405-60080	UTILITIES	2,000.00	3,462.45	418.78	2,000.00	0.00	-2,000.00	-100.00%
340-3405-64040	MISCELLANEOUS	3,000.00	1,116.87	209.98	3,000.00	0.00	-3,000.00	-100.00%
340-3405-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
Total Department: 3405 - BRITTANY WOODS:		**7,801.00**	**7,341.70**	**1,118.41**	**7,801.00**	**0.00**	**-7,801.00**	**-100.00%**
Department: 3410 - CENTRAL HUGHSON 2								
340-3410-50010	SALARIES-REGULAR	1,147.00	1,082.25	220.72	1,147.00	0.00	-1,147.00	-100.00%
340-3410-50030	OVERTIME	0.00	49.17	12.53	0.00	0.00	0.00	0.00%
340-3410-51010	PUBLIC EMPLOYEES RETIREMEN	125.00	123.41	21.15	125.00	0.00	-125.00	-100.00%
340-3410-51020	MEDICAL INSURANCE	200.00	191.19	29.96	200.00	0.00	-200.00	-100.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
340-3410-51030	UNEMPLOYMENT INSURANCE	9.00	8.60	0.00	9.00	0.00	-9.00	-100.00%
340-3410-51040	WORKERS' COMPENSATION	153.00	151.92	99.64	153.00	0.00	-153.00	-100.00%
340-3410-51050	LIFE INSURANCE	12.00	11.86	1.83	12.00	0.00	-12.00	-100.00%
340-3410-51060	DENTAL INSURANCE	15.00	13.43	2.00	15.00	0.00	-15.00	-100.00%
340-3410-51070	MEDICARE TAX	17.00	16.49	3.41	17.00	0.00	-17.00	-100.00%
340-3410-51080	DEFERRED COMPENSATION	7.00	6.77	1.01	7.00	0.00	-7.00	-100.00%
340-3410-60080	UTILITIES	1,200.00	824.84	122.38	1,200.00	0.00	-1,200.00	-100.00%
340-3410-64040	MISCELLANEOUS	4,575.00	2,327.39	209.98	4,575.00	0.00	-4,575.00	-100.00%
340-3410-66000	TRANSFER OUT	549.00	549.00	0.00	549.00	0.00	-549.00	-100.00%
	Total Department: 3410 - CENTRAL HUGHSON 2:	**8,009.00**	**5,356.32**	**724.61**	**8,009.00**	**0.00**	**-8,009.00**	**-100.00%**
Department: 3415 - FEATHERS GLEN								
340-3415-50010	SALARIES-REGULAR	4,592.00	4,340.26	885.08	4,592.00	0.00	-4,592.00	-100.00%
340-3415-50030	OVERTIME	0.00	197.13	50.28	0.00	0.00	0.00	0.00%
340-3415-51010	PUBLIC EMPLOYEES RETIREMEN	499.00	494.80	84.90	499.00	0.00	-499.00	-100.00%
340-3415-51020	MEDICAL INSURANCE	802.00	766.10	120.50	802.00	0.00	-802.00	-100.00%
340-3415-51030	UNEMPLOYMENT INSURANCE	34.00	34.44	0.00	34.00	0.00	-34.00	-100.00%
340-3415-51040	WORKERS' COMPENSATION	613.00	608.68	199.27	613.00	0.00	-613.00	-100.00%
340-3415-51050	LIFE INSURANCE	46.00	45.47	7.14	46.00	0.00	-46.00	-100.00%
340-3415-51060	DENTAL INSURANCE	60.00	53.80	8.00	60.00	0.00	-60.00	-100.00%
340-3415-51070	MEDICARE TAX	67.00	66.03	13.59	67.00	0.00	-67.00	-100.00%
340-3415-51080	DEFERRED COMPENSATION	26.00	26.50	4.00	26.00	0.00	-26.00	-100.00%
340-3415-60080	UTILITIES	700.00	954.91	131.22	700.00	0.00	-700.00	-100.00%
340-3415-64040	MISCELLANEOUS	4,962.00	1,693.35	209.98	4,962.00	0.00	-4,962.00	-100.00%
340-3415-66000	TRANSFER OUT	893.00	893.00	0.00	893.00	0.00	-893.00	-100.00%
	Total Department: 3415 - FEATHERS GLEN:	**13,294.00**	**10,174.47**	**1,713.96**	**13,294.00**	**0.00**	**-13,294.00**	**-100.00%**
Department: 3420 - FONTANA RANCH NORTH								
340-3420-50010	SALARIES-REGULAR	765.00	727.32	148.38	765.00	0.00	-765.00	-100.00%
340-3420-50030	OVERTIME	0.00	32.94	8.40	0.00	0.00	0.00	0.00%
340-3420-51010	PUBLIC EMPLOYEES RETIREMEN	83.00	83.01	14.22	83.00	0.00	-83.00	-100.00%
340-3420-51020	MEDICAL INSURANCE	133.00	128.46	20.14	133.00	0.00	-133.00	-100.00%
340-3420-51030	UNEMPLOYMENT INSURANCE	6.00	5.77	0.00	6.00	0.00	-6.00	-100.00%
340-3420-51040	WORKERS' COMPENSATION	102.00	101.28	99.64	102.00	0.00	-102.00	-100.00%
340-3420-51050	LIFE INSURANCE	8.00	7.91	1.27	8.00	0.00	-8.00	-100.00%
340-3420-51060	DENTAL INSURANCE	10.00	9.25	1.42	10.00	0.00	-10.00	-100.00%
340-3420-51070	MEDICARE TAX	11.00	11.19	2.26	11.00	0.00	-11.00	-100.00%
340-3420-51080	DEFERRED COMPENSATION	4.00	4.14	0.60	4.00	0.00	-4.00	-100.00%
340-3420-60080	UTILITIES	8,920.00	12,686.37	1,579.14	8,920.00	0.00	-8,920.00	-100.00%
340-3420-64040	MISCELLANEOUS	8,950.00	2,741.90	2,735.78	8,950.00	0.00	-8,950.00	-100.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
340-3420-66000	TRANSFER OUT	840.00	840.00	0.00	840.00	0.00	-840.00	-100.00%
Total Department: 3420 - FONTANA RANCH NORTH:		**19,832.00**	**17,379.54**	**4,611.25**	**19,832.00**	**0.00**	**-19,832.00**	**-100.00%**
Department: 3425 - FONTANA RANCH SOUTH								
340-3425-50010	SALARIES-REGULAR	765.00	727.32	148.38	765.00	0.00	-765.00	-100.00%
340-3425-50030	OVERTIME	0.00	32.94	8.40	0.00	0.00	0.00	0.00%
340-3425-51010	PUBLIC EMPLOYEES RETIREMEN	83.00	83.01	14.22	83.00	0.00	-83.00	-100.00%
340-3425-51020	MEDICAL INSURANCE	133.00	128.46	20.14	133.00	0.00	-133.00	-100.00%
340-3425-51030	UNEMPLOYMENT INSURANCE	6.00	5.77	0.00	6.00	0.00	-6.00	-100.00%
340-3425-51040	WORKERS' COMPENSATION	102.00	101.28	99.64	102.00	0.00	-102.00	-100.00%
340-3425-51050	LIFE INSURANCE	8.00	7.91	1.27	8.00	0.00	-8.00	-100.00%
340-3425-51060	DENTAL INSURANCE	10.00	9.25	1.42	10.00	0.00	-10.00	-100.00%
340-3425-51070	MEDICARE TAX	11.00	11.19	2.26	11.00	0.00	-11.00	-100.00%
340-3425-51080	DEFERRED COMPENSATION	4.00	4.14	0.60	4.00	0.00	-4.00	-100.00%
340-3425-60080	UTILITIES	6,730.00	9,875.10	1,304.10	6,730.00	0.00	-6,730.00	-100.00%
340-3425-64040	MISCELLANEOUS	2,000.00	1,062.41	2,628.00	2,000.00	0.00	-2,000.00	-100.00%
340-3425-66000	TRANSFER OUT	840.00	840.00	0.00	840.00	0.00	-840.00	-100.00%
Total Department: 3425 - FONTANA RANCH SOUTH:		**10,692.00**	**12,888.78**	**4,228.43**	**10,692.00**	**0.00**	**-10,692.00**	**-100.00%**
Department: 3430 - RHAPSODY 1								
340-3430-50010	SALARIES-REGULAR	765.00	727.32	148.38	765.00	0.00	-765.00	-100.00%
340-3430-50030	OVERTIME	0.00	32.94	8.40	0.00	0.00	0.00	0.00%
340-3430-51010	PUBLIC EMPLOYEES RETIREMEN	83.00	83.01	14.22	83.00	0.00	-83.00	-100.00%
340-3430-51020	MEDICAL INSURANCE	133.00	128.46	20.14	133.00	0.00	-133.00	-100.00%
340-3430-51030	UNEMPLOYMENT INSURANCE	6.00	5.77	0.00	6.00	0.00	-6.00	-100.00%
340-3430-51040	WORKERS' COMPENSATION	102.00	101.28	99.64	102.00	0.00	-102.00	-100.00%
340-3430-51050	LIFE INSURANCE	8.00	7.91	1.27	8.00	0.00	-8.00	-100.00%
340-3430-51060	DENTAL INSURANCE	10.00	9.25	1.42	10.00	0.00	-10.00	-100.00%
340-3430-51070	MEDICARE TAX	11.00	11.19	2.26	11.00	0.00	-11.00	-100.00%
340-3430-51080	DEFERRED COMPENSATION	4.00	4.14	0.60	4.00	0.00	-4.00	-100.00%
340-3430-60080	UTILITIES	2,000.00	2,014.79	298.77	2,000.00	0.00	-2,000.00	-100.00%
340-3430-64040	MISCELLANEOUS	2,957.00	1,321.69	235.78	2,957.00	0.00	-2,957.00	-100.00%
340-3430-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
Total Department: 3430 - RHAPSODY 1:		**6,637.00**	**5,005.75**	**830.88**	**6,637.00**	**0.00**	**-6,637.00**	**-100.00%**
Department: 3435 - RHAPSODY 2								
340-3435-50010	SALARIES-REGULAR	765.00	747.78	148.38	765.00	0.00	-765.00	-100.00%
340-3435-50030	OVERTIME	0.00	32.94	8.40	0.00	0.00	0.00	0.00%
340-3435-51010	PUBLIC EMPLOYEES RETIREMEN	83.00	153.99	14.22	83.00	0.00	-83.00	-100.00%
340-3435-51020	MEDICAL INSURANCE	133.00	222.59	20.14	133.00	0.00	-133.00	-100.00%
340-3435-51030	UNEMPLOYMENT INSURANCE	6.00	5.77	0.00	6.00	0.00	-6.00	-100.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
340-3435-51040	WORKERS' COMPENSATION	102.00	101.28	99.64	102.00	0.00	-102.00	-100.00%
340-3435-51050	LIFE INSURANCE	8.00	7.91	1.27	8.00	0.00	-8.00	-100.00%
340-3435-51060	DENTAL INSURANCE	10.00	16.45	1.42	10.00	0.00	-10.00	-100.00%
340-3435-51070	MEDICARE TAX	11.00	20.43	2.26	11.00	0.00	-11.00	-100.00%
340-3435-51080	DEFERRED COMPENSATION	4.00	7.76	0.60	4.00	0.00	-4.00	-100.00%
340-3435-60080	UTILITIES	2,770.00	4,259.84	396.78	2,770.00	0.00	-2,770.00	-100.00%
340-3435-64040	MISCELLANEOUS	3,175.00	1,116.87	209.98	3,175.00	0.00	-3,175.00	-100.00%
340-3435-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
	Total Department: 3435 - RHAPSODY 2:	**7,625.00**	**7,251.61**	**903.09**	**7,625.00**	**0.00**	**-7,625.00**	**-100.00%**
Department: 3440 - SANTA FE ESTATES 1								
340-3440-50010	SALARIES-REGULAR	4,590.00	4,340.26	885.08	4,590.00	0.00	-4,590.00	-100.00%
340-3440-50030	OVERTIME	0.00	197.13	50.28	0.00	0.00	0.00	0.00%
340-3440-51010	PUBLIC EMPLOYEES RETIREMEN	499.00	494.80	84.90	499.00	0.00	-499.00	-100.00%
340-3440-51020	MEDICAL INSURANCE	801.00	766.10	120.50	801.00	0.00	-801.00	-100.00%
340-3440-51030	UNEMPLOYMENT INSURANCE	34.00	34.44	0.00	34.00	0.00	-34.00	-100.00%
340-3440-51040	WORKERS' COMPENSATION	613.00	608.68	199.27	613.00	0.00	-613.00	-100.00%
340-3440-51050	LIFE INSURANCE	46.00	45.47	7.14	46.00	0.00	-46.00	-100.00%
340-3440-51060	DENTAL INSURANCE	59.00	53.80	8.00	59.00	0.00	-59.00	-100.00%
340-3440-51070	MEDICARE TAX	67.00	66.03	13.59	67.00	0.00	-67.00	-100.00%
340-3440-51080	DEFERRED COMPENSATION	26.00	26.50	4.00	26.00	0.00	-26.00	-100.00%
340-3440-60080	UTILITIES	1,500.00	5,558.86	665.86	1,500.00	0.00	-1,500.00	-100.00%
340-3440-64040	MISCELLANEOUS	600.00	873.90	128.99	600.00	0.00	-600.00	-100.00%
340-3440-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
	Total Department: 3440 - SANTA FE ESTATES 1:	**9,393.00**	**13,623.97**	**2,167.61**	**9,393.00**	**0.00**	**-9,393.00**	**-100.00%**
Department: 3445 - SANTA FE ESTATES 2								
340-3445-50010	SALARIES-REGULAR	4,590.00	4,319.80	885.08	4,590.00	0.00	-4,590.00	-100.00%
340-3445-50030	OVERTIME	0.00	197.13	50.28	0.00	0.00	0.00	0.00%
340-3445-51010	PUBLIC EMPLOYEES RETIREMEN	499.00	423.82	84.90	499.00	0.00	-499.00	-100.00%
340-3445-51020	MEDICAL INSURANCE	801.00	671.97	120.50	801.00	0.00	-801.00	-100.00%
340-3445-51030	UNEMPLOYMENT INSURANCE	34.00	34.44	0.00	34.00	0.00	-34.00	-100.00%
340-3445-51040	WORKERS' COMPENSATION	613.00	608.68	199.27	613.00	0.00	-613.00	-100.00%
340-3445-51050	LIFE INSURANCE	46.00	45.47	7.14	46.00	0.00	-46.00	-100.00%
340-3445-51060	DENTAL INSURANCE	59.00	46.60	8.00	59.00	0.00	-59.00	-100.00%
340-3445-51070	MEDICARE TAX	67.00	56.79	13.59	67.00	0.00	-67.00	-100.00%
340-3445-51080	DEFERRED COMPENSATION	26.00	22.88	4.00	26.00	0.00	-26.00	-100.00%
340-3445-60080	UTILITIES	1,000.00	2,796.65	109.24	1,000.00	0.00	-1,000.00	-100.00%
340-3445-64040	MISCELLANEOUS	600.00	843.45	128.99	600.00	0.00	-600.00	-100.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
340-3445-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
	Total Department: 3445 - SANTA FE ESTATES 2:	**8,893.00**	**10,625.68**	**1,610.99**	**8,893.00**	**0.00**	**-8,893.00**	**-100.00%**
Department: 3450 - STARN ESTATES								
340-3450-50010	SALARIES-REGULAR	765.00	735.46	148.38	765.00	0.00	-765.00	-100.00%
340-3450-50030	OVERTIME	0.00	32.94	8.40	0.00	0.00	0.00	0.00%
340-3450-51010	PUBLIC EMPLOYEES RETIREMEN	83.00	111.24	14.22	83.00	0.00	-83.00	-100.00%
340-3450-51020	MEDICAL INSURANCE	133.00	165.91	20.14	133.00	0.00	-133.00	-100.00%
340-3450-51030	UNEMPLOYMENT INSURANCE	6.00	5.77	0.00	6.00	0.00	-6.00	-100.00%
340-3450-51040	WORKERS' COMPENSATION	102.00	101.28	99.64	102.00	0.00	-102.00	-100.00%
340-3450-51050	LIFE INSURANCE	8.00	7.91	1.27	8.00	0.00	-8.00	-100.00%
340-3450-51060	DENTAL INSURANCE	10.00	12.10	1.42	10.00	0.00	-10.00	-100.00%
340-3450-51070	MEDICARE TAX	11.00	14.86	2.26	11.00	0.00	-11.00	-100.00%
340-3450-51080	DEFERRED COMPENSATION	4.00	5.59	0.60	4.00	0.00	-4.00	-100.00%
340-3450-60080	UTILITIES	1,413.00	1,947.75	272.40	1,413.00	0.00	-1,413.00	-100.00%
340-3450-64040	MISCELLANEOUS	4,586.00	1,171.67	235.78	4,586.00	0.00	-4,586.00	-100.00%
340-3450-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
	Total Department: 3450 - STARN ESTATES:	**7,679.00**	**4,870.48**	**804.51**	**7,679.00**	**0.00**	**-7,679.00**	**-100.00%**
Department: 3455 - STERLING GLEN 3								
340-3455-50010	SALARIES-REGULAR	2,294.00	2,162.93	441.53	2,294.00	0.00	-2,294.00	-100.00%
340-3455-50030	OVERTIME	0.00	98.28	25.07	0.00	0.00	0.00	0.00%
340-3455-51010	PUBLIC EMPLOYEES RETIREMEN	249.00	239.84	42.32	249.00	0.00	-249.00	-100.00%
340-3455-51020	MEDICAL INSURANCE	400.00	373.29	60.23	400.00	0.00	-400.00	-100.00%
340-3455-51030	UNEMPLOYMENT INSURANCE	17.00	17.18	0.00	17.00	0.00	-17.00	-100.00%
340-3455-51040	WORKERS' COMPENSATION	307.00	304.84	99.64	307.00	0.00	-307.00	-100.00%
340-3455-51050	LIFE INSURANCE	23.00	22.73	3.66	23.00	0.00	-23.00	-100.00%
340-3455-51060	DENTAL INSURANCE	30.00	26.15	4.01	30.00	0.00	-30.00	-100.00%
340-3455-51070	MEDICARE TAX	33.00	32.07	6.84	33.00	0.00	-33.00	-100.00%
340-3455-51080	DEFERRED COMPENSATION	13.00	12.85	1.98	13.00	0.00	-13.00	-100.00%
340-3455-60080	UTILITIES	3,256.00	4,696.85	644.64	3,256.00	0.00	-3,256.00	-100.00%
340-3455-64040	MISCELLANEOUS	7,000.00	1,171.63	235.74	7,000.00	0.00	-7,000.00	-100.00%
340-3455-66000	TRANSFER OUT	934.00	934.00	0.00	934.00	0.00	-934.00	-100.00%
	Total Department: 3455 - STERLING GLEN 3:	**14,556.00**	**10,092.64**	**1,565.66**	**14,556.00**	**0.00**	**-14,556.00**	**-100.00%**
Department: 3460 - SUNGLOW								
340-3460-50010	SALARIES-REGULAR	1,911.00	1,808.03	369.28	1,911.00	0.00	-1,911.00	-100.00%
340-3460-50030	OVERTIME	0.00	82.11	20.94	0.00	0.00	0.00	0.00%
340-3460-51010	PUBLIC EMPLOYEES RETIREMEN	208.00	199.36	35.39	208.00	0.00	-208.00	-100.00%
340-3460-51020	MEDICAL INSURANCE	334.00	310.01	50.12	334.00	0.00	-334.00	-100.00%
340-3460-51030	UNEMPLOYMENT INSURANCE	14.00	14.33	0.00	14.00	0.00	-14.00	-100.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
340-3460-51040	WORKERS' COMPENSATION	256.00	254.20	99.64	256.00	0.00	-256.00	-100.00%
340-3460-51050	LIFE INSURANCE	19.00	18.78	2.94	19.00	0.00	-19.00	-100.00%
340-3460-51060	DENTAL INSURANCE	25.00	21.74	3.38	25.00	0.00	-25.00	-100.00%
340-3460-51070	MEDICARE TAX	28.00	26.60	5.71	28.00	0.00	-28.00	-100.00%
340-3460-51080	DEFERRED COMPENSATION	11.00	10.72	1.62	11.00	0.00	-11.00	-100.00%
340-3460-60080	UTILITIES	1,662.00	1,539.36	256.56	1,662.00	0.00	-1,662.00	-100.00%
340-3460-64040	MISCELLANEOUS	4,549.00	1,173.78	236.51	4,549.00	0.00	-4,549.00	-100.00%
340-3460-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
	Total Department: 3460 - SUNGLOW:	**9,575.00**	**6,017.02**	**1,082.09**	**9,575.00**	**0.00**	**-9,575.00**	**-100.00%**
Department: 3465 - WALNUT HAVEN 3								
340-3465-50010	SALARIES-REGULAR	1,529.00	1,438.68	294.02	1,529.00	0.00	-1,529.00	-100.00%
340-3465-50030	OVERTIME	0.00	65.61	16.73	0.00	0.00	0.00	0.00%
340-3465-51010	PUBLIC EMPLOYEES RETIREMEN	166.00	150.16	28.31	166.00	0.00	-166.00	-100.00%
340-3465-51020	MEDICAL INSURANCE	267.00	235.56	40.11	267.00	0.00	-267.00	-100.00%
340-3465-51030	UNEMPLOYMENT INSURANCE	11.00	11.48	0.00	11.00	0.00	-11.00	-100.00%
340-3465-51040	WORKERS' COMPENSATION	204.00	202.56	199.27	204.00	0.00	-204.00	-100.00%
340-3465-51050	LIFE INSURANCE	15.00	14.83	2.40	15.00	0.00	-15.00	-100.00%
340-3465-51060	DENTAL INSURANCE	20.00	16.36	2.61	20.00	0.00	-20.00	-100.00%
340-3465-51070	MEDICARE TAX	22.00	19.93	4.45	22.00	0.00	-22.00	-100.00%
340-3465-51080	DEFERRED COMPENSATION	9.00	8.28	1.38	9.00	0.00	-9.00	-100.00%
340-3465-60080	UTILITIES	1,700.00	1,544.40	257.40	1,700.00	0.00	-1,700.00	-100.00%
340-3465-64040	MISCELLANEOUS	1,400.00	928.70	154.79	1,400.00	0.00	-1,400.00	-100.00%
340-3465-66000	TRANSFER OUT	558.00	558.00	0.00	558.00	0.00	-558.00	-100.00%
	Total Department: 3465 - WALNUT HAVEN 3:	**5,901.00**	**5,194.55**	**1,001.47**	**5,901.00**	**0.00**	**-5,901.00**	**-100.00%**
	Total Expense:	**129,887.00**	**115,822.51**	**22,362.96**	**129,887.00**	**0.00**	**-129,887.00**	**-100.00%**
	Total Fund: 340 - LANDSCAPE LIGHTING DISTRICT:	**19,423.70**	**33,347.61**	**-22,362.96**	**19,423.70**	**0.00**	**-19,423.70**	**-100.00%**
Fund: 350 - BENEFIT ASSESSMENT DISTRICT								
Revenue								
Department: 3505 - CENTRAL HUGHSON 2								
350-3505-41030	DIRECT ASSESSMENTS	8,298.00	8,121.36	0.00	8,298.00	0.00	-8,298.00	-100.00%
	Total Department: 3505 - CENTRAL HUGHSON 2:	**8,298.00**	**8,121.36**	**0.00**	**8,298.00**	**0.00**	**-8,298.00**	**-100.00%**
Department: 3510 - FEATHERS GLEN								
350-3510-41030	DIRECT ASSESSMENTS	10,338.72	10,305.32	0.00	10,338.72	0.00	-10,338.72	-100.00%
	Total Department: 3510 - FEATHERS GLEN:	**10,338.72**	**10,305.32**	**0.00**	**10,338.72**	**0.00**	**-10,338.72**	**-100.00%**
Department: 3515 - FONTANA RANCH NORTH								
350-3515-41030	DIRECT ASSESSMENTS	23,550.80	23,507.60	0.00	23,550.80	0.00	-23,550.80	-100.00%
	Total Department: 3515 - FONTANA RANCH NORTH:	**23,550.80**	**23,507.60**	**0.00**	**23,550.80**	**0.00**	**-23,550.80**	**-100.00%**

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Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Department: 3520 - FONTANA RANCH SOUTH								
350-3520-41030	DIRECT ASSESSMENTS	12,041.12	12,004.92	0.00	12,041.12	0.00	-12,041.12	-100.00%
Total Department: 3520 - FONTANA RANCH SOUTH:		**12,041.12**	**12,004.92**	**0.00**	**12,041.12**	**0.00**	**-12,041.12**	**-100.00%**
Department: 3525 - STERLING GLEN 3								
350-3525-41030	DIRECT ASSESSMENTS	13,561.94	13,963.48	0.00	13,561.94	0.00	-13,561.94	-100.00%
Total Department: 3525 - STERLING GLEN 3:		**13,561.94**	**13,963.48**	**0.00**	**13,561.94**	**0.00**	**-13,561.94**	**-100.00%**
Total Revenue:		**67,790.58**	**67,902.68**	**0.00**	**67,790.58**	**0.00**	**-67,790.58**	**-100.00%**
Expense								
Department: 3505 - CENTRAL HUGHSON 2								
350-3505-61010	PROFESSIONAL SERVICES	0.00	235.63	0.00	0.00	0.00	0.00	0.00%
350-3505-64040	MISCELLANEOUS	950.00	1,083.03	180.59	950.00	0.00	-950.00	-100.00%
350-3505-66000	TRANSFER OUT	567.00	567.00	0.00	567.00	0.00	-567.00	-100.00%
350-3505-70050	OTHER EQIUPMENT	950.00	590.00	950.00	950.00	0.00	-950.00	-100.00%
Total Department: 3505 - CENTRAL HUGHSON 2:		**2,467.00**	**2,475.66**	**1,130.59**	**2,467.00**	**0.00**	**-2,467.00**	**-100.00%**
Department: 3510 - FEATHERS GLEN								
350-3510-50010	SALARIES-REGULAR	3,357.00	3,295.79	710.68	3,357.00	0.00	-3,357.00	-100.00%
350-3510-50030	OVERTIME	0.00	119.82	30.55	0.00	0.00	0.00	0.00%
350-3510-51010	PUBLIC EMPLOYEES RETIREMEN	381.00	379.53	60.03	381.00	0.00	-381.00	-100.00%
350-3510-51020	MEDICAL INSURANCE	667.00	641.08	88.21	667.00	0.00	-667.00	-100.00%
350-3510-51030	UNEMPLOYMENT INSURANCE	25.00	24.82	0.00	25.00	0.00	-25.00	-100.00%
350-3510-51040	WORKERS' COMPENSATION	527.00	523.28	99.64	527.00	0.00	-527.00	-100.00%
350-3510-51050	LIFE INSURANCE	35.00	34.59	4.85	35.00	0.00	-35.00	-100.00%
350-3510-51060	DENTAL INSURANCE	49.00	44.61	5.90	49.00	0.00	-49.00	-100.00%
350-3510-51070	MEDICARE TAX	49.00	49.42	10.83	49.00	0.00	-49.00	-100.00%
350-3510-51080	DEFERRED COMPENSATION	22.00	21.48	2.88	22.00	0.00	-22.00	-100.00%
350-3510-61010	PROFESSIONAL SERVICES	0.00	235.63	0.00	0.00	0.00	0.00	0.00%
350-3510-64040	MISCELLANEOUS	2,500.00	2,688.27	417.85	2,500.00	0.00	-2,500.00	-100.00%
350-3510-66000	TRANSFER OUT	379.00	379.00	0.00	379.00	0.00	-379.00	-100.00%
350-3510-70050	OTHER EQUIPMENT	1,500.00	0.00	1,000.00	1,500.00	0.00	-1,500.00	-100.00%
Total Department: 3510 - FEATHERS GLEN:		**9,491.00**	**8,437.32**	**2,431.42**	**9,491.00**	**0.00**	**-9,491.00**	**-100.00%**
Department: 3515 - FONTANA RANCH NORTH								
350-3515-50010	SALARIES-REGULAR	1,259.00	1,239.52	267.45	1,259.00	0.00	-1,259.00	-100.00%
350-3515-50030	OVERTIME	0.00	44.97	11.47	0.00	0.00	0.00	0.00%
350-3515-51010	PUBLIC EMPLOYEES RETIREMEN	143.00	142.77	22.67	143.00	0.00	-143.00	-100.00%
350-3515-51020	MEDICAL INSURANCE	250.00	241.04	33.10	250.00	0.00	-250.00	-100.00%
350-3515-51030	UNEMPLOYMENT INSURANCE	9.00	9.32	0.00	9.00	0.00	-9.00	-100.00%
350-3515-51040	WORKERS' COMPENSATION	197.00	195.60	99.64	197.00	0.00	-197.00	-100.00%
350-3515-51050	LIFE INSURANCE	13.00	12.85	1.77	13.00	0.00	-13.00	-100.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
350-3515-51060	DENTAL INSURANCE	18.00	16.95	2.28	18.00	0.00	-18.00	-100.00%
350-3515-51070	MEDICARE TAX	18.00	18.43	3.98	18.00	0.00	-18.00	-100.00%
350-3515-51080	DEFERRED COMPENSATION	8.00	8.03	1.08	8.00	0.00	-8.00	-100.00%
350-3515-61010	PROFESSIONAL SERVICES	0.00	235.63	0.00	0.00	0.00	0.00	0.00%
350-3515-64040	MISCELLANEOUS	1,500.00	1,916.86	154.79	1,500.00	0.00	-1,500.00	-100.00%
350-3515-66000	TRANSFER OUT	397.00	397.00	0.00	397.00	0.00	-397.00	-100.00%
350-3515-70050	OTHER EQUIPMENT	1,000.00	0.00	1,000.00	1,000.00	0.00	-1,000.00	-100.00%
Total Department: 3515 - FONTANA RANCH NORTH:		**4,812.00**	**4,478.97**	**1,598.23**	**4,812.00**	**0.00**	**-4,812.00**	**-100.00%**
Department: 3520 - FONTANA RANCH SOUTH								
350-3520-50010	SALARIES-REGULAR	5,456.00	5,346.70	1,153.11	5,456.00	0.00	-5,456.00	-100.00%
350-3520-50030	OVERTIME	0.00	194.37	49.57	0.00	0.00	0.00	0.00%
350-3520-51010	PUBLIC EMPLOYEES RETIREMEN	620.00	616.02	97.50	620.00	0.00	-620.00	-100.00%
350-3520-51020	MEDICAL INSURANCE	1,084.00	1,039.66	143.17	1,084.00	0.00	-1,084.00	-100.00%
350-3520-51030	UNEMPLOYMENT INSURANCE	41.00	40.25	0.00	41.00	0.00	-41.00	-100.00%
350-3520-51040	WORKERS' COMPENSATION	856.00	850.00	199.27	856.00	0.00	-856.00	-100.00%
350-3520-51050	LIFE INSURANCE	56.00	55.35	7.87	56.00	0.00	-56.00	-100.00%
350-3520-51060	DENTAL INSURANCE	80.00	72.52	9.55	80.00	0.00	-80.00	-100.00%
350-3520-51070	MEDICARE TAX	79.00	80.38	17.47	79.00	0.00	-79.00	-100.00%
350-3520-51080	DEFERRED COMPENSATION	35.00	34.75	4.66	35.00	0.00	-35.00	-100.00%
350-3520-61010	PROFESSIONAL SERVICES	0.00	235.63	0.00	0.00	0.00	0.00	0.00%
350-3520-64040	MISCELLANEOUS	1,500.00	2,256.76	128.99	1,500.00	0.00	-1,500.00	-100.00%
350-3520-66000	TRANSFER OUT	397.00	397.00	0.00	397.00	0.00	-397.00	-100.00%
350-3520-70050	OTHER EQUIPMENT	1,500.00	0.00	1,296.95	1,500.00	0.00	-1,500.00	-100.00%
Total Department: 3520 - FONTANA RANCH SOUTH:		**11,704.00**	**11,219.39**	**3,108.11**	**11,704.00**	**0.00**	**-11,704.00**	**-100.00%**
Department: 3525 - STERLING GLEN 3								
350-3525-50010	SALARIES-REGULAR	1,679.00	1,641.93	354.44	1,679.00	0.00	-1,679.00	-100.00%
350-3525-50030	OVERTIME	0.00	59.76	15.23	0.00	0.00	0.00	0.00%
350-3525-51010	PUBLIC EMPLOYEES RETIREMEN	191.00	188.82	29.72	191.00	0.00	-191.00	-100.00%
350-3525-51020	MEDICAL INSURANCE	334.00	321.07	44.25	334.00	0.00	-334.00	-100.00%
350-3525-51030	UNEMPLOYMENT INSURANCE	12.00	12.44	0.00	12.00	0.00	-12.00	-100.00%
350-3525-51040	WORKERS' COMPENSATION	264.00	262.16	99.58	264.00	0.00	-264.00	-100.00%
350-3525-51050	LIFE INSURANCE	17.00	16.76	2.21	17.00	0.00	-17.00	-100.00%
350-3525-51060	DENTAL INSURANCE	25.00	21.86	2.50	25.00	0.00	-25.00	-100.00%
350-3525-51070	MEDICARE TAX	25.00	23.51	5.47	25.00	0.00	-25.00	-100.00%
350-3525-51080	DEFERRED COMPENSATION	11.00	11.47	1.49	11.00	0.00	-11.00	-100.00%
350-3525-61010	PROFESSIONAL SERVICES	0.00	235.63	0.00	0.00	0.00	0.00	0.00%
350-3525-64040	MISCELLANEOUS	1,625.00	1,966.69	154.79	1,625.00	0.00	-1,625.00	-100.00%
350-3525-66000	TRANSFER OUT	397.00	397.00	0.00	397.00	0.00	-397.00	-100.00%

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
350-3525-70050	OTHER EQUIPMENT	1,100.00	0.00	0.00	1,100.00	0.00	-1,100.00	-100.00%
	Total Department: 3525 - STERLING GLEN 3:	**5,680.00**	**5,159.10**	**709.68**	**5,680.00**	**0.00**	**-5,680.00**	**-100.00%**
	Total Expense:	**34,154.00**	**31,770.44**	**8,978.03**	**34,154.00**	**0.00**	**-34,154.00**	**-100.00%**
	Total Fund: 350 - BENEFIT ASSESSMENT DISTRICT:	**33,636.58**	**36,132.24**	**-8,978.03**	**33,636.58**	**0.00**	**-33,636.58**	**-100.00%**
Fund: 360 - COMMUNITY FACILITIES DISTRICT								
Revenue								
Department: 3605 - PROVINCE PLACE								
360-3605-41030	DIRECT ASSESSMENTS	8,833.00	8,830.82	0.00	8,833.00	0.00	-8,833.00	-100.00%
	Total Department: 3605 - PROVINCE PLACE:	**8,833.00**	**8,830.82**	**0.00**	**8,833.00**	**0.00**	**-8,833.00**	**-100.00%**
	Total Revenue:	**8,833.00**	**8,830.82**	**0.00**	**8,833.00**	**0.00**	**-8,833.00**	**-100.00%**
Expense								
Department: 3605 - PROVINCE PLACE								
360-3605-60080	UTILITIES	600.00	325.80	65.14	600.00	0.00	-600.00	-100.00%
360-3605-61010	PROFESSIONAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00	-1,000.00	-100.00%
360-3605-64040	MISCELLANEOUS	1,000.00	249.87	0.00	1,000.00	0.00	-1,000.00	-100.00%
360-3605-66000	TRANSFER OUT	1,000.00	1,000.00	0.00	1,000.00	0.00	-1,000.00	-100.00%
	Total Department: 3605 - PROVINCE PLACE:	**3,600.00**	**1,575.67**	**65.14**	**3,600.00**	**0.00**	**-3,600.00**	**-100.00%**
	Total Expense:	**3,600.00**	**1,575.67**	**65.14**	**3,600.00**	**0.00**	**-3,600.00**	**-100.00%**
	Total Fund: 360 - COMMUNITY FACILITIES DISTRICT:	**5,233.00**	**7,255.15**	**-65.14**	**5,233.00**	**0.00**	**-5,233.00**	**-100.00%**
Fund: 370 - COMMUNITY ENHANCEMENT DEV IMPACT FEE								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
370-7000-44910	DEVELOPMENT IMPACT FEES	3,024.00	2,016.00	8,064.00	1,500.00	8,100.00	6,600.00	440.00%
370-7000-46040	INTEREST EARNED	50.00	482.84	40.77	363.00	363.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**3,074.00**	**2,498.84**	**8,104.77**	**1,863.00**	**8,463.00**	**6,600.00**	**354.27%**
	Total Revenue:	**3,074.00**	**2,498.84**	**8,104.77**	**1,863.00**	**8,463.00**	**6,600.00**	**354.27%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
370-7000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Expense:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Fund: 370 - COMMUNITY ENHANCEMENT DEV IMPACT FEE:	**1,211.00**	**1,320.71**	**8,104.77**	**0.00**	**6,600.00**	**6,600.00**	**0.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 371 - TRENCH CUT FUND								
Revenue								
Department: 8000 - STREET PROJECTS								
371-8000-44050	FEE - TRENCH CUT	200.00	0.00	116.80	0.00	0.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**200.00**	**0.00**	**116.80**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Revenue:	**200.00**	**0.00**	**116.80**	**0.00**	**0.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
371-8000-80060	SANTA FE OVERLAY	0.00	0.00	0.00	77,000.00	77,000.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**0.00**	**0.00**	**0.00**	**77,000.00**	**77,000.00**	**0.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**77,000.00**	**77,000.00**	**0.00**	**0.00%**
	Total Fund: 371 - TRENCH CUT FUND:	**200.00**	**0.00**	**116.80**	**-77,000.00**	**-77,000.00**	**0.00**	**0.00%**
Fund: 372 - IT RESERVE								
Revenue								
Department: 3720 - INFORMATION TECHNOLOGY								
372-3720-46040	INTEREST EARNED	0.00	374.14	34.65	250.00	250.00	0.00	0.00%
372-3720-49010	TRANSFER IN	15,000.00	15,000.00	0.00	10,000.00	10,000.00	0.00	0.00%
	Total Department: 3720 - INFORMATION TECHNOLOGY:	**15,000.00**	**15,374.14**	**34.65**	**10,250.00**	**10,250.00**	**0.00**	**0.00%**
	Total Revenue:	**15,000.00**	**15,374.14**	**34.65**	**10,250.00**	**10,250.00**	**0.00**	**0.00%**
Expense								
Department: 3720 - INFORMATION TECHNOLOGY								
372-3720-70060	SOFTWARE	700.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
372-3720-70070	COMPUTER HARDWARE	17,000.00	7,498.19	0.00	21,000.00	21,000.00	0.00	0.00%
	Total Department: 3720 - INFORMATION TECHNOLOGY:	**17,700.00**	**7,498.19**	**0.00**	**26,000.00**	**26,000.00**	**0.00**	**0.00%**
	Total Expense:	**17,700.00**	**7,498.19**	**0.00**	**26,000.00**	**26,000.00**	**0.00**	**0.00%**
	Total Fund: 372 - IT RESERVE:	**-2,700.00**	**7,875.95**	**34.65**	**-15,750.00**	**-15,750.00**	**0.00**	**0.00%**
Fund: 374 - DIABILITY ACCESS AND EDUCATION								
Revenue								
Department: 3740 - DISABILITY ACCESS AND EDUCATION								
374-3740-46055	CASP REVENUE	1,026.00	1,145.70	68.40	1,050.00	1,050.00	0.00	0.00%
	Total Department: 3740 - DISABILITY ACCESS AND EDUCATION:	**1,026.00**	**1,145.70**	**68.40**	**1,050.00**	**1,050.00**	**0.00**	**0.00%**
	Total Revenue:	**1,026.00**	**1,145.70**	**68.40**	**1,050.00**	**1,050.00**	**0.00**	**0.00%**
	Total Fund: 374 - DIABILITY ACCESS AND EDUCATION:	**1,026.00**	**1,145.70**	**68.40**	**1,050.00**	**1,050.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 383 - VEHICLE ABATEMENT								
Revenue								
Department: 3830 - VEHICLE ABATEMENT								
383-3830-47040	ABANDONED VEHICLE ABATEME	4,000.00	9,683.92	0.00	7,500.00	7,500.00	0.00	0.00%
Total Department: 3830 - VEHICLE ABATEMENT:		**4,000.00**	**9,683.92**	**0.00**	**7,500.00**	**7,500.00**	**0.00**	**0.00%**
Total Revenue:		**4,000.00**	**9,683.92**	**0.00**	**7,500.00**	**7,500.00**	**0.00**	**0.00%**
Expense								
Department: 3830 - VEHICLE ABATEMENT								
383-3830-66000	TRANSFER OUT	9,000.00	9,000.00	0.00	10,000.00	10,000.00	0.00	0.00%
Total Department: 3830 - VEHICLE ABATEMENT:		**9,000.00**	**9,000.00**	**0.00**	**10,000.00**	**10,000.00**	**0.00**	**0.00%**
Total Expense:		**9,000.00**	**9,000.00**	**0.00**	**10,000.00**	**10,000.00**	**0.00**	**0.00%**
Total Fund: 383 - VEHICLE ABATEMENT:		**-5,000.00**	**683.92**	**0.00**	**-2,500.00**	**-2,500.00**	**0.00**	**0.00%**
Fund: 384 - SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND								
Revenue								
Department: 3840 - SUPPLEMENTAL LAW ENFORCEMENT								
384-3840-46040	INTEREST EARNED	0.00	844.06	68.56	500.00	500.00	0.00	0.00%
384-3840-47060	SUPPLEMENTAL LAW ENFORCEM	100,000.00	148,746.54	0.00	150,000.00	150,000.00	0.00	0.00%
Total Department: 3840 - SUPPLEMENTAL LAW ENFORCEMENT:		**100,000.00**	**149,590.60**	**68.56**	**150,500.00**	**150,500.00**	**0.00**	**0.00%**
Total Revenue:		**100,000.00**	**149,590.60**	**68.56**	**150,500.00**	**150,500.00**	**0.00**	**0.00%**
Expense								
Department: 3840 - SUPPLEMENTAL LAW ENFORCEMENT								
384-3840-60070	PHONE AND INTERNET	3,600.00	3,414.75	608.16	3,400.00	3,400.00	0.00	0.00%
384-3840-60080	UTILITIES	1,000.00	1,522.94	289.33	1,400.00	1,400.00	0.00	0.00%
384-3840-61010	PROFESSIONAL SERVICES	50,000.00	11,211.40	0.00	120,656.00	120,656.00	0.00	0.00%
384-3840-70080	POLICE EQUIPMENT	45,400.00	43,935.31	0.00	70,700.00	70,700.00	0.00	0.00%
Total Department: 3840 - SUPPLEMENTAL LAW ENFORCEMENT:		**100,000.00**	**60,084.40**	**897.49**	**196,156.00**	**196,156.00**	**0.00**	**0.00%**
Total Expense:		**100,000.00**	**60,084.40**	**897.49**	**196,156.00**	**196,156.00**	**0.00**	**0.00%**
Total Fund: 384 - SUPPLEMENTAL LAW ENFORCEMENT SERVICE F...		**0.00**	**89,506.20**	**-828.93**	**-45,656.00**	**-45,656.00**	**0.00**	**0.00%**
Fund: 392 - 94-STBG-799 HOUSING REHAB								
Revenue								
Department: 3900 - HOUSING								
392-3900-46040	INTEREST EARNED	200.00	863.71	69.38	600.00	600.00	0.00	0.00%

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
392-3900-46060	PROGRAM INCOME-CDBG LOAN	1,000.00	1,977.38	133.02	0.00	0.00	0.00	0.00%
	Total Department: 3900 - HOUSING:	**1,200.00**	**2,841.09**	**202.40**	**600.00**	**600.00**	**0.00**	**0.00%**
	Total Revenue:	**1,200.00**	**2,841.09**	**202.40**	**600.00**	**600.00**	**0.00**	**0.00%**
	Total Fund: 392 - 94-STBG-799 HOUSING REHAB:	**1,200.00**	**2,841.09**	**202.40**	**600.00**	**600.00**	**0.00**	**0.00%**
Fund: 394 - 96-STBG-1013 REHAB								
Revenue								
Department: 3900 - HOUSING								
394-3900-46040	INTEREST EARNED	150.00	808.72	65.00	600.00	600.00	0.00	0.00%
394-3900-46060	PROGRAM INCOME-CDBG LOAN	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Department: 3900 - HOUSING:	**2,150.00**	**808.72**	**65.00**	**600.00**	**600.00**	**0.00**	**0.00%**
	Total Revenue:	**2,150.00**	**808.72**	**65.00**	**600.00**	**600.00**	**0.00**	**0.00%**
Expense								
Department: 3900 - HOUSING								
394-3900-61010	PROFESSIONAL SERVICES	0.00	15.00	0.00	0.00	0.00	0.00	0.00%
	Total Department: 3900 - HOUSING:	**0.00**	**15.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Expense:	**0.00**	**15.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 394 - 96-STBG-1013 REHAB:	**2,150.00**	**793.72**	**65.00**	**600.00**	**600.00**	**0.00**	**0.00%**
Fund: 410 - LOCAL TRANSPORATION								
Expense								
Department: 8000 - STREET PROJECTS								
410-8000-60080	UTILITIES	20,000.00	16,123.97	0.00	0.00	20,000.00	20,000.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**20,000.00**	**16,123.97**	**0.00**	**0.00**	**20,000.00**	**20,000.00**	**0.00%**
	Total Expense:	**20,000.00**	**16,123.97**	**0.00**	**0.00**	**20,000.00**	**20,000.00**	**0.00%**
	Total Fund: 410 - LOCAL TRANSPORATION:	**20,000.00**	**16,123.97**	**0.00**	**0.00**	**20,000.00**	**20,000.00**	**0.00%**
Fund: 415 - LOCAL TRANSPORATION NON MOTORIZED								
Revenue								
Department: 8000 - STREET PROJECTS								
415-8000-47030	NONMOTORIZED ALLOCATION	0.00	12,062.00	0.00	0.00	0.00	0.00	0.00%
	Total Department: 8000 - STREET PROJECTS:	**0.00**	**12,062.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Revenue:	**0.00**	**12,062.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Expense								
Department: 8000 - STREET PROJECTS								
415-8000-61010	PROFESSIONAL SERVICES	7,082.00	5,925.00	0.00	0.00	0.00	0.00	0.00%
Total Department: 8000 - STREET PROJECTS:		**7,082.00**	**5,925.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Expense:		**7,082.00**	**5,925.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 415 - LOCAL TRANSPORATION NON MOTORIZED:		**-7,082.00**	**6,137.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 420 - TRANPORTATION STREET PROJECTS								
Revenue								
Department: 8000 - STREET PROJECTS								
420-8000-47550	GRANT-RSTP-WHITMORE CROSS	100,000.00	0.00	0.00	100,000.00	100,000.00	0.00	0.00%
420-8000-47570	GRANT-ATP FOX RD	33,445.00	40,000.00	0.00	0.00	0.00	0.00	0.00%
Total Department: 8000 - STREET PROJECTS:		**133,445.00**	**40,000.00**	**0.00**	**100,000.00**	**100,000.00**	**0.00**	**0.00%**
Total Revenue:		**133,445.00**	**40,000.00**	**0.00**	**100,000.00**	**100,000.00**	**0.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
420-8000-80020	WHITMORE CROSSWALK	78,290.00	11,861.02	0.00	66,428.98	66,428.98	0.00	0.00%
Total Department: 8000 - STREET PROJECTS:		**78,290.00**	**11,861.02**	**0.00**	**66,428.98**	**66,428.98**	**0.00**	**0.00%**
Total Expense:		**78,290.00**	**11,861.02**	**0.00**	**66,428.98**	**66,428.98**	**0.00**	**0.00%**
Total Fund: 420 - TRANPORTATION STREET PROJECTS:		**55,155.00**	**28,138.98**	**0.00**	**33,571.02**	**33,571.02**	**0.00**	**0.00%**
Fund: 425 - PUBLIC WORKS STREET PROJECTS - CDBG								
Revenue								
Department: 8000 - STREET PROJECTS								
425-8000-47560	GRANT-CDBG-2ND STREET SIDE\	432,884.00	345,335.19	0.00	0.00	0.00	0.00	0.00%
425-8000-47580	GRANT-CDBG-WALKER LANE	0.00	0.00	0.00	0.00	379,000.00	379,000.00	0.00%
Total Department: 8000 - STREET PROJECTS:		**432,884.00**	**345,335.19**	**0.00**	**0.00**	**379,000.00**	**379,000.00**	**0.00%**
Total Revenue:		**432,884.00**	**345,335.19**	**0.00**	**0.00**	**379,000.00**	**379,000.00**	**0.00%**
Expense								
Department: 8000 - STREET PROJECTS								
425-8000-80030	2ND STREET SIDEWALK INFILL	353,234.00	342,944.62	0.00	0.00	0.00	0.00	0.00%
425-8000-80580	WALKER LANE	0.00	0.00	0.00	0.00	379,000.00	379,000.00	0.00%
Total Department: 8000 - STREET PROJECTS:		**353,234.00**	**342,944.62**	**0.00**	**0.00**	**379,000.00**	**379,000.00**	**0.00%**
Total Expense:		**353,234.00**	**342,944.62**	**0.00**	**0.00**	**379,000.00**	**379,000.00**	**0.00%**
Total Fund: 425 - PUBLIC WORKS STREET PROJECTS - CDBG:		**79,650.00**	**2,390.57**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 450 - STORM DRAIN DEV IMPACT FEE								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
450-7000-44910	DEVELOPMENT IMPACT FEES	11,126.00	8,312.03	22,512.00	10,000.00	25,000.00	15,000.00	150.00%
450-7000-46040	INTEREST EARNED	150.00	1,579.62	133.74	1,100.00	1,100.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**11,276.00**	**9,891.65**	**22,645.74**	**11,100.00**	**26,100.00**	**15,000.00**	**135.14%**
	Total Revenue:	**11,276.00**	**9,891.65**	**22,645.74**	**11,100.00**	**26,100.00**	**15,000.00**	**135.14%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
450-7000-61010	PROFESSIONAL SERVICES	1,863.00	0.00	0.00	1,863.00	1,863.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**1,863.00**	**0.00**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Expense:	**1,863.00**	**0.00**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
	Total Fund: 450 - STORM DRAIN DEV IMPACT FEE:	**9,413.00**	**9,891.65**	**22,645.74**	**9,237.00**	**24,237.00**	**15,000.00**	**162.39%**
Fund: 451 - PUBLIC FACIILITY DEV IMPACT FEE								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
451-7000-44910	DEVELOPMENT IMPACT FEES	16,665.00	13,615.28	24,400.00	12,000.00	25,000.00	13,000.00	108.33%
451-7000-46040	INTEREST EARNED	1,000.00	4,949.86	404.47	3,500.00	3,500.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**17,665.00**	**18,565.14**	**24,804.47**	**15,500.00**	**28,500.00**	**13,000.00**	**83.87%**
	Total Revenue:	**17,665.00**	**18,565.14**	**24,804.47**	**15,500.00**	**28,500.00**	**13,000.00**	**83.87%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
451-7000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.13	0.00	1,863.00	75,363.00	73,500.00	3,945.25%
451-7000-71010	ENTERPRISE RESOURCE MANAG	16,476.00	3,618.76	0.00	0.00	0.00	0.00	0.00%
	Total Department: 7000 - CAPITAL PROJECTS:	**18,339.00**	**4,796.89**	**0.00**	**1,863.00**	**75,363.00**	**73,500.00**	**3,945.25%**
	Total Expense:	**18,339.00**	**4,796.89**	**0.00**	**1,863.00**	**75,363.00**	**73,500.00**	**3,945.25%**
	Total Fund: 451 - PUBLIC FACIILITY DEV IMPACT FEE:	**-674.00**	**13,768.25**	**24,804.47**	**13,637.00**	**-46,863.00**	**-60,500.00**	**-443.65%**
Fund: 452 - PUBLIC FACILITY STREETS DEV IMPACT FEE								
Revenue								
Department: 8000 - STREET PROJECTS								
452-8000-44910	DEVELOPMENT IMPACT FEES	23,039.00	18,938.13	32,808.00	15,000.00	35,000.00	20,000.00	133.33%
	Total Department: 8000 - STREET PROJECTS:	**23,039.00**	**18,938.13**	**32,808.00**	**15,000.00**	**35,000.00**	**20,000.00**	**133.33%**
	Total Revenue:	**23,039.00**	**18,938.13**	**32,808.00**	**15,000.00**	**35,000.00**	**20,000.00**	**133.33%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Expense								
Department: 8000 - STREET PROJECTS								
452-8000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
Total Department: 8000 - STREET PROJECTS:		**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Expense:		**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 452 - PUBLIC FACILITY STREETS DEV IMPACT FEE:		**21,176.00**	**17,760.00**	**32,808.00**	**13,137.00**	**33,137.00**	**20,000.00**	**152.24%**
Fund: 453 - PARK DEV IMPACT FEE								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
453-7000-44910	DEVELOPMENT IMPACT FEES	8,001.00	5,334.00	21,336.00	3,500.00	21,350.00	17,850.00	510.00%
453-7000-46040	INTEREST EARNED	200.00	1,775.69	148.52	1,500.00	1,500.00	0.00	0.00%
Total Department: 7000 - CAPITAL PROJECTS:		**8,201.00**	**7,109.69**	**21,484.52**	**5,000.00**	**22,850.00**	**17,850.00**	**357.00%**
Total Revenue:		**8,201.00**	**7,109.69**	**21,484.52**	**5,000.00**	**22,850.00**	**17,850.00**	**357.00%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
453-7000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.13	0.00	1,863.00	7,863.00	6,000.00	322.06%
Total Department: 7000 - CAPITAL PROJECTS:		**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**7,863.00**	**6,000.00**	**322.06%**
Total Expense:		**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**7,863.00**	**6,000.00**	**322.06%**
Total Fund: 453 - PARK DEV IMPACT FEE:		**6,338.00**	**5,931.56**	**21,484.52**	**3,137.00**	**14,987.00**	**11,850.00**	**377.75%**
Fund: 454 - PARKLAND IN LIEU								
Revenue								
Department: 7000 - CAPITAL PROJECTS								
454-7000-44910	DEVELOPMENT IMPACT FEES	5,973.00	3,982.00	15,928.00	2,500.00	15,930.00	13,430.00	537.20%
454-7000-46040	INTEREST EARNED	500.00	1,668.68	115.59	0.00	500.00	500.00	0.00%
Total Department: 7000 - CAPITAL PROJECTS:		**6,473.00**	**5,650.68**	**16,043.59**	**2,500.00**	**16,430.00**	**13,930.00**	**557.20%**
Total Revenue:		**6,473.00**	**5,650.68**	**16,043.59**	**2,500.00**	**16,430.00**	**13,930.00**	**557.20%**
Expense								
Department: 7000 - CAPITAL PROJECTS								
454-7000-61010	PROFESSIONAL SERVICES	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
454-7000-70010	LAND ACQUISITION	295,000.00	299,828.20	0.00	0.00	0.00	0.00	0.00%
Total Department: 7000 - CAPITAL PROJECTS:		**296,863.00**	**301,006.33**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Expense:		**296,863.00**	**301,006.33**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 454 - PARKLAND IN LIEU:		**-290,390.00**	**-295,355.65**	**16,043.59**	**637.00**	**14,567.00**	**13,930.00**	**2,186.81%**

Budget Comparison Report

Account Number		2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 520 - RDA SUCCESSOR AGENCY								
Revenue								
Department: 5210 - RDA SUCCESSOR AGENCY								
520-5210-40020	TAX INCREMENT	286,500.00	315,761.24	0.00	286,500.00	286,500.00	0.00	0.00%
520-5210-46040	INTEREST EARNED	0.00	1,897.43	358.99	1,400.00	1,400.00	0.00	0.00%
Total Department: 5210 - RDA SUCCESSOR AGENCY:		**286,500.00**	**317,658.67**	**358.99**	**287,900.00**	**287,900.00**	**0.00**	**0.00%**
Total Revenue:		**286,500.00**	**317,658.67**	**358.99**	**287,900.00**	**287,900.00**	**0.00**	**0.00%**
Expense								
Department: 5210 - RDA SUCCESSOR AGENCY								
520-5210-61010	PROFESSIONAL SERVICES	10,000.00	9,295.00	2,645.00	10,000.00	10,000.00	0.00	0.00%
520-5210-64010	INTEREST EXPENSE	85,500.00	85,335.71	42,166.80	85,500.00	85,500.00	0.00	0.00%
520-5210-65010	RETIRE PRINCIPAL	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.00	0.00%
520-5210-66000	TRANSFER OUT	96,000.00	96,000.00	0.00	96,000.00	96,000.00	0.00	0.00%
Total Department: 5210 - RDA SUCCESSOR AGENCY:		**291,500.00**	**290,630.71**	**144,811.80**	**291,500.00**	**291,500.00**	**0.00**	**0.00%**
Total Expense:		**291,500.00**	**290,630.71**	**144,811.80**	**291,500.00**	**291,500.00**	**0.00**	**0.00%**
Total Fund: 520 - RDA SUCCESSOR AGENCY:		**-5,000.00**	**27,027.96**	**-144,452.81**	**-3,600.00**	**-3,600.00**	**0.00**	**0.00%**
Fund: 530 - BRITTANY WOODS- LLD								
Revenue								
Department: 3405 - BRITTANY WOODS								
530-3405-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	8,018.00	8,018.00	0.00%
Total Department: 3405 - BRITTANY WOODS:		**0.00**	**0.00**	**0.00**	**0.00**	**8,018.00**	**8,018.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**8,018.00**	**8,018.00**	**0.00%**
Expense								
Department: 3405 - BRITTANY WOODS								
530-3405-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	3,456.00	3,456.00	0.00%
530-3405-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
530-3405-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	500.00	500.00	0.00%
530-3405-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	24.00	24.00	0.00%
530-3405-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	410.00	410.00	0.00%
530-3405-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
530-3405-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
530-3405-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
530-3405-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
530-3405-60080	UTILITIES	0.00	0.00	0.00	0.00	3,200.00	3,200.00	0.00%
530-3405-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	2,894.00	2,894.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
530-3405-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3405 - BRITTANY WOODS:	**0.00**	**0.00**	**0.00**	**0.00**	**12,424.00**	**12,424.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**12,424.00**	**12,424.00**	**0.00%**
	Total Fund: 530 - BRITTANY WOODS- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-4,406.00**	**-4,406.00**	**0.00%**
Fund: 531 - CENTRAL HUGHSON 2- LLD								
Revenue								
Department: 3410 - CENTRAL HUGHSON 2								
531-3410-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	14,576.00	14,576.00	0.00%
	Total Department: 3410 - CENTRAL HUGHSON 2:	**0.00**	**0.00**	**0.00**	**0.00**	**14,576.00**	**14,576.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**14,576.00**	**14,576.00**	**0.00%**
Expense								
Department: 3410 - CENTRAL HUGHSON 2								
531-3410-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,614.00	1,614.00	0.00%
531-3410-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
531-3410-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	400.00	400.00	0.00%
531-3410-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
531-3410-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	350.00	350.00	0.00%
531-3410-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
531-3410-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
531-3410-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
531-3410-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
531-3410-60080	UTILITIES	0.00	0.00	0.00	0.00	750.00	750.00	0.00%
531-3410-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	5,916.00	5,916.00	0.00%
531-3410-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,477.00	1,477.00	0.00%
	Total Department: 3410 - CENTRAL HUGHSON 2:	**0.00**	**0.00**	**0.00**	**0.00**	**10,967.00**	**10,967.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**10,967.00**	**10,967.00**	**0.00%**
	Total Fund: 531 - CENTRAL HUGHSON 2- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**3,609.00**	**3,609.00**	**0.00%**
Fund: 532 - FEATHERS GLEN LLD								
Revenue								
Department: 3415 - FEATHERS GLEN								
532-3415-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	18,670.00	18,670.00	0.00%
	Total Department: 3415 - FEATHERS GLEN:	**0.00**	**0.00**	**0.00**	**0.00**	**18,670.00**	**18,670.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**18,670.00**	**18,670.00**	**0.00%**
Expense								
Department: 3415 - FEATHERS GLEN								
532-3415-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	8,979.00	8,979.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
532-3415-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
532-3415-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00%
532-3415-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	80.00	80.00	0.00%
532-3415-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00%
532-3415-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
532-3415-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	150.00	150.00	0.00%
532-3415-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
532-3415-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	75.00	75.00	0.00%
532-3415-60080	UTILITIES	0.00	0.00	0.00	0.00	840.00	840.00	0.00%
532-3415-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	7,956.00	7,956.00	0.00%
532-3415-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,557.00	2,557.00	0.00%
	Total Department: 3415 - FEATHERS GLEN:	**0.00**	**0.00**	**0.00**	**0.00**	**23,937.00**	**23,937.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**23,937.00**	**23,937.00**	**0.00%**
	Total Fund: 532 - FEATHERS GLEN LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-5,267.00**	**-5,267.00**	**0.00%**
Fund: 533 - FONTANA RANCH NORTH- LLD								
Revenue								
Department: 3420 - FONTANA RANCH NORTH								
533-3420-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	22,703.00	22,703.00	0.00%
	Total Department: 3420 - FONTANA RANCH NORTH:	**0.00**	**0.00**	**0.00**	**0.00**	**22,703.00**	**22,703.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**22,703.00**	**22,703.00**	**0.00%**
Expense								
Department: 3420 - FONTANA RANCH NORTH								
533-3420-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,872.00	1,872.00	0.00%
533-3420-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
533-3420-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
533-3420-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
533-3420-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
533-3420-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
533-3420-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
533-3420-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
533-3420-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	10.00	10.00	0.00%
533-3420-60080	UTILITIES	0.00	0.00	0.00	0.00	5,880.00	5,880.00	0.00%
533-3420-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	6,808.00	6,808.00	0.00%
533-3420-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,339.00	2,339.00	0.00%
	Total Department: 3420 - FONTANA RANCH NORTH:	**0.00**	**0.00**	**0.00**	**0.00**	**17,789.00**	**17,789.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**17,789.00**	**17,789.00**	**0.00%**
	Total Fund: 533 - FONTANA RANCH NORTH- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**4,914.00**	**4,914.00**	**0.00%**

Budget Comparison Report

Account Number			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 534 - FONTANA RANCH SOUTH- LLD							
Revenue							
Department: 3425 - FONTANA RANCH SOUTH							
534-3425-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	14,492.00	14,492.00	0.00%
Total Department: 3425 - FONTANA RANCH SOUTH:		**0.00**	**0.00**	**0.00**	**0.00**	**14,492.00**	**14,492.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**14,492.00**	**14,492.00**	**0.00%**
Expense							
Department: 3425 - FONTANA RANCH SOUTH							
534-3425-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,872.00	1,872.00	0.00%
534-3425-51010	PUBLIC EMPLOYEES RETIREMEN'	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
534-3425-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
534-3425-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
534-3425-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
534-3425-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
534-3425-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
534-3425-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
534-3425-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	10.00	10.00	0.00%
534-3425-60080	UTILITIES	0.00	0.00	0.00	0.00	4,666.00	4,666.00	0.00%
534-3425-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	3,555.00	3,555.00	0.00%
534-3425-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,339.00	2,339.00	0.00%
Total Department: 3425 - FONTANA RANCH SOUTH:		**0.00**	**0.00**	**0.00**	**0.00**	**13,322.00**	**13,322.00**	**0.00%**
Total Expense:		**0.00**	**0.00**	**0.00**	**0.00**	**13,322.00**	**13,322.00**	**0.00%**
Total Fund: 534 - FONTANA RANCH SOUTH- LLD:		**0.00**	**0.00**	**0.00**	**0.00**	**1,170.00**	**1,170.00**	**0.00%**
Fund: 535 - RHAPSODY I - LLD							
Revenue							
Department: 3430 - RHAPSODY 1							
535-3430-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	6,749.00	6,749.00	0.00%
Total Department: 3430 - RHAPSODY 1:		**0.00**	**0.00**	**0.00**	**0.00**	**6,749.00**	**6,749.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**6,749.00**	**6,749.00**	**0.00%**
Expense							
Department: 3430 - RHAPSODY 1							
535-3430-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,872.00	1,872.00	0.00%
535-3430-51010	PUBLIC EMPLOYEES RETIREMEN'	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
535-3430-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
535-3430-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
535-3430-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
535-3430-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
535-3430-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
535-3430-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
535-3430-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	10.00	10.00	0.00%
535-3430-60080	UTILITIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
535-3430-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	2,627.00	2,627.00	0.00%
535-3430-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3430 - RHAPSODY 1:	**0.00**	**0.00**	**0.00**	**0.00**	**8,889.00**	**8,889.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**8,889.00**	**8,889.00**	**0.00%**
	Total Fund: 535 - RHAPSODY I - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-2,140.00**	**-2,140.00**	**0.00%**
Fund: 536 - RHAPSODY 2- LLD								
Revenue								
Department: 3435 - RHAPSODY 2								
536-3435-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	13,830.00	13,830.00	0.00%
	Total Department: 3435 - RHAPSODY 2:	**0.00**	**0.00**	**0.00**	**0.00**	**13,830.00**	**13,830.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**13,830.00**	**13,830.00**	**0.00%**
Expense								
Department: 3435 - RHAPSODY 2								
536-3435-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,872.00	1,872.00	0.00%
536-3435-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
536-3435-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
536-3435-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
536-3435-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
536-3435-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
536-3435-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
536-3435-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
536-3435-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	10.00	10.00	0.00%
536-3435-60080	UTILITIES	0.00	0.00	0.00	0.00	4,432.00	4,432.00	0.00%
536-3435-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	2,849.00	2,849.00	0.00%
536-3435-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,554.00	1,554.00	0.00%
	Total Department: 3435 - RHAPSODY 2:	**0.00**	**0.00**	**0.00**	**0.00**	**11,597.00**	**11,597.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**11,597.00**	**11,597.00**	**0.00%**
	Total Fund: 536 - RHAPSODY 2- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**2,233.00**	**2,233.00**	**0.00%**

Budget Comparison Report

Account Number			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 537 - SANTA FE ESTATES 1 - LLD							
Revenue							
Department: 3440 - SANTA FE ESTATES 1							
537-3440-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	7,220.00	7,220.00	0.00%
	Total Department: 3440 - SANTA FE ESTATES 1:	**0.00**	**0.00**	**0.00**	**0.00**	**7,220.00**	**7,220.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**7,220.00**	**7,220.00**	**0.00%**
Expense							
Department: 3440 - SANTA FE ESTATES 1							
537-3440-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	7,806.00	7,806.00	0.00%
537-3440-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
537-3440-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00%
537-3440-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	80.00	80.00	0.00%
537-3440-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00%
537-3440-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
537-3440-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	150.00	150.00	0.00%
537-3440-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
537-3440-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	75.00	75.00	0.00%
537-3440-60080	UTILITIES	0.00	0.00	0.00	0.00	5,183.00	5,183.00	0.00%
537-3440-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	3,025.00	3,025.00	0.00%
537-3440-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	500.00	500.00	0.00%
	Total Department: 3440 - SANTA FE ESTATES 1:	**0.00**	**0.00**	**0.00**	**0.00**	**21,019.00**	**21,019.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**21,019.00**	**21,019.00**	**0.00%**
	Total Fund: 537 - SANTA FE ESTATES 1 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-13,799.00**	**-13,799.00**	**0.00%**
Fund: 538 - SANTA FE ESTATES 2 - LLD							
Revenue							
Department: 3445 - SANTA FE ESTATES 2							
538-3445-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	6,610.00	6,610.00	0.00%
	Total Department: 3445 - SANTA FE ESTATES 2:	**0.00**	**0.00**	**0.00**	**0.00**	**6,610.00**	**6,610.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**6,610.00**	**6,610.00**	**0.00%**
Expense							
Department: 3445 - SANTA FE ESTATES 2							
538-3445-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	7,806.00	7,806.00	0.00%
538-3445-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
538-3445-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	1,600.00	1,600.00	0.00%
538-3445-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	80.00	80.00	0.00%
538-3445-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00%
538-3445-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	100.00	100.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
538-3445-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	150.00	150.00	0.00%
538-3445-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
538-3445-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	75.00	75.00	0.00%
538-3445-60080	UTILITIES	0.00	0.00	0.00	0.00	3,541.00	3,541.00	0.00%
538-3445-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	3,149.00	3,149.00	0.00%
538-3445-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3445 - SANTA FE ESTATES 2:	**0.00**	**0.00**	**0.00**	**0.00**	**20,501.00**	**20,501.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**20,501.00**	**20,501.00**	**0.00%**
	Total Fund: 538 - SANTA FE ESTATES 2 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-13,891.00**	**-13,891.00**	**0.00%**
Fund: 539 - STARN ESTATES - LLD								
Revenue								
Department: 3450 - STARN ESTATES								
539-3450-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	7,645.00	7,645.00	0.00%
	Total Department: 3450 - STARN ESTATES:	**0.00**	**0.00**	**0.00**	**0.00**	**7,645.00**	**7,645.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**7,645.00**	**7,645.00**	**0.00%**
Expense								
Department: 3450 - STARN ESTATES								
539-3450-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,701.00	1,701.00	0.00%
539-3450-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
539-3450-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	400.00	400.00	0.00%
539-3450-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
539-3450-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
539-3450-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
539-3450-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
539-3450-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
539-3450-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
539-3450-60080	UTILITIES	0.00	0.00	0.00	0.00	1,877.00	1,877.00	0.00%
539-3450-60120	SMALL TOOLS	0.00	0.00	0.00	0.00	2,149.00	2,149.00	0.00%
539-3450-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	62.00	62.00	0.00%
539-3450-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3450 - STARN ESTATES:	**0.00**	**0.00**	**0.00**	**0.00**	**8,349.00**	**8,349.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**8,349.00**	**8,349.00**	**0.00%**
	Total Fund: 539 - STARN ESTATES - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-704.00**	**-704.00**	**0.00%**

Budget Comparison Report

Account Number			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 540 - STERLING GLEN 3 - LLD							
Revenue							
Department: 3455 - STERLING GLEN 3							
540-3455-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	21,704.00	21,704.00	0.00%
	Total Department: 3455 - STERLING GLEN 3:	**0.00**	**0.00**	**0.00**	**0.00**	**21,704.00**	**21,704.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**21,704.00**	**21,704.00**	**0.00%**
Expense							
Department: 3455 - STERLING GLEN 3							
540-3455-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	4,943.00	4,943.00	0.00%
540-3455-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	600.00	600.00	0.00%
540-3455-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	800.00	800.00	0.00%
540-3455-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
540-3455-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	650.00	650.00	0.00%
540-3455-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
540-3455-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	60.00	60.00	0.00%
540-3455-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	80.00	80.00	0.00%
540-3455-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
540-3455-60080	UTILITIES	0.00	0.00	0.00	0.00	4,371.00	4,371.00	0.00%
540-3455-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	7,826.00	7,826.00	0.00%
540-3455-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,597.00	2,597.00	0.00%
	Total Department: 3455 - STERLING GLEN 3:	**0.00**	**0.00**	**0.00**	**0.00**	**22,077.00**	**22,077.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**22,077.00**	**22,077.00**	**0.00%**
	Total Fund: 540 - STERLING GLEN 3 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-373.00**	**-373.00**	**0.00%**
Fund: 541 - SUNGLOW - LLD							
Revenue							
Department: 3460 - SUNGLOW							
541-3460-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	9,631.00	9,631.00	0.00%
	Total Department: 3460 - SUNGLOW:	**0.00**	**0.00**	**0.00**	**0.00**	**9,631.00**	**9,631.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**9,631.00**	**9,631.00**	**0.00%**
Expense							
Department: 3460 - SUNGLOW							
541-3460-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	3,671.00	3,671.00	0.00%
541-3460-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	500.00	500.00	0.00%
541-3460-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	700.00	700.00	0.00%
541-3460-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
541-3460-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	600.00	600.00	0.00%
541-3460-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
541-3460-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
541-3460-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	70.00	70.00	0.00%
541-3460-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
541-3460-60080	UTILITIES	0.00	0.00	0.00	0.00	1,539.00	1,539.00	0.00%
541-3460-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	2,650.00	2,650.00	0.00%
541-3460-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3460 - SUNGLOW:	**0.00**	**0.00**	**0.00**	**0.00**	**11,400.00**	**11,400.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**11,400.00**	**11,400.00**	**0.00%**
	Total Fund: 541 - SUNGLOW - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-1,769.00**	**-1,769.00**	**0.00%**
Fund: 542 - WALNUT HAVEN 3 - LLD								
Revenue								
Department: 3465 - WALNUT HAVEN 3								
542-3465-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	5,922.00	5,922.00	0.00%
	Total Department: 3465 - WALNUT HAVEN 3:	**0.00**	**0.00**	**0.00**	**0.00**	**5,922.00**	**5,922.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**5,922.00**	**5,922.00**	**0.00%**
Expense								
Department: 3465 - WALNUT HAVEN 3								
542-3465-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	4,163.00	4,163.00	0.00%
542-3465-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	350.00	350.00	0.00%
542-3465-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	500.00	500.00	0.00%
542-3465-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
542-3465-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	450.00	450.00	0.00%
542-3465-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
542-3465-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
542-3465-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
542-3465-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
542-3465-60080	UTILITIES	0.00	0.00	0.00	0.00	3,020.00	3,020.00	0.00%
542-3465-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	1,578.00	1,578.00	0.00%
542-3465-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3465 - WALNUT HAVEN 3:	**0.00**	**0.00**	**0.00**	**0.00**	**11,761.00**	**11,761.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**11,761.00**	**11,761.00**	**0.00%**
	Total Fund: 542 - WALNUT HAVEN 3 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-5,839.00**	**-5,839.00**	**0.00%**

Budget Comparison Report

Account Number			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 550 - CENTRAL HUGHSON 2 - BAD							
Revenue							
Department: 3505 - CENTRAL HUGHSON 2							
550-3505-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	8,298.00	8,298.00	0.00%
Total Department: 3505 - CENTRAL HUGHSON 2:		**0.00**	**0.00**	**0.00**	**0.00**	**8,298.00**	**8,298.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**8,298.00**	**8,298.00**	**0.00%**
Expense							
Department: 3505 - CENTRAL HUGHSON 2							
550-3505-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,764.00	1,764.00	0.00%
550-3505-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
550-3505-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	400.00	400.00	0.00%
550-3505-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
550-3505-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
550-3505-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
550-3505-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
550-3505-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
550-3505-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
550-3505-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	9,783.00	9,783.00	0.00%
550-3505-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	3,226.00	3,226.00	0.00%
Total Department: 3505 - CENTRAL HUGHSON 2:		**0.00**	**0.00**	**0.00**	**0.00**	**15,833.00**	**15,833.00**	**0.00%**
Total Expense:		**0.00**	**0.00**	**0.00**	**0.00**	**15,833.00**	**15,833.00**	**0.00%**
Total Fund: 550 - CENTRAL HUGHSON 2 - BAD:		**0.00**	**0.00**	**0.00**	**0.00**	**-7,535.00**	**-7,535.00**	**0.00%**
Fund: 551 - FEATHERS GLEN - BAD							
Revenue							
Department: 3510 - FEATHERS GLEN							
551-3510-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	10,987.00	10,987.00	0.00%
Total Department: 3510 - FEATHERS GLEN:		**0.00**	**0.00**	**0.00**	**0.00**	**10,987.00**	**10,987.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**10,987.00**	**10,987.00**	**0.00%**
Expense							
Department: 3510 - FEATHERS GLEN							
551-3510-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	5,066.00	5,066.00	0.00%
551-3510-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	800.00	800.00	0.00%
551-3510-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
551-3510-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	70.00	70.00	0.00%
551-3510-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	1,100.00	1,100.00	0.00%
551-3510-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	75.00	75.00	0.00%
551-3510-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	100.00	100.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
551-3510-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
551-3510-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
551-3510-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	3,261.00	3,261.00	0.00%
551-3510-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,235.00	2,235.00	0.00%
	Total Department: 3510 - FEATHERS GLEN:	**0.00**	**0.00**	**0.00**	**0.00**	**14,257.00**	**14,257.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**14,257.00**	**14,257.00**	**0.00%**
	Total Fund: 551 - FEATHERS GLEN - BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-3,270.00**	**-3,270.00**	**0.00%**
Fund: 552 - FONTANA RANCH NORTH BAD								
Revenue								
Department: 3515 - FONTANA RANCH NORTH								
552-3515-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	23,613.00	23,613.00	0.00%
	Total Department: 3515 - FONTANA RANCH NORTH:	**0.00**	**0.00**	**0.00**	**0.00**	**23,613.00**	**23,613.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**23,613.00**	**23,613.00**	**0.00%**
Expense								
Department: 3515 - FONTANA RANCH NORTH								
552-3515-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	10,073.00	10,073.00	0.00%
552-3515-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	300.00	300.00	0.00%
552-3515-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	600.00	600.00	0.00%
552-3515-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
552-3515-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	500.00	500.00	0.00%
552-3515-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
552-3515-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
552-3515-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
552-3515-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
552-3515-60080	UTILITIES	0.00	0.00	0.00	0.00	5,880.00	5,880.00	0.00%
552-3515-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	5,811.00	5,811.00	0.00%
552-3515-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,339.00	2,339.00	0.00%
552-3515-70050	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
	Total Department: 3515 - FONTANA RANCH NORTH:	**0.00**	**0.00**	**0.00**	**0.00**	**28,173.00**	**28,173.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**28,173.00**	**28,173.00**	**0.00%**
	Total Fund: 552 - FONTANA RANCH NORTH BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-4,560.00**	**-4,560.00**	**0.00%**

Budget Comparison Report

Account Number			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 553 - FONTANA RANCH SOUTH - BAD							
Revenue							
Department: 3520 - FONTANA RANCH SOUTH							
553-3520-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	12,799.00	12,799.00	0.00%
Total Department: 3520 - FONTANA RANCH SOUTH:		**0.00**	**0.00**	**0.00**	**0.00**	**12,799.00**	**12,799.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**12,799.00**	**12,799.00**	**0.00%**
Expense							
Department: 3520 - FONTANA RANCH SOUTH							
553-3520-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	7,474.00	7,474.00	0.00%
553-3520-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00%
553-3520-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	2,100.00	2,100.00	0.00%
553-3520-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	150.00	150.00	0.00%
553-3520-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	1,800.00	1,800.00	0.00%
553-3520-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	150.00	150.00	0.00%
553-3520-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
553-3520-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
553-3520-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	75.00	75.00	0.00%
553-3520-60080	UTILITIES	0.00	0.00	0.00	0.00	4,666.00	4,666.00	0.00%
553-3520-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	5,184.00	5,184.00	0.00%
553-3520-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,339.00	2,339.00	0.00%
553-3520-70050	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Total Department: 3520 - FONTANA RANCH SOUTH:		**0.00**	**0.00**	**0.00**	**0.00**	**27,778.00**	**27,778.00**	**0.00%**
Total Expense:		**0.00**	**0.00**	**0.00**	**0.00**	**27,778.00**	**27,778.00**	**0.00%**
Total Fund: 553 - FONTANA RANCH SOUTH - BAD:		**0.00**	**0.00**	**0.00**	**0.00**	**-14,979.00**	**-14,979.00**	**0.00%**
Fund: 554 - STERLING GLEN 3 - BAD							
Revenue							
Department: 3525 - STERLING GLEN 3							
554-3525-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	14,940.00	14,940.00	0.00%
Total Department: 3525 - STERLING GLEN 3:		**0.00**	**0.00**	**0.00**	**0.00**	**14,940.00**	**14,940.00**	**0.00%**
Total Revenue:		**0.00**	**0.00**	**0.00**	**0.00**	**14,940.00**	**14,940.00**	**0.00%**
Expense							
Department: 3525 - STERLING GLEN 3							
554-3525-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	2,023.00	2,023.00	0.00%
554-3525-51010	PUBLIC EMPLOYEES RETIREMEN	0.00	0.00	0.00	0.00	400.00	400.00	0.00%
554-3525-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	700.00	700.00	0.00%
554-3525-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	40.00	40.00	0.00%
554-3525-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	600.00	600.00	0.00%

Account Number				2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
554-3525-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
554-3525-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
554-3525-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	70.00	70.00	0.00%
554-3525-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	30.00	30.00	0.00%
554-3525-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	9,583.00	9,583.00	0.00%
554-3525-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	2,339.00	2,339.00	0.00%
	Total Department: 3525 - STERLING GLEN 3:	**0.00**	**0.00**	**0.00**	**0.00**	**15,885.00**	**15,885.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**15,885.00**	**15,885.00**	**0.00%**
	Total Fund: 554 - STERLING GLEN 3 - BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-945.00**	**-945.00**	**0.00%**
Fund: 560 - PROVINCE PLACE COMMUNITY FACILITIES DISTRICT								
Revenue								
Department: 3605 - PROVINCE PLACE								
560-3605-41030	DIRECT ASSESSMENTS	0.00	0.00	0.00	0.00	10,794.00	10,794.00	0.00%
	Total Department: 3605 - PROVINCE PLACE:	**0.00**	**0.00**	**0.00**	**0.00**	**10,794.00**	**10,794.00**	**0.00%**
	Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**10,794.00**	**10,794.00**	**0.00%**
Expense								
Department: 3605 - PROVINCE PLACE								
560-3605-50010	SALARIES-REGULAR	0.00	0.00	0.00	0.00	1,029.00	1,029.00	0.00%
560-3605-51010	PUBLIC EMPLOYEES RETIREMEN'	0.00	0.00	0.00	0.00	200.00	200.00	0.00%
560-3605-51020	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	350.00	350.00	0.00%
560-3605-51030	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
560-3605-51040	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	250.00	250.00	0.00%
560-3605-51050	LIFE INSURANCE	0.00	0.00	0.00	0.00	25.00	25.00	0.00%
560-3605-51060	DENTAL INSURANCE	0.00	0.00	0.00	0.00	25.00	25.00	0.00%
560-3605-51070	MEDICARE TAX	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
560-3605-51080	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	20.00	20.00	0.00%
560-3605-60080	UTILITIES	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
560-3605-61010	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
560-3605-64040	MISCELLANEOUS	0.00	0.00	0.00	0.00	6,711.00	6,711.00	0.00%
560-3605-66000	TRANSFER OUT	0.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
	Total Department: 3605 - PROVINCE PLACE:	**0.00**	**0.00**	**0.00**	**0.00**	**12,180.00**	**12,180.00**	**0.00%**
	Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**12,180.00**	**12,180.00**	**0.00%**
Total Fund: 560 - PROVINCE PLACE COMMUNITY FACILITIES DISTR..		**0.00**	**0.00**	**0.00**	**0.00**	**-1,386.00**	**-1,386.00**	**0.00%**
	Report Total:	**-84,078.32**	**2,165,526.51**	**848,056.32**	**2,370,022.30**	**2,362,541.02**	**-7,481.28**	**-0.32%**

Group Summary

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 210 - SEWER							
Revenue							
2110 - SEWER OPERATIONS	3,642,990.00	3,188,274.46	725,265.29	2,801,822.00	2,801,822.00	0.00	0.00%
Total Revenue:	**3,642,990.00**	**3,188,274.46**	**725,265.29**	**2,801,822.00**	**2,801,822.00**	**0.00**	**0.00%**
Expense							
2110 - SEWER OPERATIONS	1,197,547.50	983,567.24	119,524.58	1,003,587.00	1,059,258.00	55,671.00	5.55%
2120 - WASTE WATER TREATMENT PLANT OPERATIONS	2,190,571.50	2,133,290.12	105,111.75	2,187,446.00	2,187,446.00	0.00	0.00%
Total Expense:	**3,388,119.00**	**3,116,857.36**	**224,636.33**	**3,191,033.00**	**3,246,704.00**	**55,671.00**	**1.74%**
Total Fund: 210 - SEWER:	**254,871.00**	**71,417.10**	**500,628.96**	**-389,211.00**	**-444,882.00**	**-55,671.00**	**14.30%**
Fund: 215 - SEWER FIXED ASSET REPLACEMENT							
Revenue							
7000 - CAPITAL PROJECTS	449,336.00	297,141.27	1,315.61	299,925.00	302,150.00	2,225.00	0.74%
Total Revenue:	**449,336.00**	**297,141.27**	**1,315.61**	**299,925.00**	**302,150.00**	**2,225.00**	**0.74%**
Expense							
7000 - CAPITAL PROJECTS	0.00	0.00	0.00	13,000.00	63,000.00	50,000.00	384.62%
Total Expense:	**0.00**	**0.00**	**0.00**	**13,000.00**	**63,000.00**	**50,000.00**	**384.62%**
Total Fund: 215 - SEWER FIXED ASSET REPLACEMENT:	**449,336.00**	**297,141.27**	**1,315.61**	**286,925.00**	**239,150.00**	**-47,775.00**	**-16.65%**
Fund: 220 - SEWER DEV IMPACT FEE							
Revenue							
7000 - CAPITAL PROJECTS	15,405.00	30,486.17	86,009.89	18,605.00	91,390.00	72,785.00	391.21%
Total Revenue:	**15,405.00**	**30,486.17**	**86,009.89**	**18,605.00**	**91,390.00**	**72,785.00**	**391.21%**
Expense							
7000 - CAPITAL PROJECTS	1,863.00	1,178.07	0.00	1,863.00	1,863.00	0.00	0.00%
Total Expense:	**1,863.00**	**1,178.07**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 220 - SEWER DEV IMPACT FEE:	**13,542.00**	**29,308.10**	**86,009.89**	**16,742.00**	**89,527.00**	**72,785.00**	**434.74%**
Fund: 225 - WWTP EXPANSION							
Revenue							
2110 - SEWER OPERATIONS	1,738,870.00	1,794,974.20	4,787.06	1,780,620.00	1,780,620.00	0.00	0.00%
Total Revenue:	**1,738,870.00**	**1,794,974.20**	**4,787.06**	**1,780,620.00**	**1,780,620.00**	**0.00**	**0.00%**
Expense							
2110 - SEWER OPERATIONS	267,889.00	267,889.20	62,515.30	244,857.00	244,857.00	0.00	0.00%
Total Expense:	**267,889.00**	**267,889.20**	**62,515.30**	**244,857.00**	**244,857.00**	**0.00**	**0.00%**
Total Fund: 225 - WWTP EXPANSION:	**1,470,981.00**	**1,527,085.00**	**-57,728.24**	**1,535,763.00**	**1,535,763.00**	**0.00**	**0.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 240 - WATER							
Revenue							
2410 - WATER OPERATIONS	1,928,840.00	1,919,131.67	616,575.30	1,896,936.00	2,060,726.00	163,790.00	8.63%
Total Revenue:	**1,928,840.00**	**1,919,131.67**	**616,575.30**	**1,896,936.00**	**2,060,726.00**	**163,790.00**	**8.63%**
Expense							
2410 - WATER OPERATIONS	1,161,374.60	1,109,786.42	191,772.14	1,416,682.00	1,441,242.00	24,560.00	1.73%
Total Expense:	**1,161,374.60**	**1,109,786.42**	**191,772.14**	**1,416,682.00**	**1,441,242.00**	**24,560.00**	**1.73%**
Total Fund: 240 - WATER:	**767,465.40**	809,345.25	**424,803.16**	**480,254.00**	**619,484.00**	**139,230.00**	**28.99%**
Fund: 250 - WATER DEV IMPACT FEE							
Revenue							
7000 - CAPITAL PROJECTS	14,093.00	10,290.04	30,424.00	7,500.00	31,000.00	23,500.00	313.33%
Total Revenue:	**14,093.00**	10,290.04	**30,424.00**	**7,500.00**	**31,000.00**	**23,500.00**	**313.33%**
Expense							
7000 - CAPITAL PROJECTS	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
Total Expense:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 250 - WATER DEV IMPACT FEE:	12,230.00	9,111.91	**30,424.00**	**5,637.00**	**29,137.00**	**23,500.00**	**416.89%**
Fund: 255 - WATER FIXED ASSET REPLACEMENT							
Revenue							
7000 - CAPITAL PROJECTS	4,987,682.00	215,368.12	241.38	2,025,332.00	5,006,851.00	2,981,519.00	147.21%
Total Revenue:	**4,987,682.00**	**215,368.12**	**241.38**	**2,025,332.00**	**5,006,851.00**	**2,981,519.00**	**147.21%**
Expense							
7000 - CAPITAL PROJECTS	8,127,753.00	771,050.75	231,888.85	1,836,250.00	4,817,769.00	2,981,519.00	162.37%
Total Expense:	**8,127,753.00**	**771,050.75**	**231,888.85**	**1,836,250.00**	**4,817,769.00**	**2,981,519.00**	**162.37%**
Total Fund: 255 - WATER FIXED ASSET REPLACEMENT:	**-3,140,071.00**	**-555,682.63**	**-231,647.47**	**189,082.00**	**189,082.00**	**0.00**	**0.00%**
Fund: 270 - COMMUNITY/SENIOR CENTER							
Revenue							
2710 - COMMUNITY/SENIOR CENTER	31,700.00	30,193.82	2,690.00	31,700.00	31,700.00	0.00	0.00%
Total Revenue:	**31,700.00**	**30,193.82**	**2,690.00**	**31,700.00**	**31,700.00**	**0.00**	**0.00%**
Expense							
2710 - COMMUNITY/SENIOR CENTER	32,210.00	28,656.18	2,551.84	31,700.00	31,700.00	0.00	0.00%
Total Expense:	**32,210.00**	**28,656.18**	**2,551.84**	**31,700.00**	**31,700.00**	**0.00**	**0.00%**
Total Fund: 270 - COMMUNITY/SENIOR CENTER:	**-510.00**	1,537.64	**138.16**	**0.00**	**0.00**	**0.00**	**0.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 280 - USF COMMUNITY CENTER							
Revenue							
2810 - USF COMMUNITY CENTER	14,500.00	16,215.50	2,487.00	14,500.00	14,500.00	0.00	0.00%
Total Revenue:	**14,500.00**	**16,215.50**	**2,487.00**	**14,500.00**	**14,500.00**	**0.00**	**0.00%**
Expense							
2810 - USF COMMUNITY CENTER	17,720.00	16,374.81	1,447.71	17,920.00	17,920.00	0.00	0.00%
Total Expense:	**17,720.00**	**16,374.81**	**1,447.71**	**17,920.00**	**17,920.00**	**0.00**	**0.00%**
Total Fund: 280 - USF COMMUNITY CENTER:	**-3,220.00**	**-159.31**	**1,039.29**	**-3,420.00**	**-3,420.00**	**0.00**	**0.00%**
Fund: 310 - GARBAGE							
Revenue							
3110 - GARBAGE	510,000.00	531,889.19	137,136.26	531,380.00	545,175.00	13,795.00	2.60%
Total Revenue:	**510,000.00**	**531,889.19**	**137,136.26**	**531,380.00**	**545,175.00**	**13,795.00**	**2.60%**
Expense							
3110 - GARBAGE	510,155.00	538,769.50	41,316.54	531,380.00	545,175.00	13,795.00	2.60%
Total Expense:	**510,155.00**	**538,769.50**	**41,316.54**	**531,380.00**	**545,175.00**	**13,795.00**	**2.60%**
Total Fund: 310 - GARBAGE:	**-155.00**	**-6,880.31**	**95,819.72**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 320 - GAS TAX 2103							
Revenue							
8000 - STREET PROJECTS	27,499.00	35,044.42	2,999.58	66,246.00	67,046.00	800.00	1.21%
Total Revenue:	**27,499.00**	**35,044.42**	**2,999.58**	**66,246.00**	**67,046.00**	**800.00**	**1.21%**
Expense							
8000 - STREET PROJECTS	40,600.00	40,942.92	34,995.55	40,600.00	40,600.00	0.00	0.00%
Total Expense:	**40,600.00**	**40,942.92**	**34,995.55**	**40,600.00**	**40,600.00**	**0.00**	**0.00%**
Total Fund: 320 - GAS TAX 2103:	**-13,101.00**	**-5,898.50**	**-31,995.97**	**25,646.00**	**26,446.00**	**800.00**	**3.12%**
Fund: 321 - GAS TAX 2105							
Revenue							
8000 - STREET PROJECTS	43,307.00	42,495.94	2,961.99	42,975.00	42,975.00	0.00	0.00%
Total Revenue:	**43,307.00**	**42,495.94**	**2,961.99**	**42,975.00**	**42,975.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	33,000.00	27,781.24	0.00	33,000.00	33,000.00	0.00	0.00%
Total Expense:	**33,000.00**	**27,781.24**	**0.00**	**33,000.00**	**33,000.00**	**0.00**	**0.00%**
Total Fund: 321 - GAS TAX 2105:	**10,307.00**	**14,714.70**	**2,961.99**	**9,975.00**	**9,975.00**	**0.00**	**0.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 322 - GAS TAX 2106							
Revenue							
8000 - STREET PROJECTS	30,244.00	30,410.80	2,311.56	30,045.00	30,045.00	0.00	0.00%
Total Revenue:	**30,244.00**	**30,410.80**	**2,311.56**	**30,045.00**	**30,045.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	25,000.00	25,000.00	7,414.44	30,045.00	30,045.00	0.00	0.00%
Total Expense:	**25,000.00**	**25,000.00**	**7,414.44**	**30,045.00**	**30,045.00**	**0.00**	**0.00%**
Total Fund: 322 - GAS TAX 2106:	**5,244.00**	**5,410.80**	**-5,102.88**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 323 - GAS TAX 2107							
Revenue							
8000 - STREET PROJECTS	56,878.00	53,392.43	3,859.85	56,128.00	56,128.00	0.00	0.00%
Total Revenue:	**56,878.00**	**53,392.43**	**3,859.85**	**56,128.00**	**56,128.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	48,000.00	43,037.50	1,803.75	48,000.00	48,000.00	0.00	0.00%
Total Expense:	**48,000.00**	**43,037.50**	**1,803.75**	**48,000.00**	**48,000.00**	**0.00**	**0.00%**
Total Fund: 323 - GAS TAX 2107:	**8,878.00**	**10,354.93**	**2,056.10**	**8,128.00**	**8,128.00**	**0.00**	**0.00%**
Fund: 324 - GAS TAX 2107.5							
Revenue							
8000 - STREET PROJECTS	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
Total Revenue:	**2,000.00**	**2,000.00**	**2,000.00**	**2,000.00**	**2,000.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00%
Total Expense:	**1,000.00**	**1,000.00**	**0.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00%**
Total Fund: 324 - GAS TAX 2107.5:	**1,000.00**	**1,000.00**	**2,000.00**	**1,000.00**	**1,000.00**	**0.00**	**0.00%**
Fund: 325 - MEASURE L SALES TAX - ROADS							
Revenue							
8000 - STREET PROJECTS	306,600.00	336,931.23	64,340.33	372,535.00	372,535.00	0.00	0.00%
Total Revenue:	**306,600.00**	**336,931.23**	**64,340.33**	**372,535.00**	**372,535.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	255,104.00	481,090.43	0.00	285,600.00	285,600.00	0.00	0.00%
Total Expense:	**255,104.00**	**481,090.43**	**0.00**	**285,600.00**	**285,600.00**	**0.00**	**0.00%**
Total Fund: 325 - MEASURE L SALES TAX - ROADS:	**51,496.00**	**-144,159.20**	**64,340.33**	**86,935.00**	**86,935.00**	**0.00**	**0.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 326 - SB 1-ROADS MAINTENANCE REHABILITATION							
Revenue							
8000 - STREET PROJECTS	122,662.00	121,411.12	13,303.20	127,173.00	127,173.00	0.00	0.00%
Total Revenue:	**122,662.00**	**121,411.12**	**13,303.20**	**127,173.00**	**127,173.00**	**0.00**	**0.00%**
Total Fund: 326 - SB 1-ROADS MAINTENANCE REHABILITATION:	**122,662.00**	**121,411.12**	**13,303.20**	**127,173.00**	**127,173.00**	**0.00**	**0.00%**
Fund: 340 - LANDSCAPE LIGHTING DISTRICT							
Revenue							
3405 - BRITTANY WOODS	8,060.00	8,022.00	0.00	8,060.00	0.00	-8,060.00	-100.00%
3410 - CENTRAL HUGHSON 2	14,614.00	14,579.44	0.00	14,614.00	0.00	-14,614.00	-100.00%
3415 - FEATHERS GLEN	13,294.70	13,125.20	0.00	13,294.70	0.00	-13,294.70	-100.00%
3420 - FONTANA RANCH NORTH	22,982.96	22,939.76	0.00	22,982.96	0.00	-22,982.96	-100.00%
3425 - FONTANA RANCH SOUTH	13,628.16	13,591.96	0.00	13,628.16	0.00	-13,628.16	-100.00%
3430 - RHAPSODY 1	6,794.00	6,753.20	0.00	6,794.00	0.00	-6,794.00	-100.00%
3435 - RHAPSODY 2	13,008.32	12,861.28	0.00	13,008.32	0.00	-13,008.32	-100.00%
3440 - SANTA FE ESTATES 1	7,260.00	7,224.00	0.00	7,260.00	0.00	-7,260.00	-100.00%
3445 - SANTA FE ESTATES 2	6,649.00	6,614.18	0.00	6,649.00	0.00	-6,649.00	-100.00%
3450 - STARN ESTATES	7,689.00	7,648.82	0.00	7,689.00	0.00	-7,689.00	-100.00%
3455 - STERLING GLEN 3	19,689.56	20,355.12	0.00	19,689.56	0.00	-19,689.56	-100.00%
3460 - SUNGLOW	9,679.00	9,637.56	0.00	9,679.00	0.00	-9,679.00	-100.00%
3465 - WALNUT HAVEN 3	5,962.00	5,817.60	0.00	5,962.00	0.00	-5,962.00	-100.00%
Total Revenue:	**149,310.70**	**149,170.12**	**0.00**	**149,310.70**	**0.00**	**-149,310.70**	**-100.00%**
Expense							
3405 - BRITTANY WOODS	7,801.00	7,341.70	1,118.41	7,801.00	0.00	-7,801.00	-100.00%
3410 - CENTRAL HUGHSON 2	8,009.00	5,356.32	724.61	8,009.00	0.00	-8,009.00	-100.00%
3415 - FEATHERS GLEN	13,294.00	10,174.47	1,713.96	13,294.00	0.00	-13,294.00	-100.00%
3420 - FONTANA RANCH NORTH	19,832.00	17,379.54	4,611.25	19,832.00	0.00	-19,832.00	-100.00%
3425 - FONTANA RANCH SOUTH	10,692.00	12,888.78	4,228.43	10,692.00	0.00	-10,692.00	-100.00%
3430 - RHAPSODY 1	6,637.00	5,005.75	830.88	6,637.00	0.00	-6,637.00	-100.00%
3435 - RHAPSODY 2	7,625.00	7,251.61	903.09	7,625.00	0.00	-7,625.00	-100.00%
3440 - SANTA FE ESTATES 1	9,393.00	13,623.97	2,167.61	9,393.00	0.00	-9,393.00	-100.00%
3445 - SANTA FE ESTATES 2	8,893.00	10,625.68	1,610.99	8,893.00	0.00	-8,893.00	-100.00%
3450 - STARN ESTATES	7,679.00	4,870.48	804.51	7,679.00	0.00	-7,679.00	-100.00%
3455 - STERLING GLEN 3	14,556.00	10,092.64	1,565.66	14,556.00	0.00	-14,556.00	-100.00%
3460 - SUNGLOW	9,575.00	6,017.02	1,082.09	9,575.00	0.00	-9,575.00	-100.00%
3465 - WALNUT HAVEN 3	5,901.00	5,194.55	1,001.47	5,901.00	0.00	-5,901.00	-100.00%
Total Expense:	**129,887.00**	**115,822.51**	**22,362.96**	**129,887.00**	**0.00**	**-129,887.00**	**-100.00%**
Total Fund: 340 - LANDSCAPE LIGHTING DISTRICT:	**19,423.70**	**33,347.61**	**-22,362.96**	**19,423.70**	**0.00**	**-19,423.70**	**-100.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 350 - BENEFIT ASSESSMENT DISTRICT							
Revenue							
3505 - CENTRAL HUGHSON 2	8,298.00	8,121.36	0.00	8,298.00	0.00	-8,298.00	-100.00%
3510 - FEATHERS GLEN	10,338.72	10,305.32	0.00	10,338.72	0.00	-10,338.72	-100.00%
3515 - FONTANA RANCH NORTH	23,550.80	23,507.60	0.00	23,550.80	0.00	-23,550.80	-100.00%
3520 - FONTANA RANCH SOUTH	12,041.12	12,004.92	0.00	12,041.12	0.00	-12,041.12	-100.00%
3525 - STERLING GLEN 3	13,561.94	13,963.48	0.00	13,561.94	0.00	-13,561.94	-100.00%
Total Revenue:	**67,790.58**	**67,902.68**	**0.00**	**67,790.58**	**0.00**	**-67,790.58**	**-100.00%**
Expense							
3505 - CENTRAL HUGHSON 2	2,467.00	2,475.66	1,130.59	2,467.00	0.00	-2,467.00	-100.00%
3510 - FEATHERS GLEN	9,491.00	8,437.32	2,431.42	9,491.00	0.00	-9,491.00	-100.00%
3515 - FONTANA RANCH NORTH	4,812.00	4,478.97	1,598.23	4,812.00	0.00	-4,812.00	-100.00%
3520 - FONTANA RANCH SOUTH	11,704.00	11,219.39	3,108.11	11,704.00	0.00	-11,704.00	-100.00%
3525 - STERLING GLEN 3	5,680.00	5,159.10	709.68	5,680.00	0.00	-5,680.00	-100.00%
Total Expense:	**34,154.00**	**31,770.44**	**8,978.03**	**34,154.00**	**0.00**	**-34,154.00**	**-100.00%**
Total Fund: 350 - BENEFIT ASSESSMENT DISTRICT:	**33,636.58**	**36,132.24**	**-8,978.03**	**33,636.58**	**0.00**	**-33,636.58**	**-100.00%**
Fund: 360 - COMMUNITY FACILITIES DISTRICT							
Revenue							
3605 - PROVINCE PLACE	8,833.00	8,830.82	0.00	8,833.00	0.00	-8,833.00	-100.00%
Total Revenue:	**8,833.00**	**8,830.82**	**0.00**	**8,833.00**	**0.00**	**-8,833.00**	**-100.00%**
Expense							
3605 - PROVINCE PLACE	3,600.00	1,575.67	65.14	3,600.00	0.00	-3,600.00	-100.00%
Total Expense:	**3,600.00**	**1,575.67**	**65.14**	**3,600.00**	**0.00**	**-3,600.00**	**-100.00%**
Total Fund: 360 - COMMUNITY FACILITIES DISTRICT:	**5,233.00**	**7,255.15**	**-65.14**	**5,233.00**	**0.00**	**-5,233.00**	**-100.00%**
Fund: 370 - COMMUNITY ENHANCEMENT DEV IMPACT FEE							
Revenue							
7000 - CAPITAL PROJECTS	3,074.00	2,498.84	8,104.77	1,863.00	8,463.00	6,600.00	354.27%
Total Revenue:	**3,074.00**	**2,498.84**	**8,104.77**	**1,863.00**	**8,463.00**	**6,600.00**	**354.27%**
Expense							
7000 - CAPITAL PROJECTS	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
Total Expense:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 370 - COMMUNITY ENHANCEMENT DEV IMPACT FEE:	**1,211.00**	**1,320.71**	**8,104.77**	**0.00**	**6,600.00**	**6,600.00**	**0.00%**
Fund: 371 - TRENCH CUT FUND							
Revenue							
8000 - STREET PROJECTS	200.00	0.00	116.80	0.00	0.00	0.00	0.00%
Total Revenue:	**200.00**	**0.00**	**116.80**	**0.00**	**0.00**	**0.00**	**0.00%**

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Expense							
8000 - STREET PROJECTS	0.00	0.00	0.00	77,000.00	77,000.00	0.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**77,000.00**	**77,000.00**	**0.00**	**0.00%**
Total Fund: 371 - TRENCH CUT FUND:	**200.00**	**0.00**	**116.80**	**-77,000.00**	**-77,000.00**	**0.00**	**0.00%**
Fund: 372 - IT RESERVE							
Revenue							
3720 - INFORMATION TECHNOLOGY	15,000.00	15,374.14	34.65	10,250.00	10,250.00	0.00	0.00%
Total Revenue:	**15,000.00**	**15,374.14**	**34.65**	**10,250.00**	**10,250.00**	**0.00**	**0.00%**
Expense							
3720 - INFORMATION TECHNOLOGY	17,700.00	7,498.19	0.00	26,000.00	26,000.00	0.00	0.00%
Total Expense:	**17,700.00**	**7,498.19**	**0.00**	**26,000.00**	**26,000.00**	**0.00**	**0.00%**
Total Fund: 372 - IT RESERVE:	**-2,700.00**	**7,875.95**	**34.65**	**-15,750.00**	**-15,750.00**	**0.00**	**0.00%**
Fund: 374 - DIABILITY ACCESS AND EDUCATION							
Revenue							
3740 - DISABILITY ACCESS AND EDUCATION	1,026.00	1,145.70	68.40	1,050.00	1,050.00	0.00	0.00%
Total Revenue:	**1,026.00**	**1,145.70**	**68.40**	**1,050.00**	**1,050.00**	**0.00**	**0.00%**
Total Fund: 374 - DIABILITY ACCESS AND EDUCATION:	**1,026.00**	**1,145.70**	**68.40**	**1,050.00**	**1,050.00**	**0.00**	**0.00%**
Fund: 383 - VEHICLE ABATEMENT							
Revenue							
3830 - VEHICLE ABATEMENT	4,000.00	9,683.92	0.00	7,500.00	7,500.00	0.00	0.00%
Total Revenue:	**4,000.00**	**9,683.92**	**0.00**	**7,500.00**	**7,500.00**	**0.00**	**0.00%**
Expense							
3830 - VEHICLE ABATEMENT	9,000.00	9,000.00	0.00	10,000.00	10,000.00	0.00	0.00%
Total Expense:	**9,000.00**	**9,000.00**	**0.00**	**10,000.00**	**10,000.00**	**0.00**	**0.00%**
Total Fund: 383 - VEHICLE ABATEMENT:	**-5,000.00**	**683.92**	**0.00**	**-2,500.00**	**-2,500.00**	**0.00**	**0.00%**
Fund: 384 - SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND							
Revenue							
3840 - SUPPLEMENTAL LAW ENFORCEMENT	100,000.00	149,590.60	68.56	150,500.00	150,500.00	0.00	0.00%
Total Revenue:	**100,000.00**	**149,590.60**	**68.56**	**150,500.00**	**150,500.00**	**0.00**	**0.00%**
Expense							
3840 - SUPPLEMENTAL LAW ENFORCEMENT	100,000.00	60,084.40	897.49	196,156.00	196,156.00	0.00	0.00%
Total Expense:	**100,000.00**	**60,084.40**	**897.49**	**196,156.00**	**196,156.00**	**0.00**	**0.00%**
Total Fund: 384 - SUPPLEMENTAL LAW ENFORCEMENT SERVICE F...	**0.00**	**89,506.20**	**-828.93**	**-45,656.00**	**-45,656.00**	**0.00**	**0.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 392 - 94-STBG-799 HOUSING REHAB							
Revenue							
3900 - HOUSING	1,200.00	2,841.09	202.40	600.00	600.00	0.00	0.00%
Total Revenue:	**1,200.00**	**2,841.09**	**202.40**	**600.00**	**600.00**	**0.00**	**0.00%**
Total Fund: 392 - 94-STBG-799 HOUSING REHAB:	**1,200.00**	**2,841.09**	**202.40**	**600.00**	**600.00**	**0.00**	**0.00%**
Fund: 394 - 96-STBG-1013 REHAB							
Revenue							
3900 - HOUSING	2,150.00	808.72	65.00	600.00	600.00	0.00	0.00%
Total Revenue:	**2,150.00**	**808.72**	**65.00**	**600.00**	**600.00**	**0.00**	**0.00%**
Expense							
3900 - HOUSING	0.00	15.00	0.00	0.00	0.00	0.00	0.00%
Total Expense:	**0.00**	**15.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 394 - 96-STBG-1013 REHAB:	**2,150.00**	**793.72**	**65.00**	**600.00**	**600.00**	**0.00**	**0.00%**
Fund: 410 - LOCAL TRANSPORATION							
Expense							
8000 - STREET PROJECTS	20,000.00	16,123.97	0.00	0.00	20,000.00	20,000.00	0.00%
Total Expense:	**20,000.00**	**16,123.97**	**0.00**	**0.00**	**20,000.00**	**20,000.00**	**0.00%**
Total Fund: 410 - LOCAL TRANSPORATION:	**20,000.00**	**16,123.97**	**0.00**	**0.00**	**20,000.00**	**20,000.00**	**0.00%**
Fund: 415 - LOCAL TRANSPORATION NON MOTORIZED							
Revenue							
8000 - STREET PROJECTS	0.00	12,062.00	0.00	0.00	0.00	0.00	0.00%
Total Revenue:	**0.00**	**12,062.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	7,082.00	5,925.00	0.00	0.00	0.00	0.00	0.00%
Total Expense:	**7,082.00**	**5,925.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 415 - LOCAL TRANSPORATION NON MOTORIZED:	**-7,082.00**	**6,137.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 420 - TRANPORTATION STREET PROJECTS							
Revenue							
8000 - STREET PROJECTS	133,445.00	40,000.00	0.00	100,000.00	100,000.00	0.00	0.00%
Total Revenue:	**133,445.00**	**40,000.00**	**0.00**	**100,000.00**	**100,000.00**	**0.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	78,290.00	11,861.02	0.00	66,428.98	66,428.98	0.00	0.00%
Total Expense:	**78,290.00**	**11,861.02**	**0.00**	**66,428.98**	**66,428.98**	**0.00**	**0.00%**
Total Fund: 420 - TRANPORTATION STREET PROJECTS:	**55,155.00**	**28,138.98**	**0.00**	**33,571.02**	**33,571.02**	**0.00**	**0.00%**

Budget Comparison Report

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 425 - PUBLIC WORKS STREET PROJECTS - CDBG							
Revenue							
8000 - STREET PROJECTS	432,884.00	345,335.19	0.00	0.00	379,000.00	379,000.00	0.00%
Total Revenue:	**432,884.00**	**345,335.19**	**0.00**	**0.00**	**379,000.00**	**379,000.00**	**0.00%**
Expense							
8000 - STREET PROJECTS	353,234.00	342,944.62	0.00	0.00	379,000.00	379,000.00	0.00%
Total Expense:	**353,234.00**	**342,944.62**	**0.00**	**0.00**	**379,000.00**	**379,000.00**	**0.00%**
Total Fund: 425 - PUBLIC WORKS STREET PROJECTS - CDBG:	**79,650.00**	**2,390.57**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 450 - STORM DRAIN DEV IMPACT FEE							
Revenue							
7000 - CAPITAL PROJECTS	11,276.00	9,891.65	22,645.74	11,100.00	26,100.00	15,000.00	135.14%
Total Revenue:	**11,276.00**	**9,891.65**	**22,645.74**	**11,100.00**	**26,100.00**	**15,000.00**	**135.14%**
Expense							
7000 - CAPITAL PROJECTS	1,863.00	0.00	0.00	1,863.00	1,863.00	0.00	0.00%
Total Expense:	**1,863.00**	**0.00**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 450 - STORM DRAIN DEV IMPACT FEE:	**9,413.00**	**9,891.65**	**22,645.74**	**9,237.00**	**24,237.00**	**15,000.00**	**162.39%**
Fund: 451 - PUBLIC FACIILITY DEV IMPACT FEE							
Revenue							
7000 - CAPITAL PROJECTS	17,665.00	18,565.14	24,804.47	15,500.00	28,500.00	13,000.00	83.87%
Total Revenue:	**17,665.00**	**18,565.14**	**24,804.47**	**15,500.00**	**28,500.00**	**13,000.00**	**83.87%**
Expense							
7000 - CAPITAL PROJECTS	18,339.00	4,796.89	0.00	1,863.00	75,363.00	73,500.00	3,945.25%
Total Expense:	**18,339.00**	**4,796.89**	**0.00**	**1,863.00**	**75,363.00**	**73,500.00**	**3,945.25%**
Total Fund: 451 - PUBLIC FACIILITY DEV IMPACT FEE:	**-674.00**	**13,768.25**	**24,804.47**	**13,637.00**	**-46,863.00**	**-60,500.00**	**-443.65%**
Fund: 452 - PUBLIC FACILITY STREETS DEV IMPACT FEE							
Revenue							
8000 - STREET PROJECTS	23,039.00	18,938.13	32,808.00	15,000.00	35,000.00	20,000.00	133.33%
Total Revenue:	**23,039.00**	**18,938.13**	**32,808.00**	**15,000.00**	**35,000.00**	**20,000.00**	**133.33%**
Expense							
8000 - STREET PROJECTS	1,863.00	1,178.13	0.00	1,863.00	1,863.00	0.00	0.00%
Total Expense:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 452 - PUBLIC FACILITY STREETS DEV IMPACT FEE:	**21,176.00**	**17,760.00**	**32,808.00**	**13,137.00**	**33,137.00**	**20,000.00**	**152.24%**
Fund: 453 - PARK DEV IMPACT FEE							
Revenue							
7000 - CAPITAL PROJECTS	8,201.00	7,109.69	21,484.52	5,000.00	22,850.00	17,850.00	357.00%

Departmen...	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Total Revenue:	**8,201.00**	**7,109.69**	**21,484.52**	**5,000.00**	**22,850.00**	**17,850.00**	**357.00%**
Expense							
7000 - CAPITAL PROJECTS	1,863.00	1,178.13	0.00	1,863.00	7,863.00	6,000.00	322.06%
Total Expense:	**1,863.00**	**1,178.13**	**0.00**	**1,863.00**	**7,863.00**	**6,000.00**	**322.06%**
Total Fund: 453 - PARK DEV IMPACT FEE:	**6,338.00**	**5,931.56**	**21,484.52**	**3,137.00**	**14,987.00**	**11,850.00**	**377.75%**
Fund: 454 - PARKLAND IN LIEU							
Revenue							
7000 - CAPITAL PROJECTS	6,473.00	5,650.68	16,043.59	2,500.00	16,430.00	13,930.00	557.20%
Total Revenue:	**6,473.00**	**5,650.68**	**16,043.59**	**2,500.00**	**16,430.00**	**13,930.00**	**557.20%**
Expense							
7000 - CAPITAL PROJECTS	296,863.00	301,006.33	0.00	1,863.00	1,863.00	0.00	0.00%
Total Expense:	**296,863.00**	**301,006.33**	**0.00**	**1,863.00**	**1,863.00**	**0.00**	**0.00%**
Total Fund: 454 - PARKLAND IN LIEU:	**-290,390.00**	**-295,355.65**	**16,043.59**	**637.00**	**14,567.00**	**13,930.00**	**2,186.81%**
Fund: 520 - RDA SUCCESSOR AGENCY							
Revenue							
5210 - RDA SUCCESSOR AGENCY	286,500.00	317,658.67	358.99	287,900.00	287,900.00	0.00	0.00%
Total Revenue:	**286,500.00**	**317,658.67**	**358.99**	**287,900.00**	**287,900.00**	**0.00**	**0.00%**
Expense							
5210 - RDA SUCCESSOR AGENCY	291,500.00	290,630.71	144,811.80	291,500.00	291,500.00	0.00	0.00%
Total Expense:	**291,500.00**	**290,630.71**	**144,811.80**	**291,500.00**	**291,500.00**	**0.00**	**0.00%**
Total Fund: 520 - RDA SUCCESSOR AGENCY:	**-5,000.00**	**27,027.96**	**-144,452.81**	**-3,600.00**	**-3,600.00**	**0.00**	**0.00%**
Fund: 530 - BRITTANY WOODS- LLD							
Revenue							
3405 - BRITTANY WOODS	0.00	0.00	0.00	0.00	8,018.00	8,018.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**8,018.00**	**8,018.00**	**0.00%**
Expense							
3405 - BRITTANY WOODS	0.00	0.00	0.00	0.00	12,424.00	12,424.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**12,424.00**	**12,424.00**	**0.00%**
Total Fund: 530 - BRITTANY WOODS- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-4,406.00**	**-4,406.00**	**0.00%**
Fund: 531 - CENTRAL HUGHSON 2- LLD							
Revenue							
3410 - CENTRAL HUGHSON 2	0.00	0.00	0.00	0.00	14,576.00	14,576.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**14,576.00**	**14,576.00**	**0.00%**
Expense							
3410 - CENTRAL HUGHSON 2	0.00	0.00	0.00	0.00	10,967.00	10,967.00	0.00%

Departmen...			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**10,967.00**	**10,967.00**	**0.00%**
Total Fund: 531 - CENTRAL HUGHSON 2- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**3,609.00**	**3,609.00**	**0.00%**
Fund: 532 - FEATHERS GLEN LLD							
Revenue							
3415 - FEATHERS GLEN	0.00	0.00	0.00	0.00	18,670.00	18,670.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**18,670.00**	**18,670.00**	**0.00%**
Expense							
3415 - FEATHERS GLEN	0.00	0.00	0.00	0.00	23,937.00	23,937.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**23,937.00**	**23,937.00**	**0.00%**
Total Fund: 532 - FEATHERS GLEN LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-5,267.00**	**-5,267.00**	**0.00%**
Fund: 533 - FONTANA RANCH NORTH- LLD							
Revenue							
3420 - FONTANA RANCH NORTH	0.00	0.00	0.00	0.00	22,703.00	22,703.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**22,703.00**	**22,703.00**	**0.00%**
Expense							
3420 - FONTANA RANCH NORTH	0.00	0.00	0.00	0.00	17,789.00	17,789.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**17,789.00**	**17,789.00**	**0.00%**
Total Fund: 533 - FONTANA RANCH NORTH- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**4,914.00**	**4,914.00**	**0.00%**
Fund: 534 - FONTANA RANCH SOUTH- LLD							
Revenue							
3425 - FONTANA RANCH SOUTH	0.00	0.00	0.00	0.00	14,492.00	14,492.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**14,492.00**	**14,492.00**	**0.00%**
Expense							
3425 - FONTANA RANCH SOUTH	0.00	0.00	0.00	0.00	13,322.00	13,322.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**13,322.00**	**13,322.00**	**0.00%**
Total Fund: 534 - FONTANA RANCH SOUTH- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**1,170.00**	**1,170.00**	**0.00%**
Fund: 535 - RHAPSODY I - LLD							
Revenue							
3430 - RHAPSODY 1	0.00	0.00	0.00	0.00	6,749.00	6,749.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**6,749.00**	**6,749.00**	**0.00%**
Expense							
3430 - RHAPSODY 1	0.00	0.00	0.00	0.00	8,889.00	8,889.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**8,889.00**	**8,889.00**	**0.00%**
Total Fund: 535 - RHAPSODY I - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-2,140.00**	**-2,140.00**	**0.00%**

Departmen...			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 536 - RHAPSODY 2- LLD							
Revenue							
3435 - RHAPSODY 2	0.00	0.00	0.00	0.00	13,830.00	13,830.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**13,830.00**	**13,830.00**	**0.00%**
Expense							
3435 - RHAPSODY 2	0.00	0.00	0.00	0.00	11,597.00	11,597.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**11,597.00**	**11,597.00**	**0.00%**
Total Fund: 536 - RHAPSODY 2- LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**2,233.00**	**2,233.00**	**0.00%**
Fund: 537 - SANTA FE ESTATES 1 - LLD							
Revenue							
3440 - SANTA FE ESTATES 1	0.00	0.00	0.00	0.00	7,220.00	7,220.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**7,220.00**	**7,220.00**	**0.00%**
Expense							
3440 - SANTA FE ESTATES 1	0.00	0.00	0.00	0.00	21,019.00	21,019.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**21,019.00**	**21,019.00**	**0.00%**
Total Fund: 537 - SANTA FE ESTATES 1 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-13,799.00**	**-13,799.00**	**0.00%**
Fund: 538 - SANTA FE ESTATES 2 - LLD							
Revenue							
3445 - SANTA FE ESTATES 2	0.00	0.00	0.00	0.00	6,610.00	6,610.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**6,610.00**	**6,610.00**	**0.00%**
Expense							
3445 - SANTA FE ESTATES 2	0.00	0.00	0.00	0.00	20,501.00	20,501.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**20,501.00**	**20,501.00**	**0.00%**
Total Fund: 538 - SANTA FE ESTATES 2 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-13,891.00**	**-13,891.00**	**0.00%**
Fund: 539 - STARN ESTATES - LLD							
Revenue							
3450 - STARN ESTATES	0.00	0.00	0.00	0.00	7,645.00	7,645.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**7,645.00**	**7,645.00**	**0.00%**
Expense							
3450 - STARN ESTATES	0.00	0.00	0.00	0.00	8,349.00	8,349.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**8,349.00**	**8,349.00**	**0.00%**
Total Fund: 539 - STARN ESTATES - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-704.00**	**-704.00**	**0.00%**

Budget Comparison Report

Departmen...			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 540 - STERLING GLEN 3 - LLD							
Revenue							
3455 - STERLING GLEN 3	0.00	0.00	0.00	0.00	21,704.00	21,704.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**21,704.00**	**21,704.00**	**0.00%**
Expense							
3455 - STERLING GLEN 3	0.00	0.00	0.00	0.00	22,077.00	22,077.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**22,077.00**	**22,077.00**	**0.00%**
Total Fund: 540 - STERLING GLEN 3 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-373.00**	**-373.00**	**0.00%**
Fund: 541 - SUNGLOW - LLD							
Revenue							
3460 - SUNGLOW	0.00	0.00	0.00	0.00	9,631.00	9,631.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**9,631.00**	**9,631.00**	**0.00%**
Expense							
3460 - SUNGLOW	0.00	0.00	0.00	0.00	11,400.00	11,400.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**11,400.00**	**11,400.00**	**0.00%**
Total Fund: 541 - SUNGLOW - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-1,769.00**	**-1,769.00**	**0.00%**
Fund: 542 - WALNUT HAVEN 3 - LLD							
Revenue							
3465 - WALNUT HAVEN 3	0.00	0.00	0.00	0.00	5,922.00	5,922.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**5,922.00**	**5,922.00**	**0.00%**
Expense							
3465 - WALNUT HAVEN 3	0.00	0.00	0.00	0.00	11,761.00	11,761.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**11,761.00**	**11,761.00**	**0.00%**
Total Fund: 542 - WALNUT HAVEN 3 - LLD:	**0.00**	**0.00**	**0.00**	**0.00**	**-5,839.00**	**-5,839.00**	**0.00%**
Fund: 550 - CENTRAL HUGHSON 2 - BAD							
Revenue							
3505 - CENTRAL HUGHSON 2	0.00	0.00	0.00	0.00	8,298.00	8,298.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**8,298.00**	**8,298.00**	**0.00%**
Expense							
3505 - CENTRAL HUGHSON 2	0.00	0.00	0.00	0.00	15,833.00	15,833.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**15,833.00**	**15,833.00**	**0.00%**
Total Fund: 550 - CENTRAL HUGHSON 2 - BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-7,535.00**	**-7,535.00**	**0.00%**

Departmen...		2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 551 - FEATHERS GLEN - BAD						
Revenue						
3510 - FEATHERS GLEN	0.00	0.00	0.00	0.00	10,987.00	10,987.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**10,987.00**	**10,987.00**	**0.00%**
Expense						
3510 - FEATHERS GLEN	0.00	0.00	0.00	0.00	14,257.00	14,257.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**14,257.00**	**14,257.00**	**0.00%**
Total Fund: 551 - FEATHERS GLEN - BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-3,270.00**	**-3,270.00**	**0.00%**
Fund: 552 - FONTANA RANCH NORTH BAD						
Revenue						
3515 - FONTANA RANCH NORTH	0.00	0.00	0.00	0.00	23,613.00	23,613.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**23,613.00**	**23,613.00**	**0.00%**
Expense						
3515 - FONTANA RANCH NORTH	0.00	0.00	0.00	0.00	28,173.00	28,173.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**28,173.00**	**28,173.00**	**0.00%**
Total Fund: 552 - FONTANA RANCH NORTH BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-4,560.00**	**-4,560.00**	**0.00%**
Fund: 553 - FONTANA RANCH SOUTH - BAD						
Revenue						
3520 - FONTANA RANCH SOUTH	0.00	0.00	0.00	0.00	12,799.00	12,799.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**12,799.00**	**12,799.00**	**0.00%**
Expense						
3520 - FONTANA RANCH SOUTH	0.00	0.00	0.00	0.00	27,778.00	27,778.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**27,778.00**	**27,778.00**	**0.00%**
Total Fund: 553 - FONTANA RANCH SOUTH - BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-14,979.00**	**-14,979.00**	**0.00%**
Fund: 554 - STERLING GLEN 3 - BAD						
Revenue						
3525 - STERLING GLEN 3	0.00	0.00	0.00	0.00	14,940.00	14,940.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**14,940.00**	**14,940.00**	**0.00%**
Expense						
3525 - STERLING GLEN 3	0.00	0.00	0.00	0.00	15,885.00	15,885.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**15,885.00**	**15,885.00**	**0.00%**
Total Fund: 554 - STERLING GLEN 3 - BAD:	**0.00**	**0.00**	**0.00**	**0.00**	**-945.00**	**-945.00**	**0.00%**

Budget Comparison Report

Departmen...			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 560 - PROVINCE PLACE COMMUNITY FACILITIES DISTRICT							
Revenue							
3605 - PROVINCE PLACE	0.00	0.00	0.00	0.00	10,794.00	10,794.00	0.00%
Total Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**10,794.00**	**10,794.00**	**0.00%**
Expense							
3605 - PROVINCE PLACE	0.00	0.00	0.00	0.00	12,180.00	12,180.00	0.00%
Total Expense:	**0.00**	**0.00**	**0.00**	**0.00**	**12,180.00**	**12,180.00**	**0.00%**
Total Fund: 560 - PROVINCE PLACE COMMUNITY FACILITIES DISTR..	**0.00**	**0.00**	**0.00**	**0.00**	**-1,386.00**	**-1,386.00**	**0.00%**
Report Total:	**-84,078.32**	**2,165,526.51**	**848,056.32**	**2,370,022.30**	**2,362,541.02**	**-7,481.28**	**-0.32%**

Fund Summary

Fund	2018-2019 Total Budget MID YEAR	2018-2019 Total Activity	2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
210 - SEWER	254,871.00	71,417.10	500,628.96	-389,211.00	-444,882.00	-55,671.00	14.30%
215 - SEWER FIXED ASSET REPLACEMENT	449,336.00	297,141.27	1,315.61	286,925.00	239,150.00	-47,775.00	-16.65%
220 - SEWER DEV IMPACT FEE	13,542.00	29,308.10	86,009.89	16,742.00	89,527.00	72,785.00	434.74%
225 - WWTP EXPANSION	1,470,981.00	1,527,085.00	-57,728.24	1,535,763.00	1,535,763.00	0.00	0.00%
240 - WATER	767,465.40	809,345.25	424,803.16	480,254.00	619,484.00	139,230.00	28.99%
250 - WATER DEV IMPACT FEE	12,230.00	9,111.91	30,424.00	5,637.00	29,137.00	23,500.00	416.89%
255 - WATER FIXED ASSET REPLACEMENT	-3,140,071.00	-555,682.63	-231,647.47	189,082.00	189,082.00	0.00	0.00%
270 - COMMUNITY/SENIOR CENTER	-510.00	1,537.64	138.16	0.00	0.00	0.00	0.00%
280 - USF COMMUNITY CENTER	-3,220.00	-159.31	1,039.29	-3,420.00	-3,420.00	0.00	0.00%
310 - GARBAGE	-155.00	-6,880.31	95,819.72	0.00	0.00	0.00	0.00%
320 - GAS TAX 2103	-13,101.00	-5,898.50	-31,995.97	25,646.00	26,446.00	800.00	3.12%
321 - GAS TAX 2105	10,307.00	14,714.70	2,961.99	9,975.00	9,975.00	0.00	0.00%
322 - GAS TAX 2106	5,244.00	5,410.80	-5,102.88	0.00	0.00	0.00	0.00%
323 - GAS TAX 2107	8,878.00	10,354.93	2,056.10	8,128.00	8,128.00	0.00	0.00%
324 - GAS TAX 2107.5	1,000.00	1,000.00	2,000.00	1,000.00	1,000.00	0.00	0.00%
325 - MEASURE L SALES TAX - ROADS	51,496.00	-144,159.20	64,340.33	86,935.00	86,935.00	0.00	0.00%
326 - SB 1-ROADS MAINTENANCE REHABILIT...	122,662.00	121,411.12	13,303.20	127,173.00	127,173.00	0.00	0.00%
340 - LANDSCAPE LIGHTING DISTRICT	19,423.70	33,347.61	-22,362.96	19,423.70	0.00	-19,423.70	-100.00%
350 - BENEFIT ASSESSMENT DISTRICT	33,636.58	36,132.24	-8,978.03	33,636.58	0.00	-33,636.58	-100.00%
360 - COMMUNITY FACILITIES DISTRICT	5,233.00	7,255.15	-65.14	5,233.00	0.00	-5,233.00	-100.00%
370 - COMMUNITY ENHANCEMENT DEV IM...	1,211.00	1,320.71	8,104.77	0.00	6,600.00	6,600.00	0.00%
371 - TRENCH CUT FUND	200.00	0.00	116.80	-77,000.00	-77,000.00	0.00	0.00%
372 - IT RESERVE	-2,700.00	7,875.95	34.65	-15,750.00	-15,750.00	0.00	0.00%
374 - DIABILITY ACCESS AND EDUCATION	1,026.00	1,145.70	68.40	1,050.00	1,050.00	0.00	0.00%
383 - VEHICLE ABATEMENT	-5,000.00	683.92	0.00	-2,500.00	-2,500.00	0.00	0.00%
384 - SUPPLEMENTAL LAW ENFORCEMENT S...	0.00	89,506.20	-828.93	-45,656.00	-45,656.00	0.00	0.00%
392 - 94-STBG-799 HOUSING REHAB	1,200.00	2,841.09	202.40	600.00	600.00	0.00	0.00%
394 - 96-STBG-1013 REHAB	2,150.00	793.72	65.00	600.00	600.00	0.00	0.00%
410 - LOCAL TRANSPORATION	20,000.00	16,123.97	0.00	0.00	20,000.00	20,000.00	0.00%
415 - LOCAL TRANSPORATION NON MOTORI...	-7,082.00	6,137.00	0.00	0.00	0.00	0.00	0.00%
420 - TRANPORTATION STREET PROJECTS	55,155.00	28,138.98	0.00	33,571.02	33,571.02	0.00	0.00%
425 - PUBLIC WORKS STREET PROJECTS - CD...	79,650.00	2,390.57	0.00	0.00	0.00	0.00	0.00%
450 - STORM DRAIN DEV IMPACT FEE	9,413.00	9,891.65	22,645.74	9,237.00	24,237.00	15,000.00	162.39%
451 - PUBLIC FACIILITY DEV IMPACT FEE	-674.00	13,768.25	24,804.47	13,637.00	-46,863.00	-60,500.00	-443.65%
452 - PUBLIC FACILITY STREETS DEV IMPACT ...	21,176.00	17,760.00	32,808.00	13,137.00	33,137.00	20,000.00	152.24%
453 - PARK DEV IMPACT FEE	6,338.00	5,931.56	21,484.52	3,137.00	14,987.00	11,850.00	377.75%
454 - PARKLAND IN LIEU	-290,390.00	-295,355.65	16,043.59	637.00	14,567.00	13,930.00	2,186.81%
520 - RDA SUCCESSOR AGENCY	-5,000.00	27,027.96	-144,452.81	-3,600.00	-3,600.00	0.00	0.00%

Fund			2019-2020 YTD Activity Through Sep	Parent Budget 2019-2020 PRELIMINARY	Comparison 1 Budget 2019-2020 FINAL	Comparison 1 to Parent Budget Increase / (Decrease)	%
530 - BRITTANY WOODS- LLD	0.00	0.00	0.00	0.00	-4,406.00	-4,406.00	0.00%
531 - CENTRAL HUGHSON 2- LLD	0.00	0.00	0.00	0.00	3,609.00	3,609.00	0.00%
532 - FEATHERS GLEN LLD	0.00	0.00	0.00	0.00	-5,267.00	-5,267.00	0.00%
533 - FONTANA RANCH NORTH- LLD	0.00	0.00	0.00	0.00	4,914.00	4,914.00	0.00%
534 - FONTANA RANCH SOUTH- LLD	0.00	0.00	0.00	0.00	1,170.00	1,170.00	0.00%
535 - RHAPSODY I - LLD	0.00	0.00	0.00	0.00	-2,140.00	-2,140.00	0.00%
536 - RHAPSODY 2- LLD	0.00	0.00	0.00	0.00	2,233.00	2,233.00	0.00%
537 - SANTA FE ESTATES 1 - LLD	0.00	0.00	0.00	0.00	-13,799.00	-13,799.00	0.00%
538 - SANTA FE ESTATES 2 - LLD	0.00	0.00	0.00	0.00	-13,891.00	-13,891.00	0.00%
539 - STARN ESTATES - LLD	0.00	0.00	0.00	0.00	-704.00	-704.00	0.00%
540 - STERLING GLEN 3 - LLD	0.00	0.00	0.00	0.00	-373.00	-373.00	0.00%
541 - SUNGLOW - LLD	0.00	0.00	0.00	0.00	-1,769.00	-1,769.00	0.00%
542 - WALNUT HAVEN 3 - LLD	0.00	0.00	0.00	0.00	-5,839.00	-5,839.00	0.00%
550 - CENTRAL HUGHSON 2 - BAD	0.00	0.00	0.00	0.00	-7,535.00	-7,535.00	0.00%
551 - FEATHERS GLEN - BAD	0.00	0.00	0.00	0.00	-3,270.00	-3,270.00	0.00%
552 - FONTANA RANCH NORTH BAD	0.00	0.00	0.00	0.00	-4,560.00	-4,560.00	0.00%
553 - FONTANA RANCH SOUTH - BAD	0.00	0.00	0.00	0.00	-14,979.00	-14,979.00	0.00%
554 - STERLING GLEN 3 - BAD	0.00	0.00	0.00	0.00	-945.00	-945.00	0.00%
560 - PROVINCE PLACE COMMUNITY FACILIT...	0.00	0.00	0.00	0.00	-1,386.00	-1,386.00	0.00%
Report Total:	**-84,078.32**	**2,165,526.51**	**848,056.32**	**2,370,022.30**	**2,362,541.02**	**-7,481.28**	**-0.32%**

Hughson

Cash Analysis Report

Account Summary

Date Range: 07/01/2018 - 06/30/2019

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
001 - CLEARING FUND											
001-10001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 001 Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
100 - GENERAL FUND											
100-10001	2,634,758.41	0.00	0.00	0.00	0.00	0.00	0.00	327,969.73	327,969.73	2,962,728.14	2,369,932.03
100-20099	-373,549.52	0.00	0.00	0.00	0.00	0.00	0.00	115,649.72	115,649.72	-257,899.80	-113,965.69
Fund 100 Total:	**2,261,208.89**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**443,619.45**	**443,619.45**	**2,704,828.34**	
105 - GENERAL FUND CONTINGENCY RESERVE											
105-10001	942,247.50	0.00	0.00	0.00	0.00	0.00	0.00	3,544.20	3,544.20	945,791.70	943,663.83
105-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 105 Total:	**942,247.50**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**3,544.20**	**3,544.20**	**945,791.70**	
110 - FIXED ASSETS											
110-10001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 110 Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
210 - SEWER											
210-10001	2,999,105.55	0.00	0.00	0.00	0.00	0.00	0.00	77,031.62	77,031.62	3,076,137.17	3,272,615.36
210-20099	-30,533.55	0.00	0.00	0.00	0.00	0.00	0.00	8,613.87	8,613.87	-21,919.68	-18,137.12
Fund 210 Total:	**2,968,572.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**85,645.49**	**85,645.49**	**3,054,217.49**	
215 - SEWER FIXED ASSET REPLACEMENT											
215-10001	4,143,710.40	0.00	0.00	0.00	0.00	0.00	0.00	297,141.27	297,141.27	4,440,851.67	4,289,579.44
215-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 215 Total:	**4,143,710.40**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**297,141.27**	**297,141.27**	**4,440,851.67**	
220 - SEWER DEV IMPACT FEE											
220-10001	1,517,112.24	0.00	0.00	0.00	0.00	0.00	0.00	30,486.17	30,486.17	1,547,598.41	1,524,151.08
220-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,178.07	-1,178.07	-1,178.07	-123.26
Fund 220 Total:	**1,517,112.24**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**29,308.10**	**29,308.10**	**1,546,420.34**	
225 - WWTP EXPANSION											
225-10001	62,577.23	0.00	0.00	0.00	0.00	0.00	0.00	59,103.91	59,103.91	121,681.14	205,360.95
225-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-113,440.15
Fund 225 Total:	**62,577.23**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**59,103.91**	**59,103.91**	**121,681.14**	
240 - WATER											

Cash Analysis Report

Date Range: 07/01/2018 - 06/30/2019

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
240-10001	787,008.76	0.00	0.00	0.00	0.00	0.00	0.00	582,641.38	582,641.38	1,369,650.14	1,089,102.05
240-20099	-49,281.82	0.00	0.00	0.00	0.00	0.00	0.00	20,190.86	20,190.86	-29,090.96	-19,341.39
Fund 240 Total:	**737,726.94**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**602,832.24**	**602,832.24**	**1,340,559.18**	
245 - WATER TCP123											
245-10001	-5,355.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,355.30	-5,345.41
245-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8.53
Fund 245 Total:	**-5,355.30**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-5,355.30**	
250 - WATER DEV IMPACT FEE											
250-10001	-119,412.37	0.00	0.00	0.00	0.00	0.00	0.00	10,290.04	10,290.04	-109,122.33	-116,990.43
250-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,178.13	-1,178.13	-1,178.13	-123.26
Fund 250 Total:	**-119,412.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**9,111.91**	**9,111.91**	**-110,300.46**	
255 - WATER FIXED ASSET REPLACEMENT											
255-10001	1,234,983.35	0.00	0.00	0.00	0.00	0.00	0.00	-21,901.74	-21,901.74	1,213,081.61	1,273,916.63
255-20099	-3,055.00	0.00	0.00	0.00	0.00	0.00	0.00	-457,780.89	-457,780.89	-460,835.89	-27,311.53
Fund 255 Total:	**1,231,928.35**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-479,682.63**	**-479,682.63**	**752,245.72**	
270 - COMMUNITY/SENIOR CENTER											
270-10001	5,803.43	0.00	0.00	0.00	0.00	0.00	0.00	4,170.85	4,170.85	9,974.28	4,714.65
270-20099	-2,976.88	0.00	0.00	0.00	0.00	0.00	0.00	-2,183.21	-2,183.21	-5,160.09	-1,358.05
Fund 270 Total:	**2,826.55**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,987.64**	**1,987.64**	**4,814.19**	
280 - USF COMMUNITY CENTER											
280-10001	-56.73	0.00	0.00	0.00	0.00	0.00	0.00	-241.24	-241.24	-297.97	-0.48
280-20099	-476.82	0.00	0.00	0.00	0.00	0.00	0.00	81.93	81.93	-394.89	-195.40
Fund 280 Total:	**-533.55**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-159.31**	**-159.31**	**-692.86**	
310 - GARBAGE											
310-10001	110,159.87	0.00	0.00	0.00	0.00	0.00	0.00	16,349.86	16,349.86	126,509.73	103,715.89
310-20099	-66,909.46	0.00	0.00	0.00	0.00	0.00	0.00	-16,081.30	-16,081.30	-82,990.76	-16,817.75
Fund 310 Total:	**43,250.41**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**268.56**	**268.56**	**43,518.97**	
320 - GAS TAX 2103											
320-10001	135,382.14	0.00	0.00	0.00	0.00	0.00	0.00	-3,550.58	-3,550.58	131,831.56	118,497.56
320-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,347.92	-2,347.92	-2,347.92	-395.66
Fund 320 Total:	**135,382.14**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-5,898.50**	**-5,898.50**	**129,483.64**	
321 - GAS TAX 2105											
321-10001	26,041.81	0.00	0.00	0.00	0.00	0.00	0.00	14,054.61	14,054.61	40,096.42	32,444.81
321-20099	-711.87	0.00	0.00	0.00	0.00	0.00	0.00	660.09	660.09	-51.78	-566.09
Fund 321 Total:	**25,329.94**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**14,714.70**	**14,714.70**	**40,044.64**	
322 - GAS TAX 2106											
322-10001	8,760.77	0.00	0.00	0.00	0.00	0.00	0.00	5,077.16	5,077.16	13,837.93	332.14

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
322-20099	-3,467.54	0.00	0.00	0.00	0.00	0.00	0.00	-166.36	-166.36	-3,633.90	-762.98
Fund 322 Total:	**5,293.23**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**4,910.80**	**4,910.80**	**10,204.03**	
323 - GAS TAX 2107											
323-10001	26,751.68	0.00	0.00	0.00	0.00	0.00	0.00	8,551.18	8,551.18	35,302.86	28,247.86
323-20099	-3,607.50	0.00	0.00	0.00	0.00	0.00	0.00	1,803.75	1,803.75	-1,803.75	-375.58
Fund 323 Total:	**23,144.18**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,354.93**	**10,354.93**	**33,499.11**	
324 - GAS TAX 2107.5											
324-10001	-327.86	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	672.14	1,114.08
324-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 324 Total:	**-327.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,000.00**	**1,000.00**	**672.14**	
325 - MEASURE L SALES TAX - ROADS											
325-10001	230,827.64	0.00	0.00	0.00	0.00	0.00	0.00	-79,182.48	-79,182.48	151,645.16	410,219.10
325-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,192.50	-3,192.50	-3,192.50	-61,389.25
Fund 325 Total:	**230,827.64**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-82,374.98**	**-82,374.98**	**148,452.66**	
326 - SB 1-ROADS MAINTENANCE REHABILITATION											
326-10001	27,418.44	0.00	0.00	0.00	0.00	0.00	0.00	144,135.73	144,135.73	171,554.17	86,269.46
326-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 326 Total:	**27,418.44**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**144,135.73**	**144,135.73**	**171,554.17**	
340 - LANDSCAPE LIGHTING DISTRICT											
340-10001	121,881.69	0.00	0.00	0.00	0.00	0.00	0.00	37,176.43	37,176.43	159,058.12	102,090.16
340-20099	-2,950.70	0.00	0.00	0.00	0.00	0.00	0.00	-3,501.61	-3,501.61	-6,452.31	-2,710.97
Fund 340 Total:	**118,930.99**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**33,674.82**	**33,674.82**	**152,605.81**	
350 - BENEFIT ASSESSMENT DISTRICT											
350-10001	193,538.94	0.00	0.00	0.00	0.00	0.00	0.00	37,435.55	37,435.55	230,974.49	194,064.71
350-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,178.15	-1,178.15	-1,178.15	-916.03
Fund 350 Total:	**193,538.94**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**36,257.40**	**36,257.40**	**229,796.34**	
360 - COMMUNITY FACILITIES DISTRICT											
360-10001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,285.99	7,285.99	7,285.99	3,342.81
360-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-30.84	-30.84	-30.84	-8.37
Fund 360 Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**7,255.15**	**7,255.15**	**7,255.15**	
370 - COMMUNITY ENHANCEMENT DEV IMPACT FEE											
370-10001	124,494.10	0.00	0.00	0.00	0.00	0.00	0.00	2,498.84	2,498.84	126,992.94	124,977.08
370-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,178.13	-1,178.13	-1,178.13	-123.26
Fund 370 Total:	**124,494.10**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,320.71**	**1,320.71**	**125,814.81**	
371 - TRENCH CUT FUND											
371-10001	77,399.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77,399.90	77,399.90

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
371-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 371 Total:	**77,399.90**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**77,399.90**	
372 - IT RESERVE											
372-10001	104,176.99	0.00	0.00	0.00	0.00	0.00	0.00	7,875.95	7,875.95	112,052.94	104,218.83
372-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-353.57
Fund 372 Total:	**104,176.99**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**7,875.95**	**7,875.95**	**112,052.94**	
373 - SELF-INSURANCE											
373-10001	73,303.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73,303.49	73,303.49
373-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 373 Total:	**73,303.49**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**73,303.49**	
374 - DIABILITY ACCESS AND EDUCATION											
374-10001	61.12	0.00	0.00	0.00	0.00	0.00	0.00	1,154.10	1,154.10	1,215.22	518.38
374-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-16.00	-16.00	-16.00	-0.46
Fund 374 Total:	**61.12**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,138.10**	**1,138.10**	**1,199.22**	
381 - AB109 PUBLIC SAFETY											
381-10001	35,722.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,722.29	35,722.29
381-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 381 Total:	**35,722.29**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**35,722.29**	
382 - ASSET FORFEITURE											
382-10001	1,660.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,660.43	1,660.43
382-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 382 Total:	**1,660.43**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,660.43**	
383 - VEHICLE ABATEMENT											
383-10001	16,260.59	0.00	0.00	0.00	0.00	0.00	0.00	683.92	683.92	16,944.51	16,242.40
383-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 383 Total:	**16,260.59**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**683.92**	**683.92**	**16,944.51**	
384 - SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND											
384-10001	130,565.53	0.00	0.00	0.00	0.00	0.00	0.00	135,007.39	135,007.39	265,572.92	201,434.54
384-20099	-349.86	0.00	0.00	0.00	0.00	0.00	0.00	-45,501.19	-45,501.19	-45,851.05	-1,777.46
Fund 384 Total:	**130,215.67**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**89,506.20**	**89,506.20**	**219,721.87**	
385 - FEDERAL FUNDED OFFICER FUND											
385-10001	6,620.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,620.00	6,620.00
385-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 385 Total:	**6,620.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,620.00**	
390 - 98-EDBG-605 BUSINESS ASSISTANCE											
390-10001	93,595.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,595.60	93,595.60

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
390-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 390 Total:	**93,595.60**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**93,595.60**	
391 - 96-EDBG-438											
391-10001	403.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.43	403.43
391-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 391 Total:	**403.43**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**403.43**	
392 - 94-STBG-799 HOUSING REHAB											
392-10001	221,594.39	0.00	0.00	0.00	0.00	0.00	0.00	2,841.09	2,841.09	224,435.48	224,726.38
392-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 392 Total:	**221,594.39**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,841.09**	**2,841.09**	**224,435.48**	
393 - HOME PROGRAM GRANT FTHBS											
393-10001	35,043.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,043.29	35,043.29
393-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 393 Total:	**35,043.29**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**35,043.29**	
394 - 96-STBG-1013 REHAB											
394-10001	209,454.54	0.00	0.00	0.00	0.00	0.00	0.00	793.72	793.72	210,248.26	209,772.45
394-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-0.49
Fund 394 Total:	**209,454.54**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**793.72**	**793.72**	**210,248.26**	
395 - CalHOME REHAB											
395-10001	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
395-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 395 Total:	**40,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**40,000.00**	
410 - LOCAL TRANSPORATION											
410-10001	87,795.31	0.00	0.00	0.00	0.00	0.00	0.00	-16,123.97	-16,123.97	71,671.34	87,751.13
410-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 410 Total:	**87,795.31**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-16,123.97**	**-16,123.97**	**71,671.34**	
415 - LOCAL TRANSPORATION NON MOTORIZED											
415-10001	7,082.00	0.00	0.00	0.00	0.00	0.00	0.00	6,137.00	6,137.00	13,219.00	9,768.10
415-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-357.12
Fund 415 Total:	**7,082.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,137.00**	**6,137.00**	**13,219.00**	
420 - TRANPORTATION STREET PROJECTS											
420-10001	-251,312.01	0.00	0.00	0.00	0.00	0.00	0.00	28,323.01	28,323.01	-222,989.00	-249,256.62
420-20099	-283.50	0.00	0.00	0.00	0.00	0.00	0.00	283.50	283.50	0.00	-673.14
Fund 420 Total:	**-251,595.51**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**28,606.51**	**28,606.51**	**-222,989.00**	
425 - PUBLIC WORKS STREET PROJECTS - CDBG											
425-10001	-78,075.67	0.00	0.00	0.00	0.00	0.00	0.00	65,154.19	65,154.19	-12,921.48	-214,612.68

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
425-20099	-1,574.33	0.00	0.00	0.00	0.00	0.00	0.00	1,574.33	1,574.33	0.00	-14,699.68
Fund 425 Total:	**-79,650.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**66,728.52**	**66,728.52**	**-12,921.48**	
450 - STORM DRAIN DEV IMPACT FEE											
450-10001	405,852.86	0.00	0.00	0.00	0.00	0.00	0.00	9,891.65	9,891.65	415,744.51	408,632.77
450-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 450 Total:	**405,852.86**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**9,891.65**	**9,891.65**	**415,744.51**	
451 - PUBLIC FACIILITY DEV IMPACT FEE											
451-10001	1,307,935.33	0.00	0.00	0.00	0.00	0.00	0.00	-16,712.51	-16,712.51	1,291,222.82	1,283,068.02
451-20099	-31,658.89	0.00	0.00	0.00	0.00	0.00	0.00	30,480.76	30,480.76	-1,178.13	-2,866.28
Fund 451 Total:	**1,276,276.44**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**13,768.25**	**13,768.25**	**1,290,044.69**	
452 - PUBLIC FACILITY STREETS DEV IMPACT FEE											
452-10001	-89,440.36	0.00	0.00	0.00	0.00	0.00	0.00	18,938.13	18,938.13	-70,502.23	-82,918.50
452-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,178.13	-1,178.13	-1,178.13	-123.26
Fund 452 Total:	**-89,440.36**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**17,760.00**	**17,760.00**	**-71,680.36**	
453 - PARK DEV IMPACT FEE											
453-10001	458,498.20	0.00	0.00	0.00	0.00	0.00	0.00	7,109.69	7,109.69	465,607.89	459,978.92
453-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,178.13	-1,178.13	-1,178.13	-123.26
Fund 453 Total:	**458,498.20**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,931.56**	**5,931.56**	**464,429.76**	
454 - PARKLAND IN LIEU											
454-10001	657,323.10	0.00	0.00	0.00	0.00	0.00	0.00	-294,120.52	-294,120.52	363,202.58	459,245.18
454-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,235.13	-1,235.13	-1,235.13	-123.56
Fund 454 Total:	**657,323.10**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**-295,355.65**	**-295,355.65**	**361,967.45**	
510 - WATER/SEWER DEPOSIT											
510-10001	53,454.74	0.00	0.00	0.00	0.00	0.00	0.00	9,743.63	9,743.63	63,198.37	54,336.76
510-20099	-665.67	0.00	0.00	0.00	0.00	0.00	0.00	665.67	665.67	0.00	-20.06
Fund 510 Total:	**52,789.07**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,409.30**	**10,409.30**	**63,198.37**	
520 - RDA SUCCESSOR AGENCY											
520-10001	300,044.83	0.00	0.00	0.00	0.00	0.00	0.00	27,027.96	27,027.96	327,072.79	233,474.45
520-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6,032.57
Fund 520 Total:	**300,044.83**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**27,027.96**	**27,027.96**	**327,072.79**	
521 - RDA FIX ASSETS											
521-10001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521-20099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 521 Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
999 - POOLED CASH/CONSOLIDATED CASH											
999-10000	1,031,442.20	-484,554.97	-7,189,346.86	7,924,713.18	-697,263.05	-2,338.25	0.00	-298,206.32	-746,996.27	284,445.93	563,621.29
999-10010	15,430,769.04	-1,114,463.87	-6,100,950.00	9,406,221.07	0.00	-681.83	32,781.54	14,239.93	2,237,146.84	17,667,915.88	16,362,773.26
999-10011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
999-10020	1,067,425.43	0.00	0.00	0.00	0.00	0.00	42,234.29	0.00	42,234.29	1,109,659.72	1,081,995.47
999-10030	1,499,160.59	0.00	0.00	0.00	0.00	0.00	59,104.20	0.00	59,104.20	1,558,264.79	1,519,752.65
999-10050	40,291.30	0.00	0.00	0.00	0.00	0.00	913.97	0.00	913.97	41,205.27	40,758.60
999-10060	40,163.15	0.00	0.00	0.00	0.00	0.00	911.06	0.00	911.06	41,074.21	40,638.36
999-10100	373,549.52	0.00	0.00	0.00	0.00	0.00	0.00	-115,649.72	-115,649.72	257,899.80	113,965.69
999-10101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10105	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10210	30,533.55	0.00	0.00	0.00	0.00	0.00	0.00	-8,613.87	-8,613.87	21,919.68	18,137.12
999-10215	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10220	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.07	1,178.07	1,178.07	123.26
999-10225	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113,440.15
999-10240	49,281.82	0.00	0.00	0.00	0.00	0.00	0.00	-20,190.86	-20,190.86	29,090.96	19,341.39
999-10245	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.53
999-10250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.13	1,178.13	1,178.13	123.26
999-10255	3,055.00	0.00	0.00	0.00	0.00	0.00	0.00	457,780.89	457,780.89	460,835.89	27,311.53
999-10270	2,976.88	0.00	0.00	0.00	0.00	0.00	0.00	2,183.21	2,183.21	5,160.09	1,358.05
999-10280	476.82	0.00	0.00	0.00	0.00	0.00	0.00	-81.93	-81.93	394.89	195.40
999-10310	66,909.46	0.00	0.00	0.00	0.00	0.00	0.00	16,081.30	16,081.30	82,990.76	16,817.75
999-10320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,347.92	2,347.92	2,347.92	395.66
999-10321	711.87	0.00	0.00	0.00	0.00	0.00	0.00	-660.09	-660.09	51.78	566.09
999-10322	3,467.54	0.00	0.00	0.00	0.00	0.00	0.00	166.36	166.36	3,633.90	762.98
999-10323	3,607.50	0.00	0.00	0.00	0.00	0.00	0.00	-1,803.75	-1,803.75	1,803.75	375.58
999-10324	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10325	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,192.50	3,192.50	3,192.50	61,389.25
999-10326	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10340	2,950.70	0.00	0.00	0.00	0.00	0.00	0.00	3,501.61	3,501.61	6,452.31	2,710.97
999-10350	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.15	1,178.15	1,178.15	916.03
999-10360	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.84	30.84	30.84	8.37
999-10370	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.13	1,178.13	1,178.13	123.26
999-10371	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10372	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	353.57
999-10373	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10381	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10382	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10383	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10384	349.86	0.00	0.00	0.00	0.00	0.00	0.00	45,501.19	45,501.19	45,851.05	1,777.46
999-10385	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10390	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10391	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10392	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10393	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10395	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Cash Analysis Report

Date Range: 07/01/2018 - 06/30/2019

	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance	Avg Daily Bal
999-10415	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	357.12
999-10420	283.50	0.00	0.00	0.00	0.00	0.00	0.00	-283.50	-283.50	0.00	673.14
999-10425	1,574.33	0.00	0.00	0.00	0.00	0.00	0.00	-1,574.33	-1,574.33	0.00	14,699.68
999-10450	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10451	31,658.89	0.00	0.00	0.00	0.00	0.00	0.00	-30,480.76	-30,480.76	1,178.13	2,866.28
999-10452	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.13	1,178.13	1,178.13	123.26
999-10453	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.13	1,178.13	1,178.13	123.26
999-10454	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,235.13	1,235.13	1,235.13	123.56
999-10510	665.67	0.00	0.00	0.00	0.00	0.00	0.00	-665.67	-665.67	0.00	20.06
999-10520	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,032.57
999-10521	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999-10522	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	16.00	16.00	0.46
999-20000	-19,112,431.61	0.00	0.00	0.00	0.00	0.00	0.00	-1,554,792.91	-1,554,792.91	-20,667,224.52	-19,626,144.29
999-20199	-572,052.91	0.00	0.00	0.00	0.00	0.00	0.00	-359,101.21	-359,101.21	-931,154.12	-405,221.26
999-20999	3,179.90	0.00	0.00	0.00	0.00	0.00	0.00	-38,521.18	-38,521.18	-35,341.28	16,604.66
Fund 999 Total:	**0.00**	**-1,599,018.84**	**-13,290,296.86**	**17,330,934.25**	**-697,263.05**	**-3,020.08**	**135,945.06**	**-1,877,280.48**	**0.00**	**0.00**	

Fund Summary

Fund	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance
001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
100	2,261,208.89	0.00	0.00	0.00	0.00	0.00	0.00	443,619.45	443,619.45	2,704,828.34
105	942,247.50	0.00	0.00	0.00	0.00	0.00	0.00	3,544.20	3,544.20	945,791.70
110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	2,968,572.00	0.00	0.00	0.00	0.00	0.00	0.00	85,645.49	85,645.49	3,054,217.49
215	4,143,710.40	0.00	0.00	0.00	0.00	0.00	0.00	297,141.27	297,141.27	4,440,851.67
220	1,517,112.24	0.00	0.00	0.00	0.00	0.00	0.00	29,308.10	29,308.10	1,546,420.34
225	62,577.23	0.00	0.00	0.00	0.00	0.00	0.00	59,103.91	59,103.91	121,681.14
240	737,726.94	0.00	0.00	0.00	0.00	0.00	0.00	602,832.24	602,832.24	1,340,559.18
245	-5,355.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,355.30
250	-119,412.37	0.00	0.00	0.00	0.00	0.00	0.00	9,111.91	9,111.91	-110,300.46
255	1,231,928.35	0.00	0.00	0.00	0.00	0.00	0.00	-479,682.63	-479,682.63	752,245.72
270	2,826.55	0.00	0.00	0.00	0.00	0.00	0.00	1,987.64	1,987.64	4,814.19
280	-533.55	0.00	0.00	0.00	0.00	0.00	0.00	-159.31	-159.31	-692.86
310	43,250.41	0.00	0.00	0.00	0.00	0.00	0.00	268.56	268.56	43,518.97
320	135,382.14	0.00	0.00	0.00	0.00	0.00	0.00	-5,898.50	-5,898.50	129,483.64
321	25,329.94	0.00	0.00	0.00	0.00	0.00	0.00	14,714.70	14,714.70	40,044.64
322	5,293.23	0.00	0.00	0.00	0.00	0.00	0.00	4,910.80	4,910.80	10,204.03
323	23,144.18	0.00	0.00	0.00	0.00	0.00	0.00	10,354.93	10,354.93	33,499.11
324	-327.86	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	672.14
325	230,827.64	0.00	0.00	0.00	0.00	0.00	0.00	-82,374.98	-82,374.98	148,452.66
326	27,418.44	0.00	0.00	0.00	0.00	0.00	0.00	144,135.73	144,135.73	171,554.17
340	118,930.99	0.00	0.00	0.00	0.00	0.00	0.00	33,674.82	33,674.82	152,605.81
350	193,538.94	0.00	0.00	0.00	0.00	0.00	0.00	36,257.40	36,257.40	229,796.34
360	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,255.15	7,255.15	7,255.15
370	124,494.10	0.00	0.00	0.00	0.00	0.00	0.00	1,320.71	1,320.71	125,814.81
371	77,399.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77,399.90
372	104,176.99	0.00	0.00	0.00	0.00	0.00	0.00	7,875.95	7,875.95	112,052.94
373	73,303.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73,303.49
374	61.12	0.00	0.00	0.00	0.00	0.00	0.00	1,138.10	1,138.10	1,199.22
381	35,722.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,722.29
382	1,660.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,660.43
383	16,260.59	0.00	0.00	0.00	0.00	0.00	0.00	683.92	683.92	16,944.51
384	130,215.67	0.00	0.00	0.00	0.00	0.00	0.00	89,506.20	89,506.20	219,721.87
385	6,620.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,620.00
390	93,595.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,595.60
391	403.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.43
392	221,594.39	0.00	0.00	0.00	0.00	0.00	0.00	2,841.09	2,841.09	224,435.48
393	35,043.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,043.29
394	209,454.54	0.00	0.00	0.00	0.00	0.00	0.00	793.72	793.72	210,248.26
395	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,000.00
410	87,795.31	0.00	0.00	0.00	0.00	0.00	0.00	-16,123.97	-16,123.97	71,671.34

Date Range: 07/01/2018 - 06/30/2019

Fund Summary

Fund	Beginning Balance	Bank Drafts	Checks	Deposits	EFTs	SVC Charges	Interest	Misc / None	Net Change	Ending Balance
415	7,082.00	0.00	0.00	0.00	0.00	0.00	0.00	6,137.00	6,137.00	13,219.00
420	-251,595.51	0.00	0.00	0.00	0.00	0.00	0.00	28,606.51	28,606.51	-222,989.00
425	-79,650.00	0.00	0.00	0.00	0.00	0.00	0.00	66,728.52	66,728.52	-12,921.48
450	405,852.86	0.00	0.00	0.00	0.00	0.00	0.00	9,891.65	9,891.65	415,744.51
451	1,276,276.44	0.00	0.00	0.00	0.00	0.00	0.00	13,768.25	13,768.25	1,290,044.69
452	-89,440.36	0.00	0.00	0.00	0.00	0.00	0.00	17,760.00	17,760.00	-71,680.36
453	458,498.20	0.00	0.00	0.00	0.00	0.00	0.00	5,931.56	5,931.56	464,429.76
454	657,323.10	0.00	0.00	0.00	0.00	0.00	0.00	-295,355.65	-295,355.65	361,967.45
510	52,789.07	0.00	0.00	0.00	0.00	0.00	0.00	10,409.30	10,409.30	63,198.37
520	300,044.83	0.00	0.00	0.00	0.00	0.00	0.00	27,027.96	27,027.96	327,072.79
521	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
999	0.00	-1,599,018.84	-13,290,296.86	17,330,934.25	-697,263.05	-3,020.08	135,945.06	-1,877,280.48	0.00	0.00
Report Total:	**18,540,378.70**	**-1,599,018.84**	**-13,290,296.86**	**17,330,934.25**	**-697,263.05**	**-3,020.08**	**135,945.06**	**-681,588.78**	**1,195,691.70**	**19,736,070.40**

CITY OF HUGHSON - CAPITAL PROJECTS
Fiscal Year 2019-2020

FUND	DEPT	Description	Expense Acct #			
		Capital - Equipment/Buildings				
100	1075	Vehicles	70040	$	83,592	2020 Toyota Prius; 3 Gem Vehicles
215	7000	Maintenance Buildings	62010	$	13,000	Lab Air Conditioner Replacement
240	2410	Smart Water Meter Replacement Project	70050/70055	$	250,000	Antennas/Smart Water Meter Radios
372	3720	IT Hardware Equipment	70070	$	21,000	Hardware Repair/Repl Server; Ipad Replacements w/ Surface Pros; Router; Computer Replacements
384	3840	4-Way LPR Cameras Santa Fe/Whitmore and LPR camera on graveyard LE car	70080	$	70,700	Supplemental Law Enforcement Fund
451	7000	Security	61010	$	73,500	Security Cameras and Access System
453	7000	Fencing	61010	$	6,000	Starn Park Tot Lot Fencing
		Total Equipment - Improvements		**$**	**517,792**	
		Capital - Projects				
100		Locust Street Widening	20660	$	208,832	
255	7000	Well #9	71030	$	1,836,250	
325/371	8000	Santa Fe South Overlay	80060	$	362,600	
420	8000	Whitmore Ave. Crosswalk	80020	$	100,000	
425	8000	Walker Lane	80580	$	379,000	
		Total Projects		**$**	**2,886,682**	
		GRAND TOTAL CAPITAL		**$**	**3,404,474**	

City of Hughson
Transfer Table 2019-20

Fund		Transfer In 49010	Fund		Transfer Out 66000	
100	General Fund	196,561	383	Vehicle Abatement	10,000	Code Enforcement
			320	Gas Tax - 2103	3,600	Admin Ser
			520	RDA	96,000	Admin Ser
			323	Gas Tax - 2107	25,000	Admin Ser
			321	Gas Tax - 2105	17,000	Admin Ser
			324	Gas Tax - 2107.5	1,000	Admin Ser
			280	Samaritans Center	7,620	Staff Service
			340	LLD	22,363	Admin Ser
			350	BAD	12,478	Admin Ser
					1,500	Admin Ser
		196,561			**196,561**	
270	Community Senior Center	7,500	100	General Fund	7,500	Support from GF
372	IT Replacement	10,000	100	General Fund	5,000	Hardware/Software
			210	Sewer M & 0	0	Hardware/Software
			240	Water	5,000	Hardware/Software
225	WWTP Expansion	1,445,450	210	Sewer M & 0	1,445,450	Principle Payment
225	WWTP Expansion	290,420	210	Sewer M & 0	290,420	Interest Payment
215	Sewer Fixed Asset Replacement	284,850	210	Sewer M & 0	284,850	Depreciation
255	Water Fixed Asset Replacement	185,482	240	Water	185,482	Depreciation
		2,223,702			**2,223,702**	
	Total Transfers	**2,420,263**			**2,420,263**	

100	General Fund	402,000	210-2110-61020 Administrative Ser	238,000
			240-2410-61020	164,000
		402,000		**402,000**

Often, one Fund will provide service to another Fund. The General Fund provides administrative service to various funds, such as Water, Sewer, Gas Tax, BAD, LLD. These transfers cover the costs of Staff support (such as the Finance Department, Administration, etc.) to administer the programs. Transfers are made to the IT Fund (372) from the General, Water and Sewer Fund. These transfers are to build up a reserve to fund future IT needs. In addition, a portion of the funds collected from User fees (Sewer. Water) covers future asset replacement - via depreciation costs.

CITY OF HUGHSON - Payroll Distribution - 2019-20

2019-20	100-1005 Legis	100-1010 City Mgr	100-1035 City Clk	100-1025 Finance	100-1015 Treasurer	100-1060 Blds & Grounds	100-1065 Parks & Rec	100-1040 Plan & Bldg	100-1055 Public Works	100-1070 Street Maint	210-2110 Sewer O & M	210-2120 Sewer WWTP	240-2410 Water O & M	340 LLD	350 BAD	TOTAL
Mayor	100.00%															100.0%
Mayor Pro Tem	100.00%															100.0%
Council Member	100.00%															100.0%
Council Member	100.00%															100.0%
Council Member	100.00%															100.0%
Planning Commissioner								100.00%								100.0%
Planning Commissioner								100.00%								100.0%
Planning Commissioner								100.00%								100.0%
Planning Commissioner								100.00%								100.0%
Planning Commissioner								100.00%								100.0%
Treasurer					100.00%											100.0%
City Manager		100.00%														100.0%
Finance Director				100.00%												100.0%
Mgmt Analyst/Deputy Clerk			50.00%	50.00%												100.0%
Accounting Manager				33.00%							34.00%		33.00%			100.0%
Accounting Technician				33.00%							34.00%		33.00%			100.0%
Customer Service Clerk				33.00%							34.00%		33.00%			100.0%
Community Dev Director								50.00%	10.00%		20.00%		20.00%			100.0%
Planning & Building Assistant								100.00%								100.0%
Code Enforcement Officer								100.00%								100.0%
PW Superintendent						5.00%	10.00%		25.00%	20.00%	30.00%			5.00%	5.00%	100.0%
Maintenance Wkr I						5.00%	10.00%			35.00%	25.00%	25.00%				100.0%
Maintenance Wkr II						5.00%	10.00%			35.00%	25.00%	25.00%				100.0%
Maintenance Wkr II						20.00%	25.00%							40.00%	15.00%	100.0%
Utilities Superintendent											25.00%	25.00%	50.00%			100.0%
WWTP Operator I											20.00%	70.00%	10.00%			100.0%
Water Distribution Oper											30.00%		70.00%			100.0%
Water Distribution Oper											30.00%		70.00%			100.0%
	5.00	**1.00**	**0.50**	**2.49**	**1.00**	**0.35**	**0.55**	**7.50**	**0.35**	**0.90**	**3.07**	**1.45**	**3.19**	**0.45**	**0.20**	**28.00**
	5 Part time				1 Part time			6 Part time								

16 Full Time Positions

12 Part Time Positions

Additional Personnel Support Provided by Contract Services: Express Personnel, CVOC and Office Team

City of Hughson - Salary / Benefit Cost
Projected 2019-2020

		Annual Salary	PERS	Medicare	SUI	Health	Life	Dental	Vision	WC	Def Comp	Total Benefits	Total Costs
100-1005	Legislative	15,600	-	1,193	-	-	-	-	-	-	-	1,193	16,793
100-1010	City Manager	159,499	20,076	2,313	434	19,800	1,174	2,441	664	6,224	3,046	56,172	215,671
100-1035	City Clerk	32,685	2,283	474	217	9,900	329	1,221	332	463	300	15,518	48,203
100-1025	Finance	202,762	15,825	2,940	1,081	31,849	2,088	2,737	851	2,871	1,296	61,537	264,299
100-9999	PERS - Liability	-	102,443	-	-	-	-	-	-	-	-	102,443	102,443
100-1015	City Treasurer	1,200	-	92	-	-	-	-	-	-	-	92	1,292
100-1060	Bldgs & Grounds	20,769	2,162	301	152	3,358	216	271	151	3,181	120	9,912	30,681
100-1065	Parks & Rec	32,467	3,317	471	239	5,342	343	443	240	5,101	195	15,690	48,157
100-1040	Planning/Bldg	139,464	8,122	3,460	1,085	26,813	1,235	3,662	996	3,351	600	49,323	188,787
100-1045	Police	-	73,960	-	-	-	-	-	-	-	-	73,960	73,960
100-1055	Public Wrks Adm	31,719	3,438	460	152	6,353	314	608	171	3,866	210	15,572	47,291
100-1070	Street Maint	54,435	5,183	789	391	7,707	568	753	411	8,484	330	24,616	79,050
Total General Fund		**690,599**	**236,809**	**12,493**	**3,750**	**111,122**	**6,265**	**12,135**	**3,816**	**33,540**	**6,097**	**426,027**	**1,116,627**
210-2110	Sewer M & O	199,422	50,817	2,892	1,332	44,008	2,095	4,762	1,515	20,876	1,248	129,546	328,968
210-2120	WWTP	66,722	20,978	967	412	18,810	623	2,319	631	10,434	360	55,534	122,256
240-2410	Water M & O	236,487	59,356	3,429	1,601	56,531	2,430	6,616	2,011	26,583	1,416	159,973	396,460
340	LLD District	26,607	3,124	386	195	4,656	275	337	189	4,034	150	13,344	39,952
350	BAD District	12,183	1,496	177	87	2,365	128	172	84	1,932	75	6,515	18,698
Total Other Funds		**541,422**	**135,770**	**7,851**	**3,628**	**126,370**	**5,552**	**14,206**	**4,429**	**63,858**	**3,249**	**364,913**	**906,334**
		1,232,021	**372,580**	**20,343**	**7,378**	**237,492**	**11,817**	**26,341**	**8,246**	**97,398**	**9,346**	**790,940**	**2,022,961**

PERS Unfunded Liability Costs - $182,934 Distributed between Water, Sewer and General Funds

2% Salary Adjustment

2014-15 Totals - Budget	888,577	244,756	14,116	6,510	218,805	8,331	18,648	3,276	61,997	6,000	582,439	1,471,016
2015-16 Totals - Budget	983,917	270,795	15,498	6,510	259,971	9,029	27,655	4,124	60,936	7,200	661,718	1,645,635
2016-17 Totals - Budget	1,025,033	278,877	16,091	7,378	255,475	9,457	28,015	4,392	75,982	9,036	684,703	1,709,736
2017-18 Totals - Budget	1,071,782	284,032	16,995	7,379	249,009	9,559	27,983	6,608	78,771	9,013	689,348	1,761,131
2018-19 Totals - Budget	1,119,827	346,768	17,655	7,378	260,025	10,756	30,744	8,786	80,700	8,969	771,781	1,891,608

CITY OF HUGHSON

OUTSTANDING DEBT SERVICE FY 2019-2020

Debt Issuance		Interest Rate	Original Prinicpal	Year Issued	Outstanding Principal	Outstanding Interest	Annual Payment Amount	Due Thru
RDA Refunding & Capital projects (Bond payable from Tax increment)	520	2.00%	$ 2,660,000	2016	$ 2,238,500	$ 949,650	Principal $ 100,000 Interest $ 83,500 **Total: $183,500**	2036
Water Tank Project Loan (Loan payable from revenues of the water system)	240	3.40%	$ 2,400,000	2006	$ 1,072,566	$ 141,742	Principal $138,170 Interest $ 35,303 **Total: $ 173,473**	2026
WWTP Expansion Project Preliminary Planning, design and captial exp (Loan payable from revenues of the WWTP and Sewer Revenues)	225	3.40%	$ 6,780,000	2008	$ 3,677,371	$ 622,217	Principal $355,699 Interest $122,033 **Total: $ 477,732**	2028
STATE WATER RESOURCE BOARD SRF LOAN WWTP Expansion Project (Loan payable from revenues of the WWTP and Sewer Revenues)	225	1%	$ 20,871,789	2010	$ 12,282,359	$ 1,041,770	Principal $1,135,314 Interest $ 122,824 **Total $ 1,258,138**	2030
Total Principal			**$ 32,711,789**		**$ 19,270,796**			
Total Interest						**$ 2,755,379**		
FY 2019-2020 Debt Payments							**$ 2,092,843.00**	

APPENDIX A2 –

Use of Electronic Communications Policy

CITY OF HUGHSON
AMENDED
ELECTRONIC COMMUNICATIONS AND INTERNET ACCESS POLICY

Purpose:

The purpose of this policy is to establish guidelines for the use of computer systems, electronic mail (hereinafter "E-mail") and Internet Access on the City of Hughson's (hereinafter "City") computer network. The City's computer systems, E-mail and Internet Access are business tools which will be used in accordance with generally accepted business practices and current law reflected in the California Public Records Act to provide an efficient and effective means of City communications.

Application:

This policy, as approved by the City Council on April 28, 2003, shall apply to all City officials, appointees, employees, volunteers, consultants and other non-employees utilizing general application computer systems and electronic communications owned, managed, supervised, controlled or operated by the City.

Provisions:

Information technology facilitates electronic communication between staff, residents and other organizations. Computer systems and electronic communications are for business-related purposes only. The data created, stored on, or transmitted using City computer systems is the property of the City, except as otherwise required by law. City Management reserves the right to access all data stored on or transmitted using its computer systems. The City respects the individual privacy of its employees, however, employees do not have the right to privacy concerning work-related conduct, use of City owned equipment or supplies, or electronic communications that are sent or received from the City. Consequently, ***E-mail and Internet Access users shall have no reasonable expectation of privacy in communications sent over the City's general application computer network as such communications are not confidential.*** The City reserves the right to lawfully inspect and service all aspects of its computer system.

The determination of those department employees who will be provided or denied E-mail and/or Internet access shall be at the sole discretion of the City Manager.

In addition to existing systems and services, this Administrative Policy is intended to apply to new computer based systems and services as implemented in the future.

A. PROPER USE OF COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS

1. The use of E-mail and Internet access is for City Business activities. Some incidental

and occasional personal use of the E-mail system is permitted as long as such use is kept to a minimum. Personal messages are not confidential and subject to access and disclosure pursuant to the provisions of this policy.

2. Users of E-mail are responsible for the management of data and messages. Data stored on the network server will be backed up regularly. Sensitive and confidential data shall be protected with passwords.

3. Employees shall protect all computer equipment against viruses, physical abuse and unauthorized use. Specifically, employees shall use and not disable virus protection software and not willfully introduce virus-infected files.

B. PROHIBITED USES OF E-MAIL AND INTERNET ACCESS

Unless otherwise permitted by law, the following constitutes abuse of the City's computer systems and electronic communications and are prohibited:

1. Messages that disrupt or threaten to disrupt the efficient operation of City business or administration are prohibited. Messages prohibited in this section include, but are not limited to:

    a. Messages that publicize a personal dispute, other than according to an approved grievance procedure.

    b. Messages that constitute or counsel insubordination.

    c. Messages that may harm close working relationships

    d. Messages that harm the integrity of the computer system or network.

2. Messages that violate law, violate individual rights, create potential liability for the City, or violate public policy are prohibited. These prohibited messages include, but are not limited to:

    a. Any message that would be in conflict with the City's Harassment Policy and/or comments or images (including screen savers and wallpaper) that could offend on any basis protected by law such as, but not limited to, race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status, sexual orientation or any other status protected by local, state or federal law.

    b. Any message or comment containing disparaging remarks concerning elected officials, appointed officials, employees, volunteers, consultants or other non-employees of the City.

    c. Any E-Mail message, any Internet site or screen saver, including wallpaper, that any reasonable person would find to be defamatory, offensive, harassing, derogatory or disruptive.

d. Messages that may undermine the City's ability to provide public services through its employees.

e. Messages that are pornographic, obscene, indecent, or sexually explicit.

f. Messages that contain the use of racial, religious, or ethnic slurs.

g. Messages intended to harass or annoy, including derogatory, vulgar, defamatory, or hate messages.

h. Messages that contain threats to personal safety.

3. Messages that contain confidential, privileged or otherwise private information except when such messages are transmitted for an authorized purpose and are transmitted in an appropriately secure manner. These messages include, but are not limited to:

    1. Personnel, payroll and medical files or confidential information from these files.

    2. Financial or account codes, numbers or authorizations that could be misused if intercepted by or disclosed to unauthorized persons or that may otherwise lead to unauthorized financial obligations to the City.

    3. Privileged or confidential communications or documents from or to legal counsel.

4. Personal messages which include, but are not limited to:

    1. Messages for personal gain or profit or for private or non-City commercial activity including personal research or surveys.

    2. Messages to promote, distribute materials, or solicit individuals on behalf of commercial ventures, political causes (unless specifically authorized), religious causes, charitable organizations or other organizations in which the user is involved.

    3. Chain letters.

    4. Junk mail sent via distribution lists that concern non-City business related topics.

    5. Participation in non-business related "chat-rooms" discussions.

5. Using someone's password or code without authorization.

6. Disclosing anyone's password or code including the employee's own without authorization.

7. Use of the Internet or E-Mail system for gambling.

8. Messages sent anonymously or with fictitious names.

C. STATUS OF ELECTRONIC DATA AND MESSAGES

1. E-mail communications are ***not confidential*** and are subject to review by authorized personnel, as designated by the City Manager or Department Director, and disclosure to the public.

2. E-mail communications may be subpoenaed or requested under the Public Records Act and/or may be used as evidence in court or as part of an investigation. The content of E-mail may be subject to disclosure within or outside of the City without employee permission or knowledge.

3. The City, through its authorized personnel, has the authority to access communications in the E-mail system at any time for any lawful City business-related reason.

4. The City has unlimited access to protect system security or the City's property rights. However, the City does not routinely monitor E-mail communications or Internet usage and expects that employees will voluntarily abide by this policy. With the approval of the City Manager, the Director of Administrative Services may establish rules for the retention/storage/deletion of electronic mail in order to preserve the integrity of the file server and system.

D. RECORDS MANAGEMENT

1. E-mail 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 E-mail system is not designed for long term storage, E-mail 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 E-mail 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 E-mail message is otherwise exempt under any provision of the Public Records Act or other state or federal law.

3. E-mail communications that are not intended to be retained and which serve no useful purpose to the City should be deleted from the system.

E. E-MAIL PROCEDURES/ETIQUETTE

Employees who are granted E-Mail and Internet access are required to abide by the following procedures and etiquette. Employees are to:

1. Remember they are representing the City through their communications both internally and externally, and it is critical that they maintain a positive image for both themselves and the City.

2. As a good business practice, E-Mail is to be checked at least once each work day and messages responded to promptly.

3. Be certain that their messages are addressed to the proper person. The list of persons being E-mailed when choosing a "REPLY ALL" function must be checked prior to sending the E-Mail message. E-mail should not be used for broadcast purposes unless the message is of interest to all users.

4. Capitalize words only to emphasize an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally interpreted as shouting.

5. Be professional and careful of what is said about others. E-mail is easily forwarded and blind copied.

6. Be cautious when using sarcasm and humor. Without face to face communication, humor may be viewed as criticism. By the same token, E-Mail users must carefully read what others write. The perceived tone may easily be misinterpreted.

7. Be aware that deleting or erasing information, documents, or messages maintained on the City's network is, in many cases, ineffective. Information kept on the City's system may be electronically recalled or recreated regardless of whether it may have been erased or deleted by an employee. Further, since the City may periodically back-up files and messages, and because of the way in which computers re-use file storage space, files and messages may exist even after a user assumes they are deleted. Finally, information or messages may still exist in the storage areas of other users. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

F. PENALTIES FOR MISUSE OF E-MAIL OR INTERNET ACCESS

1. All E-mail and Internet Access users will be provided a copy of this regulation, upon the granting of access to the computer network. Each such person shall be required to complete an "Employee Acknowledgement" in substantially the form attached hereto as Attachment A. One copy of the form shall be given to the employee, and another shall be kept in the employee's personnel file.

2. Failure on the part of any employee to comply with the provisions of this policy may result in suspension or revocation of the privilege of using or accessing E-mail and Internet Access, as well as disciplinary action up to, and including, termination of employment.

3. Failure on the part of any contractor or consultant to comply with the provisions of this policy will constitute grounds for termination of their contract with the City.

CITY OF HUGHSON

EMPLOYEE ACKNOWLEDGMENT

ELECTRONIC COMMUNICATIONS AND INTERNET ACCESS POLICY

I hereby acknowledge receiving and reading a copy of Administrative Policy ***ELECTRONIC COMMUNICATION AND INTERNET ACCESS POLICY***. I also understand that any questions concerning the policy may be addressed to the City Manager.

I understand that the City's E-mail and Internet access system and computer network are for City business only. I further understand that all information contained on or communicated through the E-mail and Internet access system and computer network is subject to monitoring, review and disclosure.

_____
(Initial)

Consequently, I have no expectation of privacy in communications stored on, or communicated through, any City computer system or network as such communications are **not** private or confidential.

_____
(Initial)

Finally, I understand that violation of this Administrative Policy may result in disciplinary action, up to and including dismissal.

_____
(Initial)

Name (printed or typed): _____

Signature: _____ Date: _____

APPENDIX A3 –

Policy for Reimbursement of Travel and Business Expenses

CITY OF HUGHSON

POLICY FOR REIMBURSEMENT OF TRAVEL AND BUSINESS EXPENSES

1. PURPOSE.

1.1. The purpose of this Policy for Reimbursement of Travel and Business Expenses ("Policy") is to define and clarify authorized reimbursable travel and business expenses incurred by City employees and city officials in connection with their official City responsibilities, both within and outside of the City of Hughson, and within and outside of the County of Stanislaus, and to establish procedures for the authorization and reimbursement of such expenses.

1.2. In order to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the City hereby sets forth this Policy. This Policy complies with the requirements of the California Government Code, including sections 53232, and following, enacted in 2005 by AB 1234.

1.3. In addition, this Policy complies with the applicable income and tax regulations. Travel and business expense reimbursements or advances paid under an accountable plan are tax-free. By contrast, a reimbursement or advance paid under a non-accountable plan is considered taxable wages; therefore taxes must be withheld and paid, and these payments reported as income on an employee's W-2. This Policy meets the requirements of an accountable plan (business connection, substantiation, and return of unsubstantiated amounts). All travel and expenses reimbursed must have documentation supporting the place and business purpose consistent with the requirements of this Policy.

2. GENERAL RULES

2.1. Applicability. Unless otherwise specified, this Policy is applicable to all City employees and all City officials. City officials include elected officials and appointed members of boards and commissions of the City.

2.2. Definition of Travel. For the purpose of this Policy, the word "travel" is used to denote activities of individuals required in connection with authorized attendance at conferences and meetings, either formal or informal, including necessary transportation. Travel is further designated as local or non-local as defined below.

2.2.1. Local Travel. Official travel performed within a distance of 100 miles from the City of Hughson and accomplished within one day.

2.2.2. Non-Local Travel. Official travel involving at least one over-night absence from the City of Hughson or to a location more than 100 miles distance from the City of Hughson.

2.3. Related to City Business**.** City officials and employees shall be expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with the conduct of official City business. Any expense for which an employee or official requests reimbursement should directly and clearly relate to the conduct of City business, and in the event of an audit subsequent to the reimbursement, should leave no question that such expenditure in fact did relate and was necessary to the conduct of City business.

2.4. Expenses Eligible for Reimbursement.

2.4.1. City funds, equipment, supplies (including letterhead), titles, and employee time must only be used for official, authorized City business.

2.4.2. For City officials, expenses incurred in connection with the following types of activities generally constitute authorized expenses which are eligible for reimbursement provided that they are otherwise consistent with this Policy:

2.4.2.1 Communicating with representatives of local, regional, state and national government on City adopted policy positions;

2.4.2.2 Attending educational seminars designed to improve officials' and employees' skill and information levels;

2.4.2.3 Participating in local, regional, state and national organizations whose activities affect the City's interests;

2.4.2.4 Recognizing service to the District (for example, thanking a longtime employee with a retirement give or celebration of nominal value and cost);

2.4.2.5 Attending City events; and

2.4.2.6 Attending meetings regarding City related business, including meeting with City staff.

2.4.3. For City officials all other expenditures not specified in section 2.4.2 above, require prior approval by the legislative body for which the official is a member and must be otherwise consistent with State law.

2.5. Expenses Not Eligible for Reimbursement.

2.5.1. For both City employees and officials, expenses incurred which are not associated with official city business are not eligible for reimbursement. This includes, but is not limited to, the following types of expenses:

2.5.1.1 The personal portion of any trip;

2.5.1.2 Political or charitable contributions or events;

2.5.1.3 Family expenses, including partner's expenses, when accompanying an employee or official on City-related business, as well as children or pet-related expenses;

2.5.1.4 Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

2.5.1.5 Alcohol/personal bar expenses;

2.5.1.6 Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and

2.5.1.7 Personal losses incurred while on District business.

2.5.2. Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred by the City Manager regarding employees or the City Council regarding officials.

2.6. Expenditures Not Specified by Policy**.** This Policy provides information and guidance in determining expenses which are appropriate to the conduct of City business. However, for City employees, the City Manager may, at his discretion, approve or disapprove any of the types of travel and business expenses identified in this Policy, or any other expenses not listed, as the City Manager deems appropriate to specific circumstances. For City officials, both elected and appointed, any expenditure for reimbursement for expenses occurred which fall outside of this Policy must receive the prior approval during a public meeting of the legislative body for which the official is a member.

3. **TRANSPORTATION EXPENSES.**

3.1. General Rules for Transportation Expenses.

3.1.1. The transportation modes specified in this Policy may be employed for the purpose of traveling on City business.

3.1.2. Travel time shall not exceed one (1) day in each direction while in route to and from business, conferences or meetings.

3.1.3. All travel will be by the mode least costly to the City. In arriving at the lowest cost mode, factors such as time, distance traveled and cost of transportation must be considered.

3.1.4. When two (2) or more persons are traveling by automobile, whether personal or City vehicle, every reasonable effort is to be made to ride together.

3.2. Air and Rail.

3.2.1. Allowance for air and rail travel will be actual round-trip fare and will be made by coach or tourist class or by the method least costly to the City.

3.2.2. Special efforts shall be made to take advantage of discounts and special fares when such fares and discounts produce "real savings" to the City.

3.2.3. If other travel arrangements are made, or are made in conjunction with approved personal leave, reimbursement shall be computed at the coach rate, using the shortest and most direct route to and from the location of the City business.

3.3. Private Automobile.

3.3.1. With prior written approval from the Department Head, a personal vehicle may be used for transportation in lieu of air travel or a City vehicle.

3.3.2. If a personal automobile is used, the reimbursement of mileage will not exceed the cost of coach air travel from a local airport to the destination and transportation to and from the airport.

3.3.3. The mileage allowance for use of a personal automobile will be based on the mileage allowance rate published and approved by the Internal Revenue Services. Current rates can be found on their website at www.irs.gov.

3.4. City Vehicle.

3.4.1. Use of departmentally assigned or pool City vehicles may be authorized for travel to and from designated places on City business outside the local area when this method of transportation can be demonstrated as the most economical means available.

3.4.2. There shall be no allowance or reimbursement for transportation when a City owned vehicle is used.

3.4.3. For use of a City vehicle, a gasoline credit card should be obtained from the Department Head at the time of the trip.

3.4.4. Any out-of-pocket expenses incurred to operate a City vehicle shall be reimbursed only if receipts are provided.

3.5. Garage and Parking Expenses.

3.5.1. Charges for parking and storage for private or City vehicles may be reimbursed.

3.5.2. Receipts for such expenses should be retained and submitted with requests for reimbursement.

3.6. Vehicle Rentals, Taxi and Bus Fare.

3.6.1. Expenses for transportation of rental vehicles, taxis and buses may be reimbursed where such conveyances are reasonable and necessary in the conduct of City business.

3.6.2. Receipts for such expenses should be retained and submitted with requests for reimbursements.

3.6.3. Corporate rates should be requested for vehicle rentals.

3.7. Use of Privately Owned/Chartered Aircraft.

3.7.1. Use of privately owned aircraft directly or indirectly related to official City business is strictly prohibited. Reimbursement for private aircraft use will not be provided.

3.7.2. At the City Manager's discretion, a waiver of the private plane restriction may be made if circumstances exist that clearly preclude the use of other carriers. Such a waiver requires written authorization from the City Manager after compliance with City insurance and pilot qualification standards. More specifically, the guidelines outlined below will apply to the City Manager's consideration of an employee's request to use a privately owned aircraft.

3.7.2.1 Any request must be submitted at least two weeks prior to the flight occurrence to include destination, names of employees and any other occupants, type of aircraft, landing points, and any other information that may be deemed as necessary.

3.7.2.2 The aircraft must either be owned by the employee or rented from a commercial aircraft firm.

3.7.2.3 The City must be named as co-insured on an insurance policy that has a minimum of $1 million coverage with no more than $1,000 deductible. Proof of insurance with the City named as co-insured must be submitted and approved.

3.7.2.4 The pilot must be rated for Instrument Flight Rules and show proof of such qualification. Instrument Flight Rules will also be the method of flight rather than Visual Flight Rules and all details of how such Instrument Flight Rules procedures will be accomplished must be submitted prior to the flight.

3.7.3. Not withstanding the requirements listed above, the City Manager, at his sole discretion, can deny any request for the use of a privately owned or chartered aircraft.

4. **ACCOMMODATIONS**.

4.1. Whenever possible, single rooms at corporate/government/group rates are to be secured. These rates must be specifically requested.

4.2. If the employee wishes to reserve a double room or some other accommodation, then single room, corporate/government/group rates, if available, are to be charged to the City.

4.3. Special efforts shall be made to obtain accommodations at or near the facility where official City business is to take place.

4.4. The principle of least cost shall be followed provided the accommodations are adequate. Travel time and transportation costs shall be considered in accommodation arrangements.

4.5. For officials, if lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the official at the time of booking. If the group rate is not available, the official shall use comparable lodging and may be reimbursed for the actual lodging costs.

5. **MEALS**

5.1. Non-Local Travel.

5.1.1. Any official or employee who is authorized to travel in the discharge of official duties may receive, in addition to transportation and hotel accommodation expenses, a meal allowance for each day or part thereof. The maximum allowance shall not exceed the amount specifically established by this Policy as set forth in section 5.4 of this Policy entitled "Meal Allowance Policy."

5.1.2. Meal allowance shall be allowed or reimbursed for days actually spent on City business, for programmed days of a conference or meeting, and for time spent in travel. Travel time shall not exceed one (1) day in each direction while in route to and from business, conferences or meetings.

5.2. Local Travel.

5.2.1. Occasionally, City employees are required to attend local meetings on City business during which a meal is served or necessary. Allowable expenses for such meetings include the cost of the meal and tip.

5.2.2. Employees who, during the normal course of performing their duties, must provide for meals for representatives of governmental agencies or other persons doing business with or for the City in order to most effectively execute their responsibilities, may be authorized reimbursement for expenses associated with such meals. **[NOTE: The meaning and purpose of the following sentences within the existing policy is unclear.]** Business meals cannot be claimed when attending a conference, seminar or when an employee has paid "registration fees" in which case, per diem will be claimed, if applicable. When requesting such reimbursement, documentation shall be submitted in accordance with City procedures which will include: copy of receipt, description or purpose of meal, listing of all persons, organizations and title.

5.3. Other Meals. Expenses for other meals not defined in this provision, such as City awards luncheons and dinners, retirement luncheons and dinners and meals associated with service

club meetings shall not be authorized for reimbursement unless specifically approved by the City Manager for City employees and by the City Council for City officials.

5.4. Meal Allowance Policy.

5.4.1. For all non-local travel, City officials and employees may request a meal allowance of $45.00 per day or reimbursement of actual meal expenses incurred.

5.4.2. Reimbursement for actual expenses in excess of the established per diem shall be made only if receipts are provided and the amount to be reimbursed is reasonable under the circumstances.

5.4.3. Per diem or reimbursement for meals will not be allowed when a meal is provided within the registration fee.

5.4.4. In the event that the individual is not on City business for the entire day, the meal allowance will be prorated according to the following formula:

5.4.4.1 Breakfast: $10.00 - to be paid if travel begins prior to 7:00 a.m. or ends after 9:00 a.m.

5.4.4.2 Lunch: $15.00 - to be paid if travel begins prior to 11:00 a.m. or ends after 1:00 p.m.

5.4.4.3 Dinner. $20.00 - to be paid if travel beings prior to 5:00 p.m. or ends after 7:00 p.m.

5.4.5. It will be the Department Head's responsibility to monitor the time of departure and arrival to ensure proper payment of meal allowance.

5.4.6. Officials must provide receipts for all meals and attach them to the reimbursement form provided by the City. In the event any of an official's meal cost is less than the per diem allowance or as set forth in this Policy and the elected official received a meal allowance, as applicable, the official shall refund to the City the unused portion of the meal allowance or the official shall be reimbursed for only the actual costs incurred.

5.5. Tips and Gratuities. Reasonable expenses for tips and gratuities are allowable for meals, hotel and transportation purposes.

6. **REGISTRATION FEES.**

6.1. Fees charged for registration at any convention or meeting may be reimbursed. A receipt or some other proof of the fee amount, such as a copy of the conference program setting forth the fee rate, shall be provided with any such reimbursement request.

7. **TELEPHONE AND TELEGRAPH.**

7.1. Telephone and telegraph expenses may be incurred only for the conduct of City business by employees traveling in conjunction with their official capacities. However, one phone call per day of a short duration (5 minutes) may be made by the employee to his/her home when on non-local travel.

8. **ADVANCE FUNDS.**

8.1. City employees shall be eligible for a travel advance of over $25 after its approval by the City Manager. A copy of the complete travel request must be submitted to the Finance Director at the time the travel advance is requested. A travel advance check to the employee will be made in accordance with the Accounts Payable schedule in an amount equal to 100% of the meal allowance for the trip. Additionally, the City shall pay in advance registration, transportation costs, and lodging, including one (1) night for travel time. Travel advances will only be given for non-local travel. Exceptions to this requirement require the approval of the City Manager.

8.2. No later than ten (10) working days after returning to the job, the employee will complete the Travel Expense Report form to show actual or authorized expenses (with receipts) and submit it to the Finance Department for settlement. All advances including travel, registration, lodging, meal allowance, and transportation, will be deducted from the total expense. If the advance exceeds the actual expenses, a remittance must accompany the completed claim for payment. If the trip is canceled, all advances must be returned immediately. If the claim for payment is not submitted within the required ten working days, the trip account shall be closed out and the employee shall not be reimbursed for out-of-pocket expenses incurred.

8.3. The Finance Department shall audit the items submitted for arithmetic accuracy and the allowability of the expenditures, and when appropriate, prepare a check for payment to the employee.

8.4. In those cases where two or more employees travel together in another employee's private vehicle, mileage reimbursement, where appropriate, shall be paid to one employee only. It is the employee's responsibility to submit all receipts.

8.5. Costs which are reimbursed to the employee, without proper documentation (receipt) must be considered taxable income and must be reported on year end W-2's pursuant to IRS regulations of an "accountable plan" and expenses incurred over the authorized "per diem" amounts shall be the responsibility of the employee.

9. **ATTENDANCE APPROVAL REQUIRED**.

9.1. Employees For employees, all out-of-state travel and Department Head attendance at conferences or overnight travel, must be approved by the City Manager. Other travel is subject to Department Head approval. At no time shall a department be left without a qualified person on duty, including weekends and holidays, without City Manager approval. Expenses incurred by employees prior to or without proper authorization may be the responsibility of that employee.

9.2. Officials. For officials, all anticipated conferences, conventions and professional meetings shall be budgeted for in the budget, or specifically approved by the City Council. As the trip is paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and as many sessions as possible.

10. **SPOUSES.**

10.1. Although fiscal and legal requirements do not allow the use of City funds for spouses to accompany City officials and employees, the attendance of spouses serves and promotes desirable City purposes and goals. It is the policy of the City to encourage their participation at the City official's or employee's own expense. Spouses are often expressly invited to attend conferences, and business meetings. Their presence at gatherings of mixed social and business purposes serves not only the beneficial purpose of presenting the best picture of City "families" to others, but spouses contribute valuable information, viewpoints and opinions in discussions about City and governmental business. The spouse's contribution is both substantive and ceremonial.

11. **RECEIPT REQUIREMENT FOR OFFICIALS.**

11.1. All cash advance expenditures, credit card expenses and expense reimbursement requests made by an official must be submitted on an expense form provided by the City.

11.2. Expense reports must document that the expense in question met the requirements of this Policy.

11.3. Officials must submit their expense reports within thirty (30) calendar days of an expense being incurred, unless otherwise unreasonable and such expense reports must be accompanied by receipts documenting each expense. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official and ineligible for reimbursement from the City.

APPENDIX B –

City Manager/Executive Director Authority

Ordinance No. 80-11

CITY OF HUGHSON

ORDINANCE NO. 80-11

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY MANAGER, PRESCRIBING THE POWERS AND DUTIES OF SAID OFFICE, AND PROVIDING FOR APPOINTMENT, REMOVAL, AND COMPENSATION; REPEALING ORDINANCES NO. 73-10, NO. 75-2, AND NO. 75-5

THE CITY COUNCIL OF THE CITY OF HUGHSON DOES ORDAIN AS FOLLOWS:

Section 1. POSITION CREATED: The position of the City Manager is created and established. The City Manager shall be appointed by the City Council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the City Council as hereinafter provided.

Section 2. "CITY ADMINISTRATOR" DEEMED TO MEAN "CITY MANAGER": Whenever a reference is made to "City Administrator" in this code, or in any other City Ordinance, Resolution or action, that reference shall be deemed to mean "City Manager".

Section 3. APPOINTMENT; REVOVAL; LIMITATION: The City Council shall appoint the City Manager for an indefinite term and may remove him at any time by a three (3) member vote of the City Council, convened in a regular Council meeting. At least thirty (30) days before such removal shall become effective, the Council shall cause a written notice to be furnished to the Manager stating the Council's intentions to remove him. If the manager so requests, the Council shall provide, in writing, reasons for the intended removal within seven (7) days after the request. The Council may suspend the Manager immediately from duty, but shall in any case

cause to be paid him any unpaid balance of his salary up to the date upon which the removal shall become effective. The Council, in removing the Manager, shall use its uncontrolled discretion and its action shall be final.

Section 4. POWERS AND DUTIES: The City Manager shall be the administrative head of the government of the City under the direction and control of the City Council except as otherwise provided in this Ordinance. He shall be responsible for the efficient administration of all the affairs of the City which are under his control. In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in the following subsections:

a) Law Enforcement: It shall be the duty of the City Manager to enforce all laws and Ordinances of the City and to see that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed.

b) Authority over Employees: It shall be the duty of the City Manager, and he shall have the authority to control, order and give directions to all heads of departments and to subordinate officers and employees of the City under his jurisdiction.

c) Power of Appointment and Removal: Subject to the employee merit system rules and regulations of the City, it shall be the duty of the City Manager to, and he shall, appoint, remove, promote and demote any and all officers and employees of the City, except the City Treasurer, the City Attorney, Commissioners, and all elected officials.

d) Administrative Reorganization of Offices: It shall be the duty and responsibility of the City Manager to conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the City's business.

e) Ordinances: It shall be the duty of the City Manager and he shall recommend to the City Council for adoption such measures, Resolutions, and Ordinances as he deems necessary.

f) Attendance at Council Meetings: It shall be the duty of the City Manager to attend all meeting of the City Council, unless he is excused therefrom by the Mayor individually, or by the City Council.

g) Finance and Reporting: The City Manager shall be the Finance Officer of the City, and it shall be his duty to, and he shall have the authority to control, regulate and authorize the purchasing and fiscal management activities of the City, within and in accord with the limitations prescribed by the General Laws of the State of California and as allocated pursuant to the adopted City Budget, and he shall keep the City Council at all times fully advised of the financial condition and needs of the City; and, at the end of each fiscal year cause to be presented a complete report to the City Council on the financial status and fiscal activities of the City.

h) Budget: It shall be the duty of the City Manager to prepare and submit the proposed annual budget and the

proposed annual salary plan to the City Council for its approval.

i) Expenditure Control and Purchasing: It shall be the duty of the City Manager to see that no expenditures shall be submitted or recommended to the City Council, except on approval of the City Manager or his authorized representative. The City Manager or his authorized representative, shall be responsible for the purchase of all supplies for all the departments or divisions of the City; further, it shall be the duty of the City Manager to establish a centralized purchasing system for all City offices, departments, and agencies.

j) Investigations and Complaints: It shall be the duty of the City Manager to make investigations into the affairs of the City and any department or division thereof, and any contract or the proper performance of any obligations of the City; further, it shall be the duty of the City Manager to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the service maintained by public utilities in the City.

k) Public Buildings: It shall be the duty of the City Manager and he shall exercise general supervision over all public buildings, public parks, and all other public property which is under the control and jurisdiction of the City.

l) Additional Duties: It shall be the duty of the City Manager to perform such other duties and exercise such other powers as may be delegated to him from time to time by Ordinance, Resolution, or other official action of the City Council.

Section 5. CITY MANAGER - COUNCIL TABLE: The City Manager shall be provided a seat at the City Council Table and shall be entitled to participate in the deliberations of the City Council, but shall not have a vote.

Section 6. MANAGER PRO TEMPORE: The City Manager shall appoint one of the officers or department heads of the City to serve as Manager Pro Tempore during any temporary absence or disability of the City Manager.

Section 7. RESIDENCE REQUIREMENTS: Residence in the City at the time of appointment shall not be required as a condition of employment; however, residence in the City within six (6) months after the acceptance of an appointment to this position shall be encouraged.

Section 8. ELIGIBILITY: No member of the City Council shall be eligible for appointment as City Manager until two (2) years have elapsed after such Council member has ceased to be a member of the City Council.

Section 9. BOND: The City Manager and Manager Pro Tempore shall furnish a corporate surety bond to be approved by the City Council, and shall be conditioned upon the faithful performance of the duties imposed upon the City Manager or Manager Pro Tempore as herein prescribed. Any premium for such bond shall be a proper charge against the City.

Section 10. COMPENSATION: The City Manager shall receive such compensation as the City Council shall from time to time determine.

Section 11. INTERNAL RELATIONS: The City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any member thereof shall give orders or instructions to any subordinates of the City Manager. The City Manager shall take his orders and instructions from the City Council only when sitting in a duly convened meeting of the City Council and no individual councilman shall give any orders or instructions to the City Manager.

Section 12. AGREEMENTS ON EMPLOYMENT: Nothing in this Ordinance shall be construed as a limitation on the power or authority of the City Council to enter into any supplemental agreement with the City Manager delineating additional terms and conditions of employment not inconsistent with any provisions of this Ordinance.

Section 13. REPEAL: The CITY OF HUGHSON ORDINANCES NO. 73-10, NO. 75-2, and NO. 75-5 are hereby repealed.

Section 14. POSTING: Prior to the expiration of fifteen (15) days after the adoption hereof the Clerk shall cause this Ordinance to be posted in at least three (3) public places in the CITY OF HUGHSON in accordance with Section 36933 of the Government Code of the State of California.

THE FOREGOING ORDINANCE was introduced at the regular

meeting of the City Council of the CITY OF HUGHSON held on December 8, 1980, and was adopted by said City Council at the regular meeting of December 22, 1980, by the following vote:

AYES: Councilmembers LEMA, TRIEWEILER, THOMS, and Mayor PARKER

NOES: None

ABSENT: Councilmember KING

Jack M Parker
JACK M. PARKER, Mayor

ATTEST:

Gayle Robertson
GAYLE ROBERTSON, City Clerk

APPENDIX C –

Policies Re: Meetings and Rules of Order

Resolution No. 2012-49

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2019-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON REPEALING RESOLUTION NO. 2012-49, AND ESTABLISHING NEW COUNCIL POLICIES REGARDING MEETINGS AND RULES OF ORDER

BE IT RESOLVED that the City Council of the City of Hughson does hereby adopt the following policy for the conduct of meetings of the Hughson City Council, superseding and repealing Resolution No. 2012-49.

AGENDA:

A. *Preparation*. The City Clerk is hereby directed to prepare an agenda for each Council meeting according to the order of business.

B. *Agenda Items*. The Mayor, a Council Member, City Manager, City Clerk, or City Attorney may request that an item be placed on the City Council meeting agenda. Requests received by the City Clerk prior to noon on the 2nd Wednesday before the next City Council meeting will be placed on the agenda.

C. 1. *Staff Reports and Comments*. Staff reports not on the agenda shall be limited to those matters informative in nature and which do not require action by the Council.

2. *Council Reports and Comments*. Council members may report on their activities which do not require Council discussion or action.

D. *Consent Calendar*. The City Clerk may place on the consent calendar any item other than ordinances on first reading, or public hearings. Any Council member may remove any item from the consent calendar at the meeting.

ORDER OF BUSINESS:

All meetings of the Council shall be conducted in accordance with the Ralph M. Brown Act, California Government Code sections 54950 et seq., as it is now or may be hereafter be amended. The regular Council meetings are scheduled for the 2nd and 4th Mondays of every month at 7:00 p.m. Agendas for all meetings shall be posted in accordance with the Ralph M. Brown Act, in the following locations:

1. On the bulletin board in the City Hall at 7018 Pine Street, Hughson, California; and

2. The City of Hughson internet website: www.hughson.org

Agenda descriptions of closed session items shall follow the format established in California Government Code section 54954.5, as it is now or may be amended. The business of the Council shall be taken up for consideration and disposition in substantially the following order, except as may be otherwise directed by the Mayor, or in his/her absence the Mayor Pro Tempore:

A. Pledge of Allegiance to the Flag.

B. Invocation.

C. Public Comment.

D. Presentations.

E. Consent Calendar.

   i. Minutes.
   ii. Warrants.

F. Unfinished Business.

G. Public Hearings.

H. New Business.

I. Correspondence.

J. Comments.

   i. Staff Reports.
   ii. Council Comments.
   iii. Mayor's Comments.

K. Closed Session.

Special Meetings. Special meetings may be called by the Mayor, the City Manager, or by three or more members of the Council. The City Clerk shall prepare a notice of the special meeting time, place and business to be transacted, and post any required agenda, in accordance with the Brown Act.

Emergency Meetings. In an "emergency situation" as defined in Government Code section 54956.5, the Council may meet without complying with either the 24-hour notice requirement or the 24-hour posting requirement for a special meeting. An emergency situation is defined to include a work stoppage or activity and a crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

Duties of the Presiding Officer. The Mayor, or in his/her absence the Mayor Pro Tempore, shall preside over the meeting. The Mayor Pro Tempore shall be elected by the

Council the night the Council Members are sworn into office following each municipal election. The Presiding Officer shall preserve strict order and decorum at all meetings of the Council, state questions coming before the Council, announce its decision on all subjects and decide all question of order, subject, however, to an appeal to the Council as a whole, in which event a majority vote shall govern and conclusively determine such question of order. The Presiding Officer shall have the right to vary the order of the agenda. The Mayor shall sign all ordinances, resolutions and other documents adopted by the City Council, unless otherwise indicated. In the event of the Mayor's absence, the Mayor Pro Tempore shall sign such documents as have been adopted and approved by the Council. Proclamations shall be signed by the Mayor, or in the Mayor's absence, the Mayor Pro Tempore.

Quorum. Three Council Members shall constitute a quorum for holding a meeting.

Preparation of the Minutes. The minutes of the Council shall be kept by the City Clerk, and such minutes, when approved by the Council, shall become the official records of the City of Hughson. The City Clerk shall prepare action minutes which do not require comments made by the Council Members.

Rules of Debate:

A. *The Presiding Officer may debate and vote*. The Presiding Officer may move, second and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all Council Members and shall not be deprived of any of the rights and privileges of a Council Member by reason of the person acting as the Presiding Officer.

B. *Getting the Floor*. Every Council Member desiring to speak shall first be recognized by the Presiding Officer, and shall confine themselves to the question under debate, avoiding all personalities and indecorous language.

C. *Interruptions*. A Council Member once recognized, shall not be interrupted when speaking, unless it is to call the Council Member to order, or as herein otherwise provided. If a Council Member while speaking is called to order, the Member shall cease speaking until the question of order is determined, and if in order, the Member shall be permitted to proceed.

D. *Rules of Order*. "Rosenberg's Rules of Order" in its current form and as revised in the future, shall govern the conduct of the meetings of the Council except otherwise set forth herein.

E. Notwithstanding the above, a majority of the members present may override a ruling of the Presiding Officer.

Addressing the Council. Any person desiring to address the Council is requested to first fill out a "City Council Speaker Card" and give it to the City Clerk prior to starting of the meeting. The person may address any item on the agenda or may discuss anything

pertaining to the City of Hughson, however, if the item was not posted on the agenda, Council will not be allowed to consider or take action on the item. The person speaking shall be limited to five (5) minutes, unless Council by consensus agrees to a longer or shorter time. When addressing the Council each person will be requested to identify themselves. All remarks should be addressed to the Council as a body, and not to any individual member. No other person, or City staff, other than a Council Member or the person having the floor, shall be permitted to enter into any discussion without the permission of the Presiding Officer.

After the close of public comment, no person shall address the Council unless permission is granted by the Presiding Officer.

Voting. All members of the Council, when present, must vote.

Enforcement of Order. The Chief of Police, or his duly authorized representative, shall be ex-officio Sergeant-at-Arms of the Council and may wear their uniform. This person shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order in the Council Chambers.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hughson, that the within policies regarding meetings and rules of order is adopted as the policy of the City Council of the City of Hughson.

PASSED AND ADOPTED by the City Council of the City of Hughson at a regular scheduled meeting held this 23rd day of September 2019, by the following roll call votes:

AYES: MAYOR YOUNG, HILL, BUCK, CARR

NOES: NONE.

ABSTENTIONS: NONE.

ABSENT: BAWANAN

JERMAY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

APPENDIX D –

City of Hughson Code of Conduct for Elected Officials

CODE OF CONDUCT FOR ELECTED OFFICIALS

Adopted February 9, 2004
Resolution No. 04-19

THIS CODE OF CONDUCT is designed to describe the manner in which Councilmembers should treat one another, city staff, constituents, and others with whom they come into contact with in representing the City of Hughson. It reflects the work of a Committee chosen by the Council, consisting of two members of the Concerned Citizens Committee, and two Councilmembers, that was charged with defining more closely the behavior, manners, and courtesies that are suitable for various occasions. That Committee also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing in even the most difficult situations.

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OVERVIEW OF ROLES AND RESPONSIBILITIES

Other resources that are helpful in defining roles and responsibilities of elected officials can be found in the Leadership Guide for Mayors and Councilmembers published by the League of California Cities.

MAYOR

- Is separately elected
- Acts as the official head of thc City for all ceremonial purposes
- Chairs Council meetings
- Calls for special meetings
- Is recognized as spokesperson for City
- Selects substitute for City representation when Mayor cannot attend
- Makes judgment calls on proclamations, special orders of the day, etc.
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the City
- Serves as official delegate of the City to the U.S. Conference of Mayors and other events and conferences

VICE MAYOR

- Serves at the pleasure of the Council, selected on a rotating basis
- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs Council meetings at the request of, or in the absence of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

ALL COUNCILMEMBERS

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and shall be familiar with issues on the agenda
- Represent the City at ceremonial functions at the request of the Mayor
- Shall be respectful of other people's time, stay focused, and act effectively during public meetings
- Serve as a model of leadership and civility to the community
- inspire public confidence in Hughson government
  Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures such as this Code of Conduct

All members of the Hughson City Council, including those serving as Mayor and Vice Mayor, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

MEETING CHAIR

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda item under consideration
- Makes preliminary rulings with advice, if requested, from the City Attorney who acts as an advisory parliamentarian. Chair rulings may be overturned if a Councilmember so moves and the majority of the Council votes to overrule the Chair.

The Mayor will chair official meetings of the City Council, unless the Vice Mayor or another Councilmember is designated as Chair of a specific meeting.

FORMER COUNCILMEMBERS

Past members should recognize that their privileged access to staff and facilities can no longer be provided.

POLICIES AND PROTOCOL RELATED TO CONDUCT

Ceremonial Events

Requests (for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Councilmembers may, but do not need to, acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Councilmember or City staff. If correspondence is addressed only to one Councilmember, that Councilmember should check with staff on the best way to respond to the sender.

Endorsement of Candidates

Councilmembers have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

Non-agenda Items

During the public comment period on the agenda, citizens, Councilmembers and staff may bring forth issues or questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the Mayor or the Council, study issues for future consideration, and requests for information. Each speaker, citizen, or elected official will be limited to five minutes.

Public Announcements in Council Meetings

Councilmembers are encouraged to report on their activities and other items of public interest. Councilmembers speak during the Council Comments portion of the Council meeting. Councilmembers who wish to recognize achievements or promote an event should place the matter on the agenda.

Public Meeting Hearing Protocol

After presentation of the matter by staff if appropriate, the applicant or appellant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The Chair will determine how much time will be allowed for each speaker, with

three to five minutes the standard time granted. The applicant or appellant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has thediscretion to modify the public hearing process in order to make the meeting run smoothly. Councilmembers will not express opinions during the public bearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" statements by Councilmembers are not appropriate until after the close of the public hearing. Councilmembers should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Travel Expenses

The policies and procedures related to the reimbursement of travel expenses for official City business by Councilmembers are outlined in the City's Travel Policy.

COUNCIL CONDUCT WITH ONE ANOTHER

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles. The Council should refer to one another formally during public meetings as Mayor, Vice Mayor or Councilmember followed by the individual's last name.

- Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- Honor the role of the Chair in maintaining order. It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's action, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- Avoid personal comments that could offend other Councilmembers. If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Chair will maintain control of this discussion.

- Demonstrate effective problem-solving approaches. Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

In Private Encounters

- Continue respectful behavior in private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- Be aware of the insecurity of written notes, voicemail messages, and e-mail.

  Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What

would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

- Even private conversations can have a public presence. Elected officials are always on display - people around them they may not know will monitor their actions, mannerisms, and language. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

COUNCIL CONDUCT WITH CITY STAFF

Governance of a City relies upon the cooperative efforts of elected officials who set policy and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- Limit contact to specific City staff. Questions of City staff and/or requests for additional background information should be directed only to the City Manager, City Attorney, or Assistant City Manager. The Office of the City Manager should be copied on any request, except those to the City Attorney. Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Councilmembers should ask the City Manager for direction. Materials supplied to a Councilmember in response to a request, including from the City Attorney, will be made available to all members of the Council so that all have equal access to information.

- Do not disrupt City staff work. City staff should not be disturbed while in meetings, on the phone, or engrossed in performing their job functions, in order to meet a Councilmember's individual needs.

- Never publicly criticize an individual past or present employee (including appointed officials). Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Comments about staff in the office of the City Attorney should be made directly to the City Attorney.

- Do not get involved in administrative functions. Councilmembers must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- Check with City staff on correspondence before taking action. Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress.

- Do not attend meetings with City staff unless requested by staff. Even if the Councilmember does not say anything, the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staffs' ability to do their job objectively.

- Limit requests for staff support. Routine secretarial support will be provided to all Councilmembers for City business. All mail for Councilmembers is opened by the City Clerk's office unless a Councilmember requests other arrangements. Requests for additional staff support — even in high priority or emergency situations —should be

made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- Do not solicit political support from staff. Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

COUNCIL CONDUCT WITH THE PUBLIC

In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Councilmembers toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers and treat them with care and gentleness. "I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that the Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- Be fair and equitable in allocating public hearing time to individual speakers. "The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn't be my problem. I'm sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me."

  The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five minutes, with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

  No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public heating unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

- Give the appearance of active listening. It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, gazing around the room, gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as smirking, disbelief, anger, or boredom.

- Ask for clarification, but avoid debate and argument *with* the public. Only the Chair - not individual Councilmembers - can interrupt a speaker during a presentation. However, a Councilmember can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disturbing. If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair

to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Councilmembers' personal opinions or inclinations about upcoming votes should not be revealed until after the public bearing is closed.

- No personal attacks of any kind, under any circumstances. Councilmembers should be aware that their body language and tone of voice, as well as the words they use, could appear to be intimidating or aggressive

- Follow parliamentary procedure in conducting public meetings. The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Chair, subject to the appeal of the full Council, makes final rulings on parliamentary procedure.

In Unofficial Settings

- Make no promises on behalf of the Council. Councilmembers will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.) A Councilmember may state that he or she will bring the matter to the Council.

- Make no personal comments about other Councilmembers. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Councilmembers, (including former Councilmembers), their opinions or actions.

- Remember that despite population figures, Hughson is a small town at heart The community is constantly observing Councilmembers every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Hughson. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

COUNCIL CONDUCT WITH OTHER PUBLIC AGENCIES

- Be clear about representing the City or personal interests. If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; and 2) whether this is the majority or minority opinion of the Council.

  If the Councilmember is representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. If the Councilmember is representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

- Correspondence also should be equally clear about representation. City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be filed in the Council Office as part of the permanent public record.

  It is best that City letterhead not be used for correspondence of Councilmembers representing a personal point of view, or a dissenting point of view from an official Council position. However, should Councilmembers use City letterhead to express a personal opinion, the official City position must be stated clearly so the reader understands the difference between the official City position and the viewpoint of the Councilmember.

COUNCIL CONDUCT WITH COMMISSIONS

The City has established several Commissions as a means of gathering more community input. Citizens who serve on Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- If attending a Commission meeting, be careful to only express personal opinions. Councilmembers may attend any Commission meeting, which are always open to any member of the public; however, they should be sensitive that their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- Limit contact with Commission members to questions of clarification. It is inappropriate for a Councilmember to contact a Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to contact Commission members in order to clarify a position taken by the Commission.

- Remember that Commissions serve the community, not individual Councilmembers. The Mayor appoints (unless the law requires Council approval) individuals to serve on Commissions and it is the responsibility of Commissions to follow policy established by the Council. Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Commission appointment should not be used as a political "reward."

- Be respectful of diverse opinions. A primary role of Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Commissions, but must be fair and respectful of all citizens serving on Commissions.

- Keep political support away from public forums. Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

- Inappropriate behavior can lead to removal. Inappropriate behavior by a Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the individual is subject to removal from the Commission.

COUNCIL CONDUCT WITH THE MEDIA

Councilmembers are frequently contacted by the media for background and quotes.

- The best advice for dealing with the media is to never go "off the record." Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- The Mayor is the official spokesperson for the Council on City policy. The Mayor is the designated representative of the Council to present and speak on the official City position. If the media contacts an individual Councilmember, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

- Choose words carefully and cautiously. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

SANCTIONS

- Public Disruption
  Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- Inappropriate Staff Behavior
  Councilmembers should refer to the City Manager any City staff or to the City Attorney any City Attorney's staff who do not follow proper conduct in their dealings with Councilmembers, other City staff or the public. These employees may be disciplined in accordance with standard City procedures for such actions.

- Councilmembers' Behavior and Conduct
  City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments or have official travel restricted. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.

  Councilmembers should point out to the offending Councilmember infractions of the Code of Conduct. if the offenses continue, then the matter should be referred to the Mayor in private, If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

  It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If the Mayor takes no action, the alleged violation(s) can be brought up with the full Council in a public meeting.

  If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Councilmembers, the alleged violation should be referred to the Mayor. The Mayor should ask the City Manager and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussion and counseling with the individual, recommending sanction to the full Council to consider in a public meeting, and forming a Council ad hoc subcommittee to review the allegation, the investigation and findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

PRINCIPLES OF PROPER CONDUCT

Proper conduct is....

Keeping promises
Being dependable
Building a solid reputation
Participating and being available
Demonstrating patience
Showing empathy
Holding onto ethical principles under stress
Listening attentively
Studying thoroughly
Keeping integrity intact
Overcoming discouragement
Going above and beyond, time and time again
Modeling a professional manner

Proper conduct is not...

Showing antagonism or hostility
Deliberately lying or misleading
Speaking recklessly
Spreading rumors
Stirring up bad feelings, divisiveness
Acting in a self-righteous manner
Interrupting

It all comes down to respect...

Respect for one another as individuals

Respect for the validity of different opinions

Respect for the democratic process

Respect for the community that we serve

CHECKLIST FOR MONITORING CONDUCT

1. Will my decision/statement/action violate the trust, rights or good will of others?
2. What are my interior motives and the spirit behind my actions?
3. If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
4. How would my conduct be evaluated by people whose integrity and character I respect?
5. Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will I destroy their trust in me? Will it harm their reputation?
6. Is my conduct fair? Just? Morally right?
7. If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
8. Does my conduct give others reason to trust or distrust me?
9. Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
10. Do I exhibit the same conduct in my private life as I do in my public life?
11. Can I take legitimate pride in the way I conduct myself and the example I set?
12. Do I listen and understand the views of others?
13. Do I question and confront different points of view in a constructive manner?
14. Do I work to resolve differences and come to mutual agreement?
15. Do I support others and show respect for their ideas?
16. Will my conduct cause public embarrassment to someone else?

GLOSSARY OF TERMS

Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action manner of behaving; carriage of oneself
Civility	Politeness, consideration, courtesy
Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper, good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Point of Personal Privilege	A challenge to a speaker to defend or apologize for comments
Propriety	conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct
Respect	The act of noticing with attention; holding in esteem; courteous regard

APPENDIX E –

City Manager Code of Ethics Policy

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in April 2015.

ICMA

Leaders at the Core of Better Communities

APPENDIX F –

City of Hughson Goals and Objectives

2019 | CITY OF HUGHSON
GOALS REPORT

INTRODUCTION

The Hughson City Council adopted the current Vision Statement, Goals and Objectives in 2005. Since then, City staff has made only minor updates to the goals and objectives and has periodically provided progress updates to the City Council and residents.

In 2017, the City undertook an effort to re-evaluate and update its "goals and objectives" document and process. In July, the Hughson City Council held a public workshop as a kick-off to this effort—the stated purpose was to determine the priorities, values and vision for the community to help reset the City's goal setting process.

Many attended the workshop to provide their input to help determine where we were as a City and where we want to go. Councilmembers, residents, organizations and community partners all collaborated to help steer the comprehensive update process.

On February 13, 2018, the Hughson City Council approved an updated Vision Statement for the organization, which is more reflective of the City's desire for the future of Hughson; a new Mission Statement, and a set of values, which provide clear an indication to residents and all who interact with the City, how the City intends to go about its business. Additionally, the City developed a new approach of the goals and objectives—shifting from open-ended, broad goals, towards more concrete, actionable goals. These goals serve as a priority list, a clear indication of what the City expects to accomplish and how it will focus its resources.

Report Organization

Vision Statement / Mission Statement / Values / Goals & Actions

VISION STATEMENT

To preserve Hughson's unique spirit, heritage and character, while creating an undeniably great place to be.

MISSION STATEMENT

Improving Hughson every day through fiscal responsibility, customer focused service and an emphasis on creating and strengthening partnerships

VALUES

The following core values are a statement of the Hughson City Council's priorities—the City's beliefs which will guide its actions every day. These values are a proclamation of the way we intend to work with and serve the residents, businesses, stakeholders and visitors of this City.

Fiscal Responsibility. Fiscal responsibility is more than a decision made by the City Council or staff, it is a mindset to ensure the long-term prosperity of the City.

Customer Focused. City staff endeavor to provide true public service, with friendliness, respect, responsiveness, urgency and efficiency.

Partnership Building. The City knows that it can achieve more of its goals and accomplish more working together with its residents and partners than alone. The City will strive to build and maintain these relationships.

Results Oriented. The City will strive to reduce bureaucracy and function in a results-oriented manner.

Open and Accessible. It is the City's charge to be transparent, honest and informative in all dealings.

Public Safety. The safety of the community is of the utmost importance.

The City maintains these priorities while staying true to the agricultural heritage of the community and responsibly managing the natural resources of this bountiful area.

GOALS & ACTIONS

The goals—in contrast to the values, which outline the WAY in which the City will conduct business—indicate WHAT the City will work towards.

These goals serve as a strategic work plan for the next two years. They further provide a comprehensive framework that ensures priorities set by the City Council are clear to all employees, residents and partners. This model ensures that progress towards the City Council's priorities can be tracked.

Under each goal, are a set of actions—which specify how the goal is to be accomplished. Actions are implementation steps to attain the goal; they explain the steps and resources needed to accomplish the goal.

2019 - 2020 GOALS

1. Complete Applicable Measure L Projects
2. Complete Well No. 7 Replacement Project
3. Complete Other City Water Projects*
4. Implement Sewer Fund Stabilization*
5. Improve Business Atmosphere in City
6. Improve Viability of and Expand Industrial Area
7. Revitalize Downtown
8. Update Land Use and Development Policies*
9. Maintain Adequate Resources for Public Safety*
10. Update City Fees
11. Improve City Facilities
12. Develop Long Range Financial Model

*New Goal

GOALS & ACTIONS

1 Complete Applicable Measure L Projects

Measure L—a 0.5% transportation sales tax—was approved by the voters in Stanislaus County in November 2016, which took effect in April 2017. Each City was required to adopt a project list, which served as an expenditure plan for the Measure to help ensure revenues are used appropriately.

The City of Hughson will work diligently to make progress on various Measure L projects in future years and complete projects in the current year. The City may periodically make allowable adjustments to the list as appropriate to leverage resources and capitalize on economies of scale or work being done in an adjacent area.

ACTIONS

1.1. Coordinate with contract City Engineer to ensure future Measure L projects are designed, engineered and ready for construction.

1.2. Coordinate with StanCOG to ensure City is meeting project delivery, accounting and reporting obligations to receive applicable Measure L funding

1.3. Coordinate with Stanislaus County and other neighboring agencies on any projects that may affect travelers in Hughson.

1.4. Find opportunities to leverage Measure L monies to expand the scope of listed projects or increase the number of projects.

2

Complete Well No. 7 Replacement Project

In 2013, the City of Hughson began to develop the Well No. 7 Replacement Project, which includes a new potable water well (Well No. 9), the re-drilling of an existing well (Well No. 5) arsenic treatment equipment and a 1.0 million gallon storage tank to address the State's compliance order for Nitrate and Arsenic.

The City has coordinated with the State the execution of a Project Installment Sale Agreement or "Funding Agreement". The City will receive up to $5 million in grant funding and 0% interest on the remaining funds for this anticipated $8.3 million project. This first phase of the project broke ground in early 2019.

ACTIONS

2.1 Continue to provide quarterly Compliance Order updates to the State Water Board.

2.2 Release for bid, select and manage contractors for the four (4) phases of the project—well drilling, storage tank, water treatment equipment and general well construction.

2.3 Ensure Hughson Municipal Water System comes into compliance with the State of California's MCL (Maximum Contaminant Level) for arsenic.

GOALS & ACTIONS

3

Complete Other City Water Projects

The State Water Board approached the City regarding grant funding available for a Consolidation project—for the extension of City water infrastructure, past the City limits to connect nearby users along Geer Road (Cobles Corner and Country Villa) suffering from substandard water. Now that the funding agreement is secured for the Well No. 7 Replacement Project and the City broke ground on that project, it can re-engage in the proposed Consolidation project.

On June 29, 2018, the City of Hughson was notified by the State that its municipal water system was out of compliance with the newly established MCL (Maximum Contaminant Level) for 1, 2, 3-Tricholoropropane (1, 2, 3-TCP). Earlier that year, the Council approved a feasibility study that contained options for treatment.

ACTIONS

3.1 Complete application for funding under the State of California's Consolidation Incentive Program to extend municipal water service to two private water systems (Cobles Corner and Country Villa). If awarded, bring forward to City Council for formal acceptance.

3.2 Continue efforts to identify funding for the implementation of a corrective action plan to bring the City's municipal water system with the State's standard for 1, 2, 3-TCP.

3.3 Implement Phase 1 of City's Water Meter Radio Replacement Project.

4

Explore Sewer Fund Stabilization

The City of Hughson constructed a sewer treatment plant in 2012 to meet the community's current and future needs. The $21.5 million facility has the capacity to process 1.8 million gallons of waste. A sewer rate study was approved at that time to ensure that adequate revenue was generated to both cover the cost of operation and maintenance and the debt service associated with the construction of the new facility.

With the closing of a local industrial business that contributed significantly to the sewer fund, City staff has been directed to reduce spending and explore ways to offset the loss in revenue to ensure obligations are met and the sewer treatment plant operates at the appropriate level. These sewer fund stabilization measures will be critical to ensure this core service and facility is maintained.

ACTIONS

4.1 Update the 2009 Sewer Rate Study to determine if it is still appropriate given current conditions.

4.2 Continue to look for new opportunities to expand the use of the sewer treatment plant (Gilton Solid Waste Management, Regional Surface Water Treatment Project, other industrial businesses, etc.).

4.3 Work with State Water Board to review terms of the current sewer treatment plant loans and debt service.

GOALS & ACTIONS

5

Improve Business Atmosphere in City

The City of Hughson has a small but prosperous business atmosphere. Although Hughson is the smallest City in the County (of 9), it produces the 7th highest sales tax revenues. It is home to many great restaurants and industrial businesses.

The City of Hughson will strive to build on its business successes and target its areas of weakness. The City will seek to support, grow and expand existing businesses by leveraging resources and partnerships. Additionally, the City will seek new business opportunities that are well suited for the City and complement existing businesses.

ACTIONS

5.1 Expand City's coordination with existing business owners to provide assistance, support and additional opportunities.

5.2 Actively seek new business opportunities, which are well suited for the City. Proactively reach out to property owners and potential new business owners to catalyze new business opportunities.

5.3 Coordinate with the Hughson Chamber of Commerce to expand support to businesses.

5.4 Continue and expand work with Small Business Development Center (SBDC) to provide resources to businesses.

5.5 Focus on filling City's Small Business Incubation Center to help stimulate small businesses that are looking to grow.

GOALS & ACTIONS

6

Improve Viability of & Expand Industrial Area

The City's burgeoning industrial area is home to a number of significant industrial businesses, which produce many jobs and sales tax dollars. The City would like to expand this area to not only add new businesses, but to complement existing businesses to help them grow and expand.

The City will focus on improving and expanding the industrial area through aggressive strategies and approaches.

ACTIONS

6.1 Annex useable property, along major street frontages, into the industrial area.

6.2 Emphasize Tully Road as a quick and easy way to access State Route 99. It takes approximately 7-8 minutes to reach SR-99 from Whitmore Avenue on Tully Road, which has few stops and light traffic.

6.3 Enhance Tully Road to accommodate larger volumes of truck traffic to facilitate growth in the area. Coordinate with Stanislaus County on the portion outside of the City limits.

6.4 Expand coordination with existing business owners to provide assistance, support and opportunity to businesses.

6.5 Actively seek new business opportunities, which are well suited for the City. Proactively reach out to property owners and potential new business owners to catalyze new business.

GOALS & ACTIONS

7

Revitalize Downtown

Downtown Hughson, which is over 100 years old, is a mix of old and new. The downtown includes buildings dating back to the 1900's with significant architectural charm and history, as well as modern buildings and improvements. Overall, the downtown has ample small-town character as well as a safe, quaint feel.

The City seeks to maximize the many positives and help improve the areas requiring attention. The City desires to revitalize the downtown—the heart of the City—to improve the business atmosphere and to be a point of pride for residents and a destination for all.

ACTIONS

7.1 Utilize, where practical and appropriate, the Community Planning Assistance Team (CPAT) findings and strategies to help revitalize the downtown.

7.2 Complete the next phase of the City's downtown street improvements.

7.3 Proactively work with property owners to fill vacancies and explore consolidating parcels to create larger developable areas for future commercial growth.

7.4 Devise strategy to create greater linkages and support to all of Hughson's commercial areas.

7.5 Install decorative crosswalks, bike racks, wall murals and other art, as well as enhance alleys in the downtown.

GOALS & ACTIONS

8

Update Land Use and Development Policies

The City of Hughson's General Plan was adopted in 2005 (and the Housing Element in 2015). The General Plan provides the fundamental basis for the City's land use and development policy and represents the basic community values, ideals and aspirations to govern a shared environment during 2025. The General Plan addresses all aspects of development including land use, community character, transportation, housing, public facilities, infrastructure and open space, among other topics.

By statute, the General Plan is required to be updated "periodically." While there is no requirement for how often to update the General Plan, the planning period has traditionally been 15-20 years. The Housing Element is on a mandated schedule—4, 5, or 8 years, as listed by the California Department of Housing and Community Development.

ACTIONS

8.1 Develop a funding strategy and schedule for the update to the City of Hughson's General Plan.

8.2 Pursue external funding that may be available for municipalities for updating land use and development policies.

9

Maintain Adequate Resources for Public Safety

The City of Hughson statistically is the safest, lowest crime producing city in Stanislaus County. Nevertheless, one crime is too many. The safety and security of the residents, property and visiting public is of the utmost importance.

Law enforcement services are provided in a very cost-effective manner through a contractual agreement with the Stanislaus County Sheriff's Department. Fire protection services are provided by an independent special district, the Hughson Fire Protection District, that has been in existence since 1915.

The City considers public safety an important priority and is committed to ensuring adequate resources are allocated in this area.

ACTIONS

9.1 Continue to work with Hughson Police Services to ensure they have the tools necessary for the provision of law enforcement services.

9.2 Support the Hughson Fire Protection District with its efforts to generate additional revenue to support the current level of service.

9.3 Work with local public safety partners to ensure their facility and equipment needs are met leveraging local resources to their fullest potential.

GOALS & ACTIONS

10

Update City Fees

Periodically, the City reviews its fees to ensure that the charges do not exceed the estimated costs required to produce the services. The City prepares a Master Fee Schedule, which is a compilation of the fees charged for services and development within the City.

The City will take a critical look at the current fees, which were adopted in 2009 or earlier, to ensure they are not a deterrent to development. However, the City will also ensure that the fees fully cover the cost to the provide services and therefore are not a burden on the general fund and the resident's tax dollars.

ACTIONS

10.1 Conduct a comprehensive review of the City's current fees for service and bring forward recommended adjustments or additions for City Council consideration.

10.2 Manage consultant (Bartle Wells and Associates) conducting Development Impact Fee update and bring forward recommended adjustments for City Council consideration.

10.3 Conduct outreach with the public and other stakeholders during the fee update process.

GOALS & ACTIONS

11

Improve City Facilities

The Hughson was incorporated as a City in 1972. Two of the primary City facilities—City Hall and the Corporation Yard— were built prior to or around that time. Both have undergone minor remodels or additions since then, but the facilities are aged and sized to accommodate a much smaller City.

On August 14, 2018, the City Council and the Hughson Unified School District Board of Trustees authorized the execution of the agreement for the purchase and sale of the Lebright property--took place on November 7, 2018 for the agreed upon purchase price of $295,000.

The City of Hughson collects development impact fees for all new residential, commercial and industrial development. These fees help pay for the infrastructure, equipment and facilities necessary to meet the public service demands of the new development.

ACTIONS

11.1 Develop a plan to build a new Corporation Yard.

11.2 Pursue external funding for the modernization of the Lebright Fields property.

11.3 Use, and leverage whenever possible, Park Development Impact Fees to upgrade existing facilities.

11.4 Develop and implement a plan for completion of deferred maintenance at City rented facilities.

GOALS & ACTIONS

12

Develop Long Range Financial Model

The City seeks to complement its annual budgeting process to adequately and strategically plan for future opportunities and challenges with a long range financial model. The model shall serve as a snapshot of the organization's current fiscal standing and a preview of conditions in the future and will look three and five years into the future and estimate anticipated revenue and expenditures based on the best available data for future planning purposes. The City's investment portfolio and reserves will also be incorporated as appropriate along with debt service payments.

City staff will project revenue based on economic factors and trends in major sources including sales tax, property tax, permit fees, etc. One-time and ongoing expenditures will be estimated based on needs and priorities. Other fiscal impacts will be included as they are identified.

ACTIONS

12.1 Begin development of a draft Long Range Financial Planning Model (LRFPM) utilizing current resources and consultant expert services.

12.2 Present Draft LRFPM to Budget and Finance Subcommittee for discussion and input.

12.3 Modify draft LRFPM based on direction from Budget and Finance Subcommittee and brief other Councilmembers to share major elements.

12.4 Finalize LRFPM after fully vetted by City Council and staff.

12.5 Utilize LRFPM during the annual budget process.

APPENDIX G –

A Public Officials Guide to the Brown Act

A PUBLIC OFFICIAL'S GUIDE TO THE BROWN ACT

JANUARY 2019

Neumiller & Beardslee

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THE RALPH M. BROWN ACT

INTRODUCTION

The Ralph M. Brown Act, also known as the California open meetings law, grants the public the right to attend and observe the process of government and participate in meetings of local legislative bodies. The Act establishes procedures for local government agencies to conduct business. It also provides penalties for violations of the Act.

The Act has been amended and revised multiple times since it was first passed in 1953. The Act was significantly amended in 1993 to include language stating that the rules and authorities of the Act are to be broadly construed if the rule or authority furthers the peoples' right to access, and narrowly construed if it limits that right. This pamphlet is current through January 1, 2019.

Please note that the following discussion is a guide and is not meant to be a comprehensive analysis of the Brown Act to be used in lieu of legal advice. Should you have any questions relating to the Act, you should contact your agency's attorney.

Brown Act Summary

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SUMMARY AND ANALYSIS OF THE RALPH M. BROWN ACT

The following discussion is an overview of the Act and its application. Generally, analysis of the Act can be divided into five basic questions: (1) To whom does the Act apply? (2) When does the Act apply? (3) What is the procedure for holding a meeting? (4) What are the rights of the public under the Act? and (5) What are the penalties for violating the Act?

1. To whom does the Brown Act Apply?

The Act applies to "legislative bodies" of "local agencies." The definition of a local agency broadly includes cities, counties, school districts, special districts, and all other political subdivisions.

The definition of "legislative bodies," however, is more complex. Legislative bodies include:

* *The governing body of a local agency.*
* *Committees and boards of a local agency created by the governing body, containing a quorum of the members of a legislative body.*
* *Standing committees, commissions or boards of the local agency, created by the governing body, including all committees that have a fixed meeting or continuing subject matter, even if the committee has less than a quorum of the members of the legislative body.*
* *The boards of private corporations (or similar bodies) created to exercise authority of the local agency or that receive funds from the local agency and include a member of the local agency legislative body who is appointed by the legislative body.*
* *The lessee of any hospital in which the lessee exercises authority of a local agency.*

The Brown Act also applies to members elected to a legislative body of a local agency prior to assuming office.

2. When does the Act Apply?

The Brown Act applies to "meetings of any legislative body." Any gathering, whether formal or informal, of a quorum of the members of a legislative body to transact, hear, deliberate, or discuss local agency business is a meeting subject to the Brown Act. Such a gathering is a meeting even if there is no action or vote on an issue. Discussion of any local agency business is enough to constitute a meeting. Face to face contact is not necessary for the gathering to constitute a meeting. Any use of communication devices, personal intermediaries, or technological devices through which a quorum of the members develop concurrence on local agency business is considered a meeting. For example, a series of telephone conversations

wherein one person calls a member of a legislative body who in turn calls another member, and through this chain of telephone calls a consensus is reached, is a meeting subject to the provisions of the Brown Act. Frequently, members of a legislative body desire to hold a "workshop" meeting; there is a common misperception that this is somehow different from a normal meeting. This is not true; a "workshop" meeting is still a meeting subject to the Brown Act.

There are detailed provisions for conducting a meeting by teleconference.

Specifically exempted from the definition of a "meeting" are the following gatherings:

* *Individual contacts with constituents and third parties, including employees of the local agency, as long as there is no discussion of the positions of other members of the legislative body.*

* *Attendance at seminars, and conferences, providing that agency business is not discussed, among a majority of the members of the legislative body, other than as part of the scheduled program.*

* *Attendance at the meetings of another body of the local agency, or other local agencies, provided local agency business is not discussed, except as part of the scheduled meeting.*

* *Attendance at an open and noticed standing committee of the local agency, provided that members of the legislative body who are not members of the standing committee attend only as observers.*

* *Attendance at purely social or ceremonial occasions, provided that agency business is not discussed among a majority of the members of the legislative body.*

Watch Out: *The definition of a meeting is construed broadly; therefore, when discussing issues with the local agency's manager, other staff, or third parties, be careful not to solicit or to allow transmission of the thoughts and opinions of the other members of the legislative body.*

a. Types of Meetings

Every "meeting" of a legislative body must fall into one of several categories in order to determine the applicable procedures required under the Brown Act.

The types of meetings are:

* ***Regular Meetings*** *which are held at a preset time and place. Each local agency must establish a regular meeting schedule by resolution or ordinance.*

* ***Special Meetings*** *which are held for a specific purpose. Special meetings may be called by the presiding officer or a majority of the members of the legislative body.*

* ***Emergency Meetings*** *which are only held when (a) there is a work stoppage or other activity that severely impairs public health and safety; or (b) a crippling disaster that impairs the public health and/or safety.*

* ***Adjourned Meetings*** *which are held when a regular or special meeting is continued to a specific date, time and place.*

3. *What is the Procedure for holding a Public Meeting?*

a. *Prior to a Meeting*

Prior to a meeting of a legislative body, notice must be given to the public by posting an agenda. Every agenda must include a brief general description of each item of business to be transacted or discussed at the meeting. A brief general description of an item must afford the public reasonable notice of the topic and action under consideration and can generally be covered in 20 words or less. All agendas must state the time and location of the meeting.

For regular meetings, the agenda must be posted 72 hours in advance. It must also provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public.

For special meetings, there is no requirement for an "agenda." Instead, there is a requirement for a "call and notice" which, however, must show the business to be transacted or discussed just as an agenda would. The "call and notice" must be posted at least 24 hours prior to the meeting. The call and notice for a special meeting must also be provided to each member of the legislative body and to each local newspaper, radio, and television station requesting such notice, at least 24 hours prior to the meeting. Every special meeting call and notice must include an opportunity for the public to address the legislative body on any item listed in the call and notice before or during consideration of that item. However, there is no requirement for general public comment at a special meeting. It is our recommendation that a document, equivalent to an agenda, and labeled "Agenda, Call and Notice" be prepared for a special meeting.

Emergency meetings are noticed by calling any local newspapers, radio and television stations that have requested notices of special meetings.

An adjourned meeting need not be renoticed if it is held within five days from the date of the original meeting. If not, a 72-hour posting period is required.

Where to Post*. The agenda must be posted in an area freely and easily accessible to the public; so make sure the agenda is posted in an area accessible to the disabled. Also, rather than posting inside city hall or another building that is only open during limited hours, the public agency should consider posting in an outdoor location where it can be reviewed at all hours. All agendas must be posted on the website as well.*

b. Closed Sessions

A closed session is a portion of the meeting of the legislative body exempt from the open meetings requirements which permits items to be discussed in private without the attendance of the public or the press. This exception is a limited one in that only a narrow range of issues may be discussed in closed session. In accordance with the spirit of the Brown Act, substantial notice and reporting requirements must be complied with prior to and following a closed session. Please note*: It is not that any item may be discussed in closed session unless it is required to be discussed in open session; it is the other way around. All items must be discussed in open session unless there is a specific exception allowing them to be discussed in closed session.*

Prior to the closed session, the purpose for the closed session must be disclosed both on the agenda and in open session. Closed sessions are only allowed for specific purposes and the notice requirements are specific to the issues to be discussed. The oral disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. The agenda notice requirements for closed sessions vary depending upon the content of the session. Below is a list of the type of closed sessions permissible under the Brown Act.

* ***License/Permit Determination***
* ***Conference with Real Property Negotiator***
* ***Conference with Legal Counsel - Existing Litigation***
* ***Conference with Legal Counsel - Anticipated Litigation or Initiated Litigation***
* ***Liability Claims***
* ***Threat to Public Services or Facilities***
* ***Public Employee Appointment***
* ***Public Employment***
* ***Public Employee Performance Evaluation***
* ***Public Employee Discipline/Dismissal/Release***
* ***Conference with Labor Negotiators***
* ***Case Review/Planning***
* ***Report Involving Trade Secret***
* ***Hearings conducted by Hospital Districts***
* ***Insurance Pooling/Tort Liability Losses/Workers' Compensation Liability--Joint Powers Authorities Only***
* ***Charge or complaint involving information protected by Federal Law***

* ***Certain Health Plan Trade Secrets and Payment Rates***

* ***Conference Involving a Joint Powers Agency***

* ***Audit by Bureau of State Audits***

Important Limitations on Closed Sessions: *Closed sessions cannot be held to discuss the local agency's available funds, funding priorities or budget.*

In addition to the agenda requirements, and in some cases oral announcements prior to closed sessions, an oral report, made in open session, or a written report is required following the closed session. Generally, the reports shall state the action taken in closed session and the vote or abstention of every member present.

* *When an agreement conducting real estate negotiations, or labor negotiations agreement or a settlement agreement or an offer for settlement is made, the report need not be made until after the agreement or settlement is final or has been rejected.*

* *For claims discussed in closed session, the name of the claimant, the substance of the claim and the monetary amount approved for payment must be reported in open session.*

* *Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session shall be reported at the public meeting during which the closed session was held. The report shall identify the title of the position and specify any change in compensation.*

* *Approval given to legal counsel to defend, or to appeal or refrain from appealing, or to act as Amicus Curiae, must be disclosed. In most cases, specific information as to the case and parties is additionally required.*

Helpful Forms: *For a checklist on Action and Vote Disclosure in open session after closed session, please see the checklist in this booklet. Should you choose to keep a minute book of action taken in closed session, a form is included in the checklist tab in this booklet. Consult with your agency attorney as to the advisability of keeping closed session minutes.*

c. Brown Act Requirements at the Meeting

No one may be excluded from a public meeting, other than from a closed session item. To facilitate attendance, all meetings must be held within the jurisdiction of the local agency, with certain enumerated exceptions. These include:

1. Compliance with law or court order, or attendance at a court or administrative proceeding to which the agency is a party.

2. Inspection of real or personal property outside the boundaries of the local agency, but the topic of the meeting must be limited to items directly related to the property.

3. Participation in a multi-agency meeting.

4. Use of the closest facility if the local agency has no facility within the jurisdiction.

5. Meeting with state or federal elected officials, but only on issues concerning the local agency, and over which the state or federal officials have jurisdiction.

6. Meeting in a facility outside the jurisdiction, but owned by the local agency, explicitly to discuss the facility.

7. Visit with the local agency's legal counsel, but only for a closed session on pending litigation.

8. In an emergency situation, meeting outside the jurisdiction if no facility is available in the jurisdiction.

There are also enumerated reasons for not holding school district meetings within the district as set forth in the California Government Code section 54954.

All persons in attendance must have the opportunity to address the legislative body on any item within the subject matter jurisdiction of the local agency for a regular meeting, and on all items on the agenda, before or during the consideration of the item, for both regular and special meetings. However, if the item is not on the agenda, the local agency cannot act on the item (except for specified emergencies). The public does not have a right to address the legislative body on any item which was already considered at a public meeting of the legislative body wherein the public had a right to address the issue, providing the issue has not been substantially changed.

Public Comments: *The Public Comment period is not a free-for-all. While the public does have a right to address the legislative body, the chairperson has authority to control the discussion by setting time limits on each speaker and limiting repetitive comments.*

Any materials distributed to a majority of the legislative body for use at or in preparation for a public meeting are public records. If they are prepared by the local agency or a member of the legislative body, such materials must be made available to the public immediately. If they are prepared by a member of the public, on the other hand, they must be made available as soon as possible after the meeting. The local agency may charge the direct costs of duplication for each copy.

4. *What are the Rights of the Public under the Brown Act?*

* *The public has the right to attend all meetings of a legislative body of a local agency, except closed sessions.*

* *All open meetings shall meet the protections and prohibitions of the Americans with Disabilities Act.*

* *No one can be required to sign an attendance list or register in order to attend an open meeting; nor does an attendee need to identify himself or herself in any way.*

* *The public has the right to address the legislative body on any subject over which the local agency has jurisdiction during the public comment agenda item at regular meetings. If necessary, all such writings shall be made available in alternative formats, upon request of a person with a disability.*

* *The public has a right to review and obtain a copy of all documents distributed to the members of a legislative body for use at a public meeting.*

* *The public has the right to comment on any item on the agenda before or during the consideration of the agenda item, with limited exceptions.*

* *The public has a right to have all meetings held within the agency's boundaries, with limited exceptions.*

* *The public has the right to record a meeting using an audio or video tape recorder or a still or motion picture camera.*

* *The public has a right to view any tape or film made by the legislative body of a public meeting on equipment provided and owned by the local agency.*

* *The public has a right to see a posted copy of an agenda, or upon prior request to have mailed to them a copy of the agenda for a regular meeting, at least 72 hours in advance of the meeting, and at least 24 hours in advance of a special meeting.*

* *The public has a right to know the nature of matters that will be discussed in closed session and the vote of the members of the legislative body if any action is taken.*

* *It is specifically provided that the agency may not prohibit criticism of the policies, procedures, programs, or services of the agency, or the acts or omissions of the legislative body.*

* *The public has a right to both a public meeting wherein public testimony is allowed and to a public hearing held no earlier than seven days thereafter, whenever the legislative body is considering adopting any new or increased general tax or assessment.* Please note, however, that any new or increased

assessment that is subject to the notice and hearing provisions of Article XIIIC or XIIID of the California Constitution (Proposition 218) is not subject to the notice and hearing requirements of the Brown Act.

* *The public has the right to attend meetings in a facility fully accessible to the disabled. The local agency must make reasonable accommodations for those members of the public who need auxiliary aids.*

5. *What are the Penalties for Violating the Brown Act?*

If you are a public official, you need to take the Brown Act seriously. There are both criminal and civil penalties for violating the Brown Act. Participation in unauthorized meetings is a misdemeanor. There are specific remedies available for disclosure of confidential information obtained in closed session.

An action for an injunction or declaratory relief for violations of the Brown Act may be brought by any interested person or by the District Attorney. The court may order the action taken by the legislative body null and void. Prior to bringing an action, however, the complainant must make a demand on the legislative body to cure the defect. If the legislative body fails to cure, then the complainant may file suit.

Action by the legislative body will not be null and void if:

1. *The legislative body substantially complied with the provisions of the Brown Act.*

2. *The action involved the sale or issuance of notes, bonds or a contract with a third party.*

3. *The action was taken to collect a tax.*

4. *If the person had actual notice of the item of business within 72 hours prior to the meeting (or 24 hours for a special meeting) despite the lack of agenda.*

A court may award court costs and reasonable attorneys' fees to any successful plaintiff. Local agencies may be entitled to attorneys' fees where the case is found to be frivolous and without any merit.

CONCLUSION

In the interest of transparency and because the penalties for violation of the Act can be severe, it is imperative that all public officials acquaint themselves with the provisions of the Brown Act. The Act applies to legislative bodies of local agencies. Remember that a meeting includes every gathering of the majority of the members of the legislative body, with certain limited exceptions.

All meetings must be noticed with a posted agenda containing the necessary elements--a description of each item to be discussed, time and place of the meeting, and an opportunity for the public to address the legislative body. The reason for any closed session must be disclosed both on the agenda and orally prior to convening the closed session. Following the closed session, an oral or written report of the action taken in closed session must be given which includes the vote of the legislative body members.

Meetings must be held in an accessible location within the jurisdiction. Any and all interested persons must have the opportunity to attend. All materials used by the members of the legislative body both in preparation for and at the meeting are public records.

Remember, it is always better to err on the side of openness to protect yourself. If you have any questions regarding the application of the Act to any part of your agendas, meetings or gatherings, whether informal or formal, seek legal advice.

Brown Act Text

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THE

RALPH M. BROWN ACT

California Government Code
Sections 54950 - 54963

January 2019

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THE RALPH M. BROWN ACT[1]

54950. Declaration, Intent; Sovereignty

In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

54950.5. Short Title

This chapter shall be known as the Ralph M. Brown Act.

54951. Local Agency

As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

54952. Legislative Body, Definition

As used in this chapter, "legislative body" means:

(a) The governing body of a local agency or any other local body created by state or federal statute.

(b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

(c)(1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:

(A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.

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[1] All section references are to the Government Code, unless otherwise indicated.

(B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.

(2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.

(d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.

54952.1. Member of a Legislative Body of a Local Agency; Conduct

Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

54952.2. Meeting; Prohibited Communications; Exclusions From Chapter

(a) As used in this chapter, "meeting" means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.

(b)(1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in separate conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

54952.3. Simultaneous or Serial Order Meetings of a Subsequent Legislative Body; Compensation and Stipends.

(a) A legislative body that has convened a meeting and whose membership constitutes a quorum of any other legislative body may convene a meeting of that other legislative body, simultaneously or in serial order, only if a clerk or a member of the convened legislative body verbally announces, prior to convening any simultaneous or serial order meeting of that subsequent legislative body, the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the simultaneous or serial meeting of the subsequent legislative body and identifies that the compensation or stipend shall be provided as a result of convening a meeting for which each member is entitled to collect compensation or a stipend. However, the clerk or member of the legislative body shall not be required to announce

the amount of compensation if the amount of compensation is prescribed in statute and no additional compensation has been authorized by a local agency.

(b) For purposes of this section, compensation and stipend shall not include amounts reimbursed for actual and necessary expenses incurred by a member in the performance of the member's official duties, including, but not limited to, reimbursement of expenses relating to travel, meals, and lodging.

54952.6. Action Taken

As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

54952.7. Copies of Chapter to Members of Legislative Body of Local Agencies

A legislative body of a local agency may require that a copy of this chapter be given to each member of the legislative body and any person elected to serve as a member of the legislative body who has not assumed the duties of office. An elected legislative body of a local agency may require that a copy of this chapter be given to each member of each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body.

54953. Meetings to be Open and Public; Attendance

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b)(1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency

exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c)(1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive[2] as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d)(1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

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[2] "Local agency executive" means any person employed by a local agency who is not subject to the Meyers-Milias-Brown Act (Chapter 10 (commencing with Section 3500)), Chapter 5 (commencing with Section 45100) of Part 25 of Division 3 of Title 2 of the Education Code, or Chapter 4 (commencing with Section 88000) of Part 51 of Division 7 of Title 3 of the Education Code, and who meets any of the following requirements:

(1) The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency.

(2) The person is the head of a department of a local agency.

(3) The person's position within the local agency is held by an employment contract between the local agency and that person.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

54953.1. Testimony of Members Before Grand Jury

The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

54953.2. Legislative Body Meetings to Meet Protections and Prohibitions of the Americans with Disabilities Act

All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

54953.3. Conditions to Attendance

A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

54953.5. Right to Record Proceedings; Conditions; Audio or Video Recordings Made by or Under Direction of Local Agencies

(a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any audio or video recording of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the recording. Any inspection of an audio or video recording shall be provided without charge on equipment made available by the local agency.

54953.6. Prohibitions or Restrictions on Broadcasts of Proceedings of Legislative Body; Reasonable Findings

No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.

54953.7. Allowance of Greater Access to Meetings than Minimal Standards in this Chapter

Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose such requirements on those appointed legislative bodies of the local agency of which all or a majority of the members are appointed by or under the authority of the elected legislative body.

54954. Time and Place of Regular Meetings; Special Meetings; Emergencies

(a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

(b) Regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the local agency exercises jurisdiction, except to do any of the following:

(1) Comply with state or federal law or court order, or attend a judicial or administrative proceeding to which the local agency is a party.

(2) Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory over which the local agency exercises jurisdiction provided that the topic of the meeting is limited to items directly related to the real or personal property.

(3) Participate in meetings or discussions of multiagency significance that are outside the boundaries of a local agency's jurisdiction. However, any meeting or discussion held pursuant to this subdivision shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies as provided for in this chapter.

(4) Meet in the closest meeting facility if the local agency has no meeting facility within the boundaries of the territory over which the local agency exercises jurisdiction, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction.

(5) Meet outside their immediate jurisdiction with elected or appointed officials of the United States or the State of California when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.

(6) Meet outside their immediate jurisdiction if the meeting takes place in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.

(7) Visit the office of the local agency's legal counsel for a closed session on pending litigation held pursuant to Section 54956.9, when to do so would reduce legal fees or costs.

(c) Meetings of the governing board of a school district shall be held within the district, except under the circumstances enumerated in subdivision (b), or to do any of the following:

(1) Attend a conference on non-adversarial collective bargaining techniques.

(2) Interview members of the public residing in another district with reference to the trustees' potential employment of an applicant for the position of the superintendent of the district.

(3) Interview a potential employee from another district.

(d) Meetings of a joint powers authority shall occur within the territory of at least one of its member agencies, or as provided in subdivision (b). However, a joint powers authority which has members throughout the state may meet at any facility in the state which complies with the requirements of Section 54961.

(e) If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings shall be held for the duration of the emergency at the place designated by the presiding officer of the legislative body or his or her designee in a notice to the local media that have requested notice pursuant to Section 54956, by the most rapid means of communication available at the time.

54954.1. Mailed Notice to Persons Who Filed Written Request; Time; Duration and Renewal of Requests; Fee

Any person may request that a copy of the agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 54954.2 and 54956 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda

packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

54954.2. Agenda; Posting; Action on Other Matters; Posting on Internet Web Site

(a)(1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet Web site, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) For a meeting occurring on and after January 1, 2019, of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site, the following provisions shall apply:

(A) An online posting of an agenda shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state that is accessible through a prominent, direct link to the current agenda. The direct link to the agenda shall not be in a contextual menu; however, a link in addition to the direct link to the agenda may be accessible through a contextual menu.

(B) An online posting of an agenda including, but not limited to, an agenda posted in an integrated agenda management platform, shall be posted in an open format that meets all of the following requirements:

(i) Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.

(ii) Platform independent and machine readable.

(iii) Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

(C) A legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state that has an Internet Web site and an integrated agenda management platform shall not be required to comply with subparagraph (A) if all of the following are met:

(i) A direct link to the integrated agenda management platform shall be posted on the primary Internet Web site homepage of a city, county, city and county, special district, school district, or political subdivision established by the state. The direct link to the integrated agenda management platform shall not be in a contextual menu. When a person clicks on the direct link to the integrated agenda management platform, the direct link shall take the person directly to an Internet Web site with the agendas of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state.

(ii) The integrated agenda management platform may contain the prior agendas of a legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state for all meetings occurring on or after January 1, 2019.

(iii) The current agenda of the legislative body of a city, county, city and county, special district, school district, or political subdivision established by the state shall be the first agenda available at the top of the integrated agenda management platform.

(iv) All agendas posted in the integrated agenda management platform shall comply with the requirements in clauses (i), (ii), and (iii) of subparagraph (B).

(D) For the purposes of this paragraph, both of the following definitions shall apply:

(i) "Integrated agenda management platform" means an Internet Web site of a city, county, city and county, special district, school district, or political subdivision established by the state dedicated to providing the entirety of the agenda information for the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state to the public.

(ii) "Legislative body" has the same meaning as that term is used in subdivision (a) of Section 54952.

(E) The provisions of this paragraph shall not apply to a political subdivision of a local agency that was established by the legislative body of the city, county, city and county, special district, school district, or political subdivision established by the state.

(3) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a

legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

(d) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

54954.3. Opportunity for Public to Address Legislative Body; Adoption of Regulations; Public Criticism of Policies

(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to

address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b)(1) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(2) Notwithstanding paragraph (1), when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

54954.4. Reimbursements to Local Agencies and School Districts for Costs

(a) The Legislature hereby finds and declares that Section 12 of Chapter 641 of the Statutes of 1986, authorizing reimbursement to local agencies and school districts for costs mandated by the state pursuant to that act, shall be interpreted strictly. The intent of the Legislature is to provide reimbursement for only those costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986.

(b) In this regard, the Legislature directs all state employees and officials involved in reviewing or authorizing claims for reimbursement, or otherwise participating in the reimbursement process, to rigorously review each claim and authorize only those claims, or parts thereof, which represent costs which are clearly and unequivocally incurred as the direct and necessary result of compliance with Chapter 641 of the Statutes of 1986 and for which complete documentation exists. For purposes of Section 54954.2, costs eligible for reimbursement shall only include the actual cost to post a single agenda for any one meeting.

(c) The Legislature hereby finds and declares that complete, faithful, and uninterrupted compliance with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of

Part 1 of Division 2 of Title 5 of the Government Code) is a matter of overriding public importance. Unless specifically stated, no future Budget Act, or related budget enactments, shall, in any manner, be interpreted to suspend, eliminate, or otherwise modify the legal obligation and duty of local agencies to fully comply with Chapter 641 of the Statutes of 1986 in a complete, faithful, and uninterrupted manner.

54954.5. Closed Session Item Descriptions

For purposes of describing closed session items pursuant to Section 54954.2, the agenda may describe closed sessions as provided below. No legislative body or elected official shall be in violation of Section 54954.2 or 54956 if the closed session items were described in substantial compliance with this section. Substantial compliance is satisfied by including the information provided below, irrespective of its format.

(a) With respect to a closed session held pursuant to Section 54956.7:

LICENSE/PERMIT DETERMINATION

Applicant(s): (Specify number of applicants)

(b) With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: (Specify street address, or if no street address, the parcel number or other unique reference, of the real property under negotiation)

Agency negotiator: (Specify names of negotiators attending the closed session) (If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: (Specify name of party (not agent))

Under negotiation: (Specify whether instruction to negotiator will concern price, terms of payment, or both)

(c) With respect to every item of business to be discussed in closed session pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: (Specify by reference to claimant's name, names of parties, case or claim numbers)

or

Case name unspecified: (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to paragraphs (2) to (5), inclusive, of subdivision (e) of Section 54956.9.)

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

(d) With respect to every item of business to be discussed in closed session pursuant to Section 54956.95:

LIABILITY CLAIMS

Claimant: (Specify name unless unspecified pursuant to Section 54961)

Agency claimed against: (Specify name)

(e) With respect to every item of business to be discussed in closed session pursuant to Section 54957:

THREAT TO PUBLIC SERVICES OR FACILITIES

Consultation with: (Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title)

PUBLIC EMPLOYEE APPOINTMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYMENT

Title: (Specify description of position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: (Specify position title of employee being reviewed)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information is required in connection with a closed session to consider discipline, dismissal, or release of a public employee. Discipline includes potential reduction of compensation.)

(f) With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: (Specify names of designated representatives attending the closed session) (If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative so long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: (Specify name of organization representing employee or employees in question)

or

Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

(g) With respect to closed sessions called pursuant to Section 54957.8:

CASE REVIEW/PLANNING

(No additional information is required in connection with a closed session to consider case review or planning.)

(h) With respect to every item of business to be discussed in closed session pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code:

REPORT INVOLVING TRADE SECRET

Discussion will concern: (Specify whether discussion will concern proposed new service, program, or facility)

Estimated date of public disclosure: (Specify month and year)

HEARINGS

Subject matter: (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

(i) With respect to every item of business to be discussed in closed session pursuant to Section 54956.86:

CHARGE OR COMPLAINT INVOLVING INFORMATION PROTECTED BY FEDERAL LAW

(No additional information is required in connection with a closed session to discuss a charge or complaint pursuant to Section 54956.86.)

(j) With respect to every item of business to be discussed in closed session pursuant to Section 54956.96:

CONFERENCE INVOLVING A JOINT POWERS AGENCY (Specify by name)

Discussion will concern: (Specify closed session description used by the joint powers agency)

Name of local agency representative on joint powers agency board: (Specify name)

(Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

(k) With respect to every item of business to be discussed in closed session pursuant to Section 54956.75:

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

54954.6. New or Increased Taxes or Assessments; Public Meetings and Public Hearings; Joint Notice Requirements

(a)(1) Before adopting any new or increased general tax or any new or increased assessment, the legislative body of a local agency shall conduct at least one public meeting at which local officials shall allow public testimony regarding the proposed new or increased general tax or new or increased assessment in addition to the noticed public hearing at which the legislative body proposes to enact or increase the general tax or assessment.

For purposes of this section, the term "new or increased assessment" does not include any of the following:

(A) A fee that does not exceed the reasonable cost of providing the services, facilities, or regulatory activity for which the fee is charged.

(B) A service charge, rate, or charge, unless a special district's principal act requires the service charge, rate, or charge to conform to the requirements of this section.

(C) An ongoing annual assessment if it is imposed at the same or lower amount as any previous year.

(D) An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public pursuant to subparagraph (G) of paragraph (2) of subdivision (c) and that was previously adopted by the agency or approved by the voters in the area where the assessment is imposed.

(E) Standby or immediate availability charges.

(2) The legislative body shall provide at least 45 days' public notice of the public hearing at which the legislative body proposes to enact or increase the general tax or assessment. The legislative body shall provide notice for the public meeting at the same time and in the same document as the notice for the public hearing, but the meeting shall occur prior to the hearing.

(b)(1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased general tax shall be accomplished by placing a display advertisement of at least one-eighth page in a newspaper of general circulation for three weeks pursuant to Section 6063 and by a first-class mailing to those interested parties who have filed a written request with the local agency for mailed notice of public meetings or hearings on new or increased general taxes. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the first publication of the joint notice pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. Notwithstanding paragraph (2) of subdivision (a), the joint notice need not include notice of the public meeting after the meeting has taken place. The public hearing pursuant to subdivision (a) shall take place no earlier than 45 days after the first publication of the joint notice pursuant to this subdivision. Any written request for mailed notices shall be effective for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

(2) The notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) The amount or rate of the tax. If the tax is proposed to be increased from any previous year, the joint notice shall separately state both the existing tax rate and the proposed tax rate increase.

(B) The activity to be taxed.

(C) The estimated amount of revenue to be raised by the tax annually.

(D) The method and frequency for collecting the tax.

(E) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(F) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the tax.

(c)(1) The joint notice of both the public meeting and the public hearing required by subdivision (a) with respect to a proposal for a new or increased assessment on real property or businesses shall be accomplished through a mailing, postage prepaid, in the United States mail and shall be deemed given when so deposited. The public meeting pursuant to subdivision (a) shall take place no earlier than 10 days after the joint mailing pursuant to this subdivision. The public hearing shall take place no earlier than seven days after the public meeting pursuant to this subdivision. The envelope or the cover of the mailing shall include the name of the local agency and the return address of the sender. This mailed notice shall be in at least 10-point type and shall be given to all property owners or business owners proposed to be subject to the new or increased assessment by a mailing by name to those persons whose names and addresses appear on the last equalized county assessment roll, the State Board of Equalization assessment roll, or the local agency's records pertaining to business ownership, as the case may be.

(2) The joint notice required by paragraph (1) of this subdivision shall include, but not be limited to, the following:

(A) In the case of an assessment proposed to be levied on property, the estimated amount of the assessment per parcel. In the case of an assessment proposed to be levied on businesses, the proposed method and basis of levying the assessment in sufficient detail to allow each business owner to calculate the amount of assessment to be levied against each business. If the assessment is proposed to be increased from any previous year, the joint notice shall separately state both the amount of the existing assessment and the proposed assessment increase.

(B) A general description of the purpose or improvements that the assessment will fund.

(C) The address to which property owners may mail a protest against the assessment.

(D) The telephone number and address of an individual, office, or organization that interested persons may contact to receive additional information about the assessment.

(E) A statement that a majority protest will cause the assessment to be abandoned if the assessment act used to levy the assessment so provides. Notice shall also state the percentage of protests required to trigger an election, if applicable.

(F) The dates, times, and locations of the public meeting and hearing described in subdivision (a).

(G) A proposed assessment formula or range as described in subparagraph (D) of paragraph (1) of subdivision (a) if applicable and that is noticed pursuant to this section.

(3) Notwithstanding paragraph (1), in the case of an assessment that is proposed exclusively for operation and maintenance expenses imposed throughout the entire local agency, or exclusively for operation and maintenance assessments proposed to be levied on 50,000 parcels or more, notice may be provided pursuant to this subdivision or pursuant to paragraph (1) of subdivision (b) and shall include the estimated amount of the assessment of various types, amounts, or uses of property and the information required by subparagraphs (B) to (G), inclusive, of paragraph (2) of subdivision (c).

(4) Notwithstanding paragraph (1), in the case of an assessment proposed to be levied pursuant to Part 2 (commencing with Section 22500) of Division 2 of the Streets and Highways Code by a regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of Division 5 of, or pursuant to Division 26 (commencing with Section 35100) of, the Public Resources Code, notice may be provided pursuant to paragraph (1) of subdivision (b).

(d) The notice requirements imposed by this section shall be construed as additional to, and not to supersede, existing provisions of law, and shall be applied concurrently with the existing provisions so as to not delay or prolong the governmental decision-making process.

(e) This section shall not apply to any new or increased general tax or any new or increased assessment that requires an election of either of the following:

(1) The property owners subject to the assessment.

(2) The voters within the local agency imposing the tax or assessment.

(f) Nothing in this section shall prohibit a local agency from holding a consolidated meeting or hearing at which the legislative body discusses multiple tax or assessment proposals.

(g) The local agency may recover the reasonable costs of public meetings, public hearings, and notice required by this section from the proceeds of the tax or assessment. The costs recovered for these purposes, whether recovered pursuant to this subdivision or any other provision of law, shall not exceed the reasonable costs of the public meetings, public hearings, and notice.

(h) Any new or increased assessment that is subject to the notice and hearing provisions of Article XIII C or XIII D of the California Constitution is not subject to the notice and hearing requirements of this section.

54955. Adjournment; Adjourned Meetings

The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, bylaw, or other rule.

54955.1. Continuance

Any hearing being held, or noticed or ordered to be held, by a legislative body of a local agency at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the legislative body in the same manner and to the same extent set forth in Section 54955 for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

54956. Special Meetings; Call; Notice; Meetings Regarding Local Agency Executive Salaries, Salary Schedules, or Compensation in Form of Fringe Benefits; Posting on Internet Web Site

(a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

54956.5. Emergency Meetings in Emergency Situations

(a) For purposes of this section, "emergency situation" means both of the following:

(1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

(b)(1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting. This notice shall be given by telephone and all telephone numbers provided in the most recent request of a newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify those newspapers, radio

stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(c) During a meeting held pursuant to this section, the legislative body may meet in closed session pursuant to Section 54957 if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

(d) All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

(e) The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee of the legislative body, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

54956.6. Fees

No fees may be charged by the legislative body of a local agency for carrying out any provision of this chapter, except as specifically authorized by this chapter.

54956.7. Closed Sessions, License Applications; Rehabilitated Criminals

Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If the legislative body determines, as a result of the closed session, that the issuance or renewal of the license should be denied, the applicant shall be offered the opportunity to withdraw the application. If the applicant withdraws the application, no record shall be kept of the discussions or decisions made at the closed session and all matters relating to the closed session shall be confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license but all matters relating to the closed session are confidential and shall not be disclosed without the consent of the applicant, except in an action by an applicant who has been denied a license challenging the denial of the license.

54956.75. Closed Session; Response to Confidential Final Draft Audit Report; Public Release of Report

(a) Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency that has received a confidential final draft audit report from the Bureau of State Audits from holding closed sessions to discuss its response to that report.

(b) After the public release of an audit report by the Bureau of State Audits, if a legislative body of a local agency meets to discuss the audit report, it shall do so in an open session unless exempted from that requirement by some other provision of law.

54956.8. Real Property Transactions; Closed Meeting with Negotiator

Notwithstanding any other provision of this chapter, a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its negotiators, the real property or real properties which the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

For purposes of this section, negotiators may be members of the legislative body of the local agency.

For purposes of this section, "lease" includes renewal or renegotiation of a lease.

Nothing in this section shall preclude a local agency from holding a closed session for discussions regarding eminent domain proceedings pursuant to Section 54956.9.

54956.81. Investment of Pension Funds; Closed Session

Notwithstanding any other provision of this chapter, a legislative body of a local agency that invests pension funds may hold a closed session to consider the purchase or sale of particular, specific pension fund investments. All investment transaction decisions made during the closed session shall be made by rollcall vote entered into the minutes of the closed session as provided in subdivision (a) of Section 54957.2.

54956.86. Charges or Complaints from Members of Local Agency Health Plans; Closed Hearings; Members' Rights

Notwithstanding any other provision of this chapter, a legislative body of a local agency which provides services pursuant to Section 14087.3 of the Welfare and Institutions Code may hold a closed session to hear a charge or complaint from a member enrolled in its health plan if the member does not wish to have his or her name, medical status, or other information that is protected by federal law publicly disclosed. Prior to holding a closed session pursuant to this section, the legislative body shall inform the member, in writing, of his or her right to have the charge or complaint heard in an open session rather than a closed session.

54956.87. Records of Certain Health Plans; Meetings on Health Plan Trade Secrets

(a) Notwithstanding any other provision of this chapter, the records of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors, whether paper records, records maintained in the management information system, or records in any other form, that relate to provider rate or payment determinations, allocation or distribution methodologies for provider payments, formulas or calculations for these payments, and contract negotiations with providers of health care for alternative rates are exempt from disclosure for a period of three years after the contract

is fully executed. The transmission of the records, or the information contained therein in an alternative form, to the board of supervisors shall not constitute a waiver of exemption from disclosure, and the records and information once transmitted to the board of supervisors shall be subject to this same exemption.

(b) Notwithstanding any other provision of law, the governing board of a health plan that is licensed pursuant to the Knox-Keene Health Care Service Plan Act of 1975 (Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code) and that is governed by a county board of supervisors may order that a meeting held solely for the purpose of discussion or taking action on health plan trade secrets, as defined in subdivision (f), shall be held in closed session. The requirements of making a public report of action taken in closed session, and the vote or abstention of every member present, may be limited to a brief general description without the information constituting the trade secret.

(c) Notwithstanding any other provision of law, the governing board of a health plan may meet in closed session to consider and take action on matters pertaining to contracts and contract negotiations by the health plan with providers of health care services concerning all matters related to rates of payment. The governing board may delete the portion or portions containing trade secrets from any documents that were finally approved in the closed session held pursuant to subdivision (b) that are provided to persons who have made the timely or standing request.

(d) Nothing in this section shall be construed as preventing the governing board from meeting in closed session as otherwise provided by law.

(e) The provisions of this section shall not prevent access to any records by the Joint Legislative Audit Committee in the exercise of its powers pursuant to Article 1 (commencing with Section 10500) of Chapter 4 of Part 2 of Division 2 of Title 2. The provisions of this section also shall not prevent access to any records by the Department of Managed Health Care in the exercise of its powers pursuant to Article 1 (commencing with Section 1340) of Chapter 2.2 of Division 2 of the Health and Safety Code.

(f) For purposes of this section, "health plan trade secret" means a trade secret, as defined in subdivision (d) of Section 3426.1 of the Civil Code, that also meets both of the following criteria:

(1) The secrecy of the information is necessary for the health plan to initiate a new service, program, marketing strategy, business plan, or technology, or to add a benefit or product.

(2) Premature disclosure of the trade secret would create a substantial probability of depriving the health plan of a substantial economic benefit or opportunity.

54956.9. Pending Litigation; Closed Session; Lawyer-Client Privilege; Notice; Memorandum

(a) Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or

receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

(b) For purposes of this chapter, all expressions of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings pursuant to this chapter.

(c) For purposes of this section, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(d) For purposes of this section, litigation shall be considered pending when any of the following circumstances exist:

(1) Litigation, to which the local agency is a party, has been initiated formally.

(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.

(3) Based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized pursuant to paragraph (2).

(4) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

(e) For purposes of paragraphs (2) and (3) of subdivision (d), "existing facts and circumstances" shall consist only of one of the following:

(1) Facts and circumstances that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

(2) Facts and circumstances, including, but not limited to, an accident, disaster, incident, or transactional occurrence that might result in litigation against the agency and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced.

(3) The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation, which claim or communication shall be available for public inspection pursuant to Section 54957.5.

(4) A statement made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

(5) A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body so long as the official or employee of the local agency receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting, which record shall be available for public inspection pursuant to Section 54957.5. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

(f) Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

(g) Prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state on the agenda or publicly announce the paragraph of subdivision (d) that authorizes the closed session. If the session is closed pursuant to paragraph (1) of subdivision (d), the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency's ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(h) A local agency shall be considered to be a "party" or to have a "significant exposure to litigation" if an officer or employee of the local agency is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

54956.95. Closed Sessions; Insurance Pooling; Tort Liability Losses; Public Liability Losses; Workers' Compensation Liability

(a) Nothing in this chapter shall be construed to prevent a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, for purposes of insurance pooling, or a local agency member of the joint powers agency, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the joint powers agency or a local agency member of the joint powers agency.

(b) Nothing in this chapter shall be construed to prevent the Local Agency Self-Insurance Authority formed pursuant to Chapter 5.5 (commencing with Section 6599.01) of Division 7 of Title 1, or a local agency member of the authority, from holding a closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by the authority or a local agency member of the authority.

(c) Nothing in this section shall be construed to affect Section 54956.9 with respect to any other local agency.

54956.96. Joint Powers Agency; Legislative Body; Closed Session; Confidential Information

(a) Nothing in this chapter shall be construed to prevent the legislative body of a joint powers agency formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1, from adopting a policy or a bylaw or including in its joint powers agreement provisions that authorize either or both of the following:

(1) All information received by the legislative body of the local agency member in a closed session related to the information presented to the joint powers agency in closed session shall be confidential. However, a member of the legislative body of a member local agency may disclose information obtained in a closed session that has direct financial or liability implications for that local agency to the following individuals:

(A) Legal counsel of that member local agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member local agency.

(B) Other members of the legislative body of the local agency present in a closed session of that member local agency.

(2) Any designated alternate member of the legislative body of the joint powers agency who is also a member of the legislative body of a local agency member and who is attending a properly noticed meeting of the joint powers agency in lieu of a local agency member's regularly appointed member to attend closed sessions of the joint powers agency.

(b) If the legislative body of a joint powers agency adopts a policy or a bylaw or includes provisions in its joint powers agreement pursuant to subdivision (a), then the legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the joint powers agency pursuant to paragraph (1) of subdivision (a).

54957. Closed Sessions; Personnel Matters; Exclusion of Witnesses

(a) This chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions with the Governor, Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities.

(b)(1) Subject to paragraph (2), this chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special

meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) The legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee but shall not include any elected official, member of a legislative body or other independent contractors. This subdivision shall not limit local officials' ability to hold closed session meetings pursuant to Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code. Closed sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

54957.1. Closed Sessions; Public Report of Action Taken

(a) The legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention on that action of every member present, as follows:

(1) Approval of an agreement concluding real estate negotiations pursuant to Section 54956.8 shall be reported after the agreement is final, as follows:

(A) If its own approval renders the agreement final, the body shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with the other party to the negotiations, the local agency shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the local agency of its approval.

(2) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation as the result of a consultation under Section 54956.9 shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in

an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the agency's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(3) Approval given to its legal counsel of a settlement of pending litigation, as defined in Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(A) If the legislative body accepts a settlement offer signed by the opposing party, the body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(B) If final approval rests with some other party to the litigation or with the court, then as soon as the settlement becomes final, and upon inquiry by any person, the local agency shall disclose the fact of that approval, and identify the substance of the agreement.

(4) Disposition reached as to claims discussed in closed session pursuant to Section 54956.95 shall be reported as soon as reached in a manner that identifies the name of the claimant, the name of the local agency claimed against, the substance of the claim, and any monetary amount approved for payment and agreed upon by the claimant.

(5) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee in closed session pursuant to Section 54957 shall be reported at the public meeting during which the closed session is held. Any report required by this paragraph shall identify the title of the position. The general requirement of this paragraph notwithstanding, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(6) Approval of an agreement concluding labor negotiations with represented employees pursuant to Section 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(7) Pension fund investment transaction decisions made pursuant to Section 54956.81 shall be disclosed at the first open meeting of the legislative body held after the earlier of the close of the investment transaction or the transfer of pension fund assets for the investment transaction.

(b) Reports that are required to be made pursuant to this section may be made orally or in writing. The legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made

a standing request for all documentation as part of a request for notice of meetings pursuant to Section 54954.1 or 54956, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body or his or her designee orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(c) The documentation referred to in subdivision (b) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(d) Nothing in this section shall be construed to require that the legislative body approve actions not otherwise subject to legislative body approval.

(e) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this section.

(f) This section is necessary to implement, and reasonably within the scope of, paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

54957.2. Minute Book Record of Closed Sessions; Inspection

(a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this chapter is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the local agency lies. Such minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).

54957.5. Agendas and Other Writings Distributed for Discussion or Consideration at Public Meetings; Writings Distributed Less Than 72 Hours Prior to Meeting; Public Records; Inspection

(a) Notwithstanding Section 6255 or any other law, agendas of public meetings and any other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by any person in connection with a matter subject to discussion or

consideration at an open meeting of the body, are disclosable public records under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), and shall be made available upon request without delay. However, this section shall not include any writing exempt from public disclosure under Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, 6254.22, or 6254.26.

(b)(1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

(3) This subdivision shall become operative on July 1, 2008.

(c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person. These writings shall be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(d) This chapter shall not be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record pursuant to Section 6253, except that a surcharge shall not be imposed on persons with disabilities in violation of Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

(e) This section shall not be construed to limit or delay the public's right to inspect or obtain a copy of any record required to be disclosed under the requirements of the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1). This chapter shall not be construed to require a legislative body of a local agency to place any paid advertisement or any other paid notice in any publication.

54957.6. Closed Sessions; Salaries, Salary Schedules or Fringe Benefits

(a) Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and

unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives.

Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

Closed sessions with the local agency's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of an agency's available funds and funding priorities, but only insofar as these discussions relate to providing instructions to the local agency's designated representative.

Closed sessions held pursuant to this section shall not include final action on the proposed compensation of one or more unrepresented employees.

For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

(b) For the purposes of this section, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee, but shall not include any elected official, member of a legislative body, or other independent contractors.

54957.7. Disclosure of Items to be Discussed in Closed Sessions

(a) Prior to holding any closed session, the legislative body of the local agency shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

(b) After any closed session, the legislative body shall reconvene into open session prior to adjournment and shall make any disclosures required by Section 54957.1 of action taken in the closed session.

(c) The announcements required to be made in open session pursuant to this section may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

54957.8. Multijurisdictional Law Enforcement Agency; Closed Sessions by Legislative or Advisory Body of Agency

(a) For purposes of this section, "multijurisdictional law enforcement agency" means a joint powers entity formed pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 that provides law enforcement services for the parties to the joint powers agreement for the purpose of investigating criminal activity involving drugs; gangs; sex crimes; firearms trafficking or felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft.

(b) Nothing contained in this chapter shall be construed to prevent the legislative body of a multijurisdictional law enforcement agency, or an advisory body of a multijurisdictional law enforcement agency, from holding closed sessions to discuss the case records of any ongoing criminal investigation of the multijurisdictional law enforcement agency or of any party to the joint powers
agreement, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.

54957.9. Disorderly Conduct of General Public During Meeting; Clearing of Room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

54957.10. Closed Sessions; Local Agency Employee Application for Early Withdrawal of Funds in Deferred Compensation Plan; Financial Hardship

Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions to discuss a local agency employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan.

54958. Application of Chapter

The provisions of this chapter shall apply to the legislative body of every local agency notwithstanding the conflicting provisions of any other state law.

54959. Penalty for Unlawful Meeting

Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of this chapter, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under this chapter, is guilty of a misdemeanor.

54960. Actions to Stop or Prevent Violations of Meeting Provisions; Applicability of Meeting Provisions; Validity of Rules or Actions on Recording Closed Sessions

(a) The district attorney or any interested person may commence an action by mandamus, injunction, or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this chapter by members of the legislative body of a local agency or to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body, or to determine the applicability of this chapter to past actions of the legislative body, subject to Section 54960.2, or to determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid or invalid under the laws of this state or of the United States, or to compel the legislative body to audio record its closed sessions as hereinafter provided.

(b) The court in its discretion may, upon a judgment of a violation of Section 54956.7, 54956.8, 54956.9, 54956.95, 54957, or 54957.6, order the legislative body to audio record its closed sessions and preserve the audio recordings for the period and under the terms of security and confidentiality the court deems appropriate.

(c)(1) Each recording so kept shall be immediately labeled with the date of the closed session recorded and the title of the clerk or other officer who shall be custodian of the recording.

(2) The audio recordings shall be subject to the following discovery procedures:

(A) In any case in which discovery or disclosure of the audio recording is sought by either the district attorney or the plaintiff in a civil action pursuant to Section 54959, 54960, or 54960.1 alleging that a violation of this chapter has occurred in a closed session that has been recorded pursuant to this section, the party seeking discovery or disclosure shall file a written notice of motion with the appropriate court with notice to the governmental agency that has custody and control of the audio recording. The notice shall be given pursuant to subdivision (b) of Section 1005 of the Code of Civil Procedure.

(B) The notice shall include, in addition to the items required by Section 1010 of the Code of Civil Procedure, all of the following:

(i) Identification of the proceeding in which discovery or disclosure is sought, the party seeking discovery or disclosure, the date and time of the meeting recorded, and the governmental agency that has custody and control of the recording.

(ii) An affidavit that contains specific facts indicating that a violation of the act occurred in the closed session.

(3) If the court, following a review of the motion, finds that there is good cause to believe that a violation has occurred, the court may review, in camera, the recording of that portion of the closed session alleged to have violated the act.

(4) If, following the in camera review, the court concludes that disclosure of a portion of the recording would be likely to materially assist in the resolution of the litigation alleging violation of this chapter, the court shall, in its discretion, make a certified transcript of the portion of the recording a public exhibit in the proceeding.

(5) This section shall not permit discovery of communications that are protected by the attorney-client privilege.

54960.1. Unlawful Action by Legislative Body; Action for Mandamus or Injunction; Prerequisites

(a) The district attorney or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.

(b) Prior to any action being commenced pursuant to subdivision (a), the district attorney or interested person shall make a demand of the legislative body to cure or correct the action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5. The demand shall be in writing and clearly describe the challenged action of the legislative body and nature of the alleged violation.

(c)(1) The written demand shall be made within 90 days from the date the action was taken unless the action was taken in an open session but in violation of Section 54954.2, in which case the written demand shall be made within 30 days from the date the action was taken.

(2) Within 30 days of receipt of the demand, the legislative body shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct or inform the demanding party in writing of its decision not to cure or correct the challenged action.

(3) If the legislative body takes no action within the 30-day period, the inaction shall be deemed a decision not to cure or correct the challenged action, and the 15-day period to commence the action described in subdivision (a) shall commence to run the day after the 30-day period to cure or correct expires.

(4) Within 15 days of receipt of the written notice of the legislative body's decision to cure or correct, or not to cure or correct, or within 15 days of the expiration of the 30-day period to cure or correct, whichever is earlier, the demanding party shall be required to commence the action pursuant to subdivision (a) or thereafter be barred from commencing the action.

(d) An action taken that is alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 shall not be determined to be null and void if any of the following conditions exist:

(1) The action taken was in substantial compliance with Sections 54953, 54954.2, 54954.5, 54954.6, 54956, and 54956.5.

(2) The action taken was in connection with the sale or issuance of notes, bonds, or other evidences of indebtedness or any contract, instrument, or agreement thereto.

(3) The action taken gave rise to a contractual obligation, including a contract let by competitive bid other than compensation for services in the form of salary or fees for professional services, upon which a party has, in good faith and without notice of a challenge to the validity of the action, detrimentally relied.

(4) The action taken was in connection with the collection of any tax.

(5) Any person, city, city and county, county, district, or any agency or subdivision of the state alleging noncompliance with subdivision (a) of Section 54954.2, Section 54956, or Section 54956.5, because of any defect, error, irregularity, or omission in the notice given pursuant to those provisions, had actual notice of the item of business at least 72 hours prior to the meeting at which the action was taken, if the meeting was noticed pursuant to Section 54954.2, or 24 hours prior to the meeting at which the action was taken if the meeting was noticed pursuant to Section 54956, or prior to the meeting at which the action was taken if the meeting is held pursuant to Section 54956.5.

(e) During any action seeking a judicial determination pursuant to subdivision (a) if the court determines, pursuant to a showing by the legislative body that an action alleged to have been taken in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 has been cured or corrected by a subsequent action of the legislative body, the action filed pursuant to subdivision (a) shall be dismissed with prejudice.

(f) The fact that a legislative body takes a subsequent action to cure or correct an action taken pursuant to this section shall not be construed or admissible as evidence of a violation of this chapter.

54960.2. Actions to Determine Past Violations by Legislative Body; Conditions; Cease and Desist Letters; Responses by Legislative Body; Unconditional Commitments to Cease; Resolutions to Rescind Commitments

(a) The district attorney or any interested person may file an action to determine the applicability of this chapter to past actions of the legislative body pursuant to subdivision (a) of Section 54960 only if all of the following conditions are met:

(1) The district attorney or interested person alleging a violation of this chapter first submits a cease and desist letter by postal mail or facsimile transmission to the clerk or secretary of the legislative body being accused of the violation, as designated in the statement pertaining to that public agency on file pursuant to Section 53051, or if the agency does not have a statement on file designating a clerk or a secretary, to the chief executive officer of that agency, clearly describing the past action of the legislative body and nature of the alleged violation.

(2) The cease and desist letter required under paragraph (1) is submitted to the legislative body within nine months of the alleged violation.

(3) The time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b) has expired and the legislative body has not provided an unconditional commitment pursuant to subdivision (c).

(4) Within 60 days of receipt of the legislative body's response to the cease and desist letter, other than an unconditional commitment pursuant to subdivision (c), or within 60 days of the expiration of the time during which the legislative body may respond to the cease and desist letter pursuant to subdivision (b), whichever is earlier, the party submitting the cease and desist letter shall commence the action pursuant to subdivision (a) of Section 54960 or thereafter be barred from commencing the action.

(b) The legislative body may respond to a cease and desist letter submitted pursuant to subdivision (a) within 30 days of receiving the letter. This subdivision shall not be construed to prevent the legislative body from providing an unconditional commitment pursuant to subdivision (c) at any time after the 30-day period has expired, except that in that event the court shall award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to this section, in accordance with Section 54960.5.

(c)(1) If the legislative body elects to respond to the cease and desist letter with an unconditional commitment to cease, desist from, and not repeat the past action that is alleged to violate this chapter, that response shall be in substantially the following form:

To _____:

The [name of legislative body] has received your cease and desist letter dated [date] alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

[Describe alleged past action, as set forth in the cease and desist letter submitted pursuant to subdivision (a)]

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the [name of legislative body] hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above.

The [name of legislative body] may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of

Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Very truly yours,

_____

[Chairperson or acting chairperson of the legislative body]

(2) An unconditional commitment pursuant to this subdivision shall be approved by the legislative body in open session at a regular or special meeting as a separate item of business, and not on its consent agenda.

(3) An action shall not be commenced to determine the applicability of this chapter to any past action of the legislative body for which the legislative body has provided an unconditional commitment pursuant to this subdivision. During any action seeking a judicial determination regarding the applicability of this chapter to any past action of the legislative body pursuant to subdivision (a), if the court determines that the legislative body has provided an unconditional commitment pursuant to this subdivision, the action shall be dismissed with prejudice. Nothing in this subdivision shall be construed to modify or limit the existing ability of the district attorney or any interested person to commence an action to determine the applicability of this chapter to ongoing actions or threatened future actions of the legislative body.

(4) Except as provided in subdivision (d), the fact that a legislative body provides an unconditional commitment shall not be construed or admissible as evidence of a violation of this chapter.

(d) If the legislative body provides an unconditional commitment as set forth in subdivision (c), the legislative body shall not thereafter take or engage in the challenged action described in the cease and desist letter, except as provided in subdivision (e). Violation of this subdivision shall constitute an independent violation of this chapter, without regard to whether the challenged action would otherwise violate this chapter. An action alleging past violation or threatened future violation of this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

(e) The legislative body may resolve to rescind an unconditional commitment made pursuant to subdivision (c) by a majority vote of its membership taken in open session at a regular meeting as a separate item of business not on its consent agenda, and noticed on its posted agenda as "Rescission of Brown Act Commitment," provided that not less than 30 days prior to such regular meeting, the legislative body provides written notice of its intent to consider the rescission to each person to whom the unconditional commitment was made, and to the district attorney. Upon rescission, the district attorney or any interested person may commence an action pursuant to subdivision (a) of Section 54960. An action under this subdivision may be brought pursuant to subdivision (a) of Section 54960, without regard to the procedural requirements of this section.

54960.5. Costs and Attorney Fees

A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 54960, 54960.1, or 54960.2 where it is found that a legislative body of the local agency has violated this chapter. Additionally, when an action brought pursuant to Section 54960.2 is dismissed with prejudice because a legislative body has provided an unconditional commitment pursuant to paragraph (1) of subdivision (c) of that section at any time after the 30-day period for making such a commitment has expired, the court shall award court costs and reasonable attorney fees to the plaintiff if the filing of that action caused the legislative body to issue the unconditional commitment. The costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee of the local agency.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 54960 or 54960.1 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

54961. Meetings Prohibited in Facilities; Grounds; Identity of Victims of Tortious Sexual Conduct or Child Abuse

(a) No legislative body of a local agency shall conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Section 11135, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. This section shall apply to every local agency as defined in Section 54951.

(b) No notice, agenda, announcement, or report required under this chapter need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

54962. Closed Session by Legislative Body Prohibited

Except as expressly authorized by this chapter, or by Sections 1461, 1462, 32106, and 32155 of the Health and Safety Code, or by Sections 37606, 37606.1, and 37624.3 of the Government Code as they apply to hospitals, or by any provision of the Education Code pertaining to school districts and community college districts, no closed session may be held by any legislative body of any local agency.

54963. Confidential Information Acquired During an Authorized Closed Legislative Session; Authorization by Legislative Body; Remedies for Violation; Exceptions

(a) A person may not disclose confidential information that has been acquired by being present in a closed session authorized by Section 54956.7, 54956.8, 54956.86, 54956.87, 54956.9, 54957, 54957.6, 54957.8, or 54957.10 to a person not entitled to receive it, unless the legislative body authorizes disclosure of that confidential information.

(b) For purposes of this section, "confidential information" means a communication made in a closed session that is specifically related to the basis for the legislative body of a local agency to meet lawfully in closed session under this chapter.

(c) Violation of this section may be addressed by the use of such remedies as are currently available by law, including, but not limited to:

(1) Injunctive relief to prevent the disclosure of confidential information prohibited by this section.

(2) Disciplinary action against an employee who has willfully disclosed confidential information in violation of this section.

(3) Referral of a member of a legislative body who has willfully disclosed confidential information in violation of this section to the grand jury.

(d) Disciplinary action pursuant to paragraph (2) of subdivision (c) shall require that the employee in question has either received training as to the requirements of this section or otherwise has been given notice of the requirements of this section.

(e) A local agency may not take any action authorized by subdivision (c) against a person, nor shall it be deemed a violation of this section, for doing any of the following:

(1) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the illegality of an action taken by a legislative body of a local agency or the potential illegality of an action that has been the subject of deliberation at a closed session if that action were to be taken by a legislative body of a local agency.

(2) Expressing an opinion concerning the propriety or legality of actions taken by a legislative body of a local agency in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action.

(3) Disclosing information acquired by being present in a closed session under this chapter that is not confidential information.

(f) Nothing in this section shall be construed to prohibit disclosures under the whistleblower statutes contained in Section 1102.5 of the Labor Code or Article 4.5 (commencing with Section 53296) of Chapter 2 of this code.

Closed Session Checklist

CLOSED SESSION CHECKLIST

Neumiller & Beardslee

ATTORNEYS AND COUNSELORS | EST. 1903

Checklist on Action and Vote Disclosure In Open Session after Closed Session

AGREEMENTS CONCLUDING REAL ESTATE NEGOTIATIONS

WHEN GENERALLY: After agreement is final

If City Action Finalizes Agreement

What to Report
- The approval action
- Voting tally
- Substance of the agreement

When to Report
- After the closed session
- In open session
- During the same meeting

If Other Party Must Finalize Agreement

What to Report/Disclose
- No report is required; however, *upon inquiry* by any person, disclose:
  - The approval action
  - Voting tally
  - Substance of the agreement

When to Disclose
- Upon inquiry, after the other party has informed city of its approval

DISPOSITION OF JOINT POWERS AGENCY CLAIMS

What to Report
- Voting tally
- Name of claimant
- Name of local agency claimed against
- Substance of claim
- Monetary amount approved for payment and agreed upon by the claimant, if any

When to Report
- "As soon as (disposition of the claim is) reached"
- (Statute does not specify whether an open session report must be made or whether disclosure upon inquiry is sufficient)

APPROVAL OF LITIGATION DEFENSE, APPELLATE REVIEW, OR AMICUS CURIAE PARTICIPATION

What to Report
- The approval action
- Adverse parties (if known)
- Substance of the litigation
- Voting tally

When to Report
- After closed session
- In open session
- During same meeting

APPROVAL OF PENDING LITIGATION SETTLEMENTS

WHEN GENERALLY: After settlement is final

If City Action Finalizes Settlement

What to Report
- The acceptance action
- Voting tally
- Substance of agreement

When to Report
- After closed session
- In open session
- During same meeting if the agreement is final and has been accepted or ratified by other party

If Other Party or Court Finalizes Settlement

What to Report/Disclose
- No report is required; however, *upon inquiry* by any person, disclose:
  - The fact of approval action
  - Voting tally
  - Substance of the agreement

When to Disclose
- Upon inquiry after the other party informs city of its approval

ACTIONS AFFECTING EMPLOYMENT STATUS OF PUBLIC EMPLOYEES

What to Report
- Any action taken to:
  - Appoint
  - Employ
  - Dismiss
  - Accept the resignation of, or otherwise affect employment status of public employee
- Voting tally
- Title of position

When to Report
- If dismissal or non-renewal of employment contract is subject to further administrative remedies, report deferred until first public meeting following exhaustion of administrative remedies

All Other Employment Actions
- After the closed session
- In open session
- During the same meeting

APPROVAL OF AGREEMENTS CONCLUDING LABOR NEGOTIATIONS

What to Report
- The item approved
- Voting tally
- Other party

When to Report
- When agreement is final and accepted or ratified by other party (statute does not specify whether an open session report must be made or whether the disclosure upon inquiry is sufficient)

APPROVAL GIVEN TO INITIATE OR INTERVENE IN LITIGATION

Before Action has been Commenced

What to Report
- Direction to initiate/intervene given
- The action, defendants and other particulars will be disclosed
  - Upon inquiry
  - Once action formally commenced, *unless* disclosure jeopardizes process service or conclusion of settlement negotiations

When to Report
- After closed session
- In open session
- During same meeting

After Action Formally Commenced

What to Disclose
- The approval action
- Voting tally
- Defendant(s)
- Other particulars, presumably including substance of litigation

When to Disclose
- Upon inquiry
  - If disclosure does not jeopardize service of process or existing settlement negotiations conclusion

PENSION FUND TRANSACTIONS

What to disclose
- Investment transaction decisions

When to report
- At the first open meeting held after the earlier of the close of the investment transaction or the transfer of pension funds for the investment transaction

NOT A PUBLIC RECORD

UNTIL THIS INFORMATION BOX IS COMPLETED, AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE CITY ATTORNEY'S OFFICE IN THE SPACE BELOW

DATE LITIGATION CONCLUDED:
_____, 20___

By: _____

Title: _____

CLOSED SESSION REPORT

DATE OF CLOSED SESSION:

NAME OF CASE:
COURT NUMBER (IF APPLICABLE):

ACTION(S) TAKEN:

COUNCIL MEMBERS PRESENT (LINE OUT ABSENTEES) AND THEIR VOTES:					
	NAME	AYE	NO	ABSTAIN	NOT PARTICIPATING
A					
B					
C					
D					
E					
F					
G					
H					
I					
VOTING TALLY:					

☐ **NON-DISCLOSURE RECOMMENDED (CHECK HERE IF YES)**

LEGAL JUSTIFICATION (IF YES):

DISCLOSURE WOULD INTERFERE WITH SERVICE OF PROCESS: Yes ____ No ____
DISCLOSURE WOULD IMPAIR ABILITY TO SETTLE: Yes _____ No _____

EXPLANATION:

APPROVED:
CITY ATTORNEY

BY _____

DATED: _____

Neumiller & Beardslee

ATTORNEYS AND COUNSELORS | EST. 1903

PROVIDING LEGAL SERVICES SINCE 1903

PRACTICE AREAS INCLUDE:

AGRICULTURAL LAW
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APPENDIX H –

Open and Public V – A Guide to the Ralph M. Brown Act

Open & Public V

A GUIDE TO THE RALPH M. BROWN ACT

REVISED APRIL 2016

LEAGUE® OF CALIFORNIA CITIES

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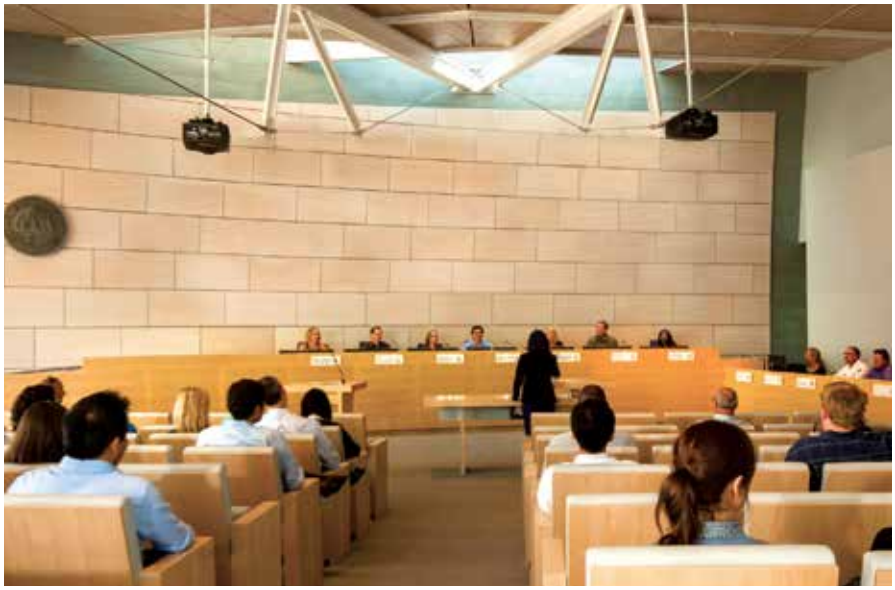

Open & Public V

A GUIDE TO THE RALPH M. BROWN ACT

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Chapter 1

IT IS THE PEOPLE'S BUSINESS

The right of access

Two key parts of the Brown Act have not changed since its adoption in 1953. One is the Brown Act's initial section, declaring the Legislature's intent:

"In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly."

"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."[1]

The people reconfirmed that intent 50 years later in the November 2004 election by adopting Proposition 59, amending the California Constitution to include a public right of access to government information:

"The people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny."[2]

PRACTICE TIP: The key to the Brown Act is a single sentence. In summary, all meetings shall be **open and public** except when the Brown Act authorizes otherwise.

The Brown Act's other unchanged provision is a single sentence:

"All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."[3]

That one sentence is by far the most important of the entire Brown Act. If the opening is the soul, that sentence is the heart of the Brown Act.

Broad coverage

The Brown Act covers members of virtually every type of local government body, elected or appointed, decision-making or advisory. Some types of private organizations are covered, as are newly-elected members of a legislative body, even before they take office.

Similarly, meetings subject to the Brown Act are not limited to face-to-face gatherings. They also include any communication medium or device through which a majority of a legislative body

discusses, deliberates or takes action on an item of business outside of a noticed meeting. They include meetings held from remote locations by teleconference.

New communication technologies present new Brown Act challenges. For example, common email practices of forwarding or replying to messages can easily lead to a serial meeting prohibited by the Brown Act, as can participation by members of a legislative body in an internet chatroom or blog dialogue. Communicating during meetings using electronic technology (such as laptop computers, tablets, or smart phones) may create the perception that private communications are influencing the outcome of decisions; some state legislatures have banned the practice. On the other hand, widespread cablecasting and web streaming of meetings has greatly expanded public access to the decision-making process.

Narrow exemptions

The express purpose of the Brown Act is to assure that local government agencies conduct the public's business openly and publicly. Courts and the California Attorney General usually broadly construe the Brown Act in favor of greater public access and narrowly construe exemptions to its general rules.[4]

Generally, public officials should think of themselves as living in glass houses, and that they may only draw the curtains when it is in the public interest to preserve confidentiality. Closed sessions may be held only as specifically authorized by the provisions of the Brown Act itself.

The Brown Act, however, is limited to meetings among a majority of the members of multi-member government bodies when the subject relates to local agency business. It does not apply to independent conduct of individual decision-makers. It does not apply to social, ceremonial, educational, and other gatherings as long as a majority of the members of a body do not discuss issues related to their local agency's business. Meetings of temporary advisory committees — as distinguished from standing committees — made up solely of less than a quorum of a legislative body are not subject to the Brown Act.

The law does not apply to local agency staff or employees, but they may facilitate a violation by acting as a conduit for discussion, deliberation, or action by the legislative body.[5]

The law, on the one hand, recognizes the need of individual local officials to meet and discuss matters with their constituents. On the other hand, it requires — with certain specific exceptions to protect the community and preserve individual rights — that the decision-making process be public. Sometimes the boundary between the two is not easy to draw.

PRACTICE TIP: Think of the government's house as being made of glass. The curtains may be drawn only to further the public's interest. A local policy on the use of laptop computers, tablets, and smart phones during Brown Act meetings may help avoid problems.

Public participation in meetings

In addition to requiring the public's business to be conducted in open, noticed meetings, the Brown Act also extends to the public the right to participate in meetings. Individuals, lobbyists, and members of the news media possess the right to attend, record, broadcast, and participate in public meetings. The public's participation is further enhanced by the Brown Act's requirement that a meaningful agenda be posted in advance of meetings, by limiting discussion and action to matters listed on the agenda, and by requiring that meeting materials be made available.

Legislative bodies may, however, adopt reasonable regulations on public testimony and the conduct of public meetings, including measures to address disruptive conduct and irrelevant speech.

Controversy

Not surprisingly, the Brown Act has been a source of confusion and controversy since its inception. News media and government watchdogs often argue the law is toothless, pointing out that there has never been a single criminal conviction for a violation. They often suspect that closed sessions are being misused.

Public officials complain that the Brown Act makes it difficult to respond to constituents and requires public discussions of items better discussed privately — such as why a particular person should not be appointed to a board or commission. Many elected officials find the Brown Act inconsistent with their private business experiences. Closed meetings can be more efficient; they eliminate grandstanding and promote candor. The techniques that serve well in business — the working lunch, the sharing of information through a series of phone calls or emails, the backroom conversations and compromises — are often not possible under the Brown Act.

As a matter of public policy, California (along with many other states) has concluded that there is more to be gained than lost by conducting public business in the open. Government behind closed doors may well be efficient and business-like, but it may be perceived as unresponsive and untrustworthy.

PRACTICE TIP: Transparency is a foundational value for ethical government practices. The Brown Act is a floor, not a ceiling, for conduct.

Beyond the law — good business practices

Violations of the Brown Act can lead to invalidation of an agency's action, payment of a challenger's attorney fees, public embarrassment, even criminal prosecution. But the Brown Act is a floor, not a ceiling for conduct of public officials. This guide is focused not only on the Brown Act as a minimum standard, but also on meeting practices or activities that, legal or not, are likely to create controversy. Problems may crop up, for example, when agenda descriptions are too brief or vague, when an informal get-together takes on the appearance of a meeting, when an agency conducts too much of its business in closed session or discusses matters in closed session that are beyond the authorized scope, or when controversial issues arise that are not on the agenda.

The Brown Act allows a legislative body to adopt practices and requirements for greater access to meetings for itself and its subordinate committees and bodies that are more stringent than the law itself requires.[6] Rather than simply restate the basic requirements of the Brown Act, local open meeting policies should strive to anticipate and prevent problems in areas where the Brown Act does not provide full guidance. As with the adoption of any other significant policy, public comment should be solicited.

A local policy could build on these basic Brown Act goals:

- A legislative body's need to get its business done smoothly;
- The public's right to participate meaningfully in meetings, and to review documents used in decision-making at a relevant point in time;
- A local agency's right to confidentially address certain negotiations, personnel matters, claims and litigation; and
- The right of the press to fully understand and communicate public agency decision-making.

An explicit and comprehensive public meeting and information policy, especially if reviewed periodically, can be an important element in maintaining or improving public relations. Such a policy exceeds the absolute requirements of the law — but if the law were enough, this guide would be unnecessary. A narrow legalistic approach will not avoid or resolve potential controversies. An agency should consider going beyond the law, and look at its unique circumstances and determine if there is a better way to prevent potential problems and promote public trust. At the very least, local agencies need to think about how their agendas are structured in order to make Brown Act compliance easier. They need to plan carefully to make sure public participation fits smoothly into the process.

Achieving balance

The Brown Act should be neither an excuse for hiding the ball nor a mechanism for hindering efficient and orderly meetings. The Brown Act represents a balance among the interests of constituencies whose interests do not always coincide. It calls for openness in local government, yet should allow government to function responsively and productively.

There must be both adequate notice of what discussion and action is to occur during a meeting as well as a normal degree of spontaneity in the dialogue between elected officials and their constituents.

The ability of an elected official to confer with constituents or colleagues must be balanced against the important public policy prohibiting decision-making outside of public meetings.

In the end, implementation of the Brown Act must ensure full participation of the public and preserve the integrity of the decision-making process, yet not stifle government officials and impede the effective and natural operation of government.

PRACTICE TIP: The Brown Act should be viewed as a tool to facilitate the business of local government agencies. Local policies that go beyond the minimum requirements of law may help instill public confidence and avoid problems.

Historical note

In late 1951, *San Francisco Chronicle* reporter Mike Harris spent six weeks looking into the way local agencies conducted meetings. State law had long required that business be done in public, but Harris discovered secret meetings or caucuses were common. He wrote a 10-part series on "Your Secret Government" that ran in May and June 1952.

Out of the series came a decision to push for a new state open meeting law. Harris and Richard (Bud) Carpenter, legal counsel for the League of California Cities, drafted such a bill and Assembly Member Ralph M. Brown agreed to carry it. The Legislature passed the bill and Governor Earl Warren signed it into law in 1953.

The Ralph M. Brown Act, known as the Brown Act, has evolved under a series of amendments and court decisions, and has been the model for other open meeting laws — such as the Bagley-Keene Act, enacted in 1967 to cover state agencies.

Assembly Member Brown is best known for the open meeting law that carries his name. He was elected to the Assembly in 1942 and served 19 years, including the last three years as Speaker. He then became an appellate court justice.

ENDNOTES:

1 California Government Code section 54950

2 California Constitution, Art. 1, section 3(b)(1)

3 California Government Code section 54953(a)

4 This principle of broad construction when it furthers public access and narrow construction if a provision limits public access is also stated in the amendment to the State's Constitution adopted by Proposition 59 in 2004. California Constitution, Art. 1, section 3(b)(2).

5 California Government Code section 54952.2(b)(2) and (c)(1); *Wolfe v. City of Fremont* (2006) 144 Cal.App.4th 533

6 California Government Code section 54953.7

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Chapter 2

LEGISLATIVE BODIES

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Chapter 2

LEGISLATIVE BODIES

The Brown Act applies to the legislative bodies of local agencies. It defines "legislative body" broadly to include just about every type of decision-making body of a local agency.[1]

What is a "legislative body" of a local agency?

A "legislative body" includes:

- **The "governing body** of a local agency" and certain of its subsidiary bodies; "or any other local body created by state or federal statute."[2] This includes city councils, boards of supervisors, school boards and boards of trustees of special districts. A "local agency" is any city, county, city and county, school district, municipal corporation, successor agency to a redevelopment agency, district, political subdivision or other local public agency.[3] A housing authority is a local agency under the Brown Act even though it is created by and is an agent of the state.[4] The California Attorney General has opined that air pollution control districts and regional open space districts are also covered.[5] Entities created pursuant to joint powers agreements are also local agencies within the meaning of the Brown Act.[6]

- **Newly-elected members** of a legislative body who have not yet assumed office must conform to the requirements of the Brown Act as if already in office.[7] Thus, meetings between incumbents and newly-elected members of a legislative body, such as a meeting between two outgoing members and a member-elect of a five-member body, could violate the Brown Act.

PRACTICE TIP: The prudent presumption is that an advisory committee or task force is subject to the Brown Act. Even if one clearly is not, it may want to comply with the Brown Act. Public meetings may reduce the possibility of misunderstandings and controversy.

Q. On the morning following the election to a five-member legislative body of a local agency, two successful candidates, neither an incumbent, meet with an incumbent member of the legislative body for a celebratory breakfast. Does this violate the Brown Act?

A. *It might, and absolutely would if the conversation turns to agency business. Even though the candidates-elect have not officially been sworn in, the Brown Act applies. If purely a social event, there is no violation but it would be preferable if others were invited to attend to avoid the appearance of impropriety.*

- **Appointed bodies** — whether permanent or temporary, decision-making or advisory — including planning commissions, civil service commissions and other subsidiary committees, boards, and bodies. Volunteer groups, executive search committees, task forces, and blue ribbon committees created by formal action of the governing body are legislative bodies. When the members of two or more legislative bodies are appointed to serve on an entirely separate advisory group, the resulting body may be subject to the

Brown Act. In one reported case, a city council created a committee of two members of the city council and two members of the city planning commission to review qualifications of prospective planning commissioners and make recommendations to the council. The court held that their joint mission made them a legislative body subject to the Brown Act. Had the two committees remained separate; and met only to exchange information and report back to their respective boards, they would have been exempt from the Brown Act.[8]

- **Standing committees** of a legislative body, irrespective of their composition, which have either: (1) a continuing subject matter jurisdiction; or (2) a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.[9] Even if it comprises less than a quorum of the governing body, a standing committee is subject to the Brown Act. For example, if a governing body creates long-term committees on budget and finance or on public safety, those are standing committees subject to the Brown Act. Further, according to the California Attorney General, function over form controls. For example, a statement by the legislative body that the advisory committee "shall not exercise continuing subject matter jurisdiction" or the fact that the committee does not have a fixed meeting schedule is not determinative.[10] "Formal action" by a legislative body includes authorization given to the agency's executive officer to appoint an advisory committee pursuant to agency-adopted policy.[11]
- The governing body of any **private organization** either: (1) created by the legislative body in order to exercise authority that may lawfully be delegated by such body to a private corporation, limited liability company or other entity; or (2) that receives agency funding and whose governing board includes a member of the legislative body of the local agency appointed by the legislative body as a full voting member of the private entity's governing board.[12] These include some nonprofit corporations created by local agencies.[13] If a local agency contracts with a private firm for a service (for example, payroll, janitorial, or food services), the private firm is not covered by the Brown Act.[14] When a member of a legislative body sits on a board of a private organization as a private person and is not appointed by the legislative body, the board will not be subject to the Brown Act. Similarly, when the legislative body appoints someone other than one of its own members to such boards, the Brown Act does not apply. Nor does it apply when a private organization merely receives agency funding.[15]

PRACTICE TIP: It can be difficult to determine whether a subcommittee of a body falls into the category of a standing committee or an exempt temporary committee. Suppose a committee is created to explore the renewal of a franchise or a topic of similarly limited scope and duration. Is it an exempt temporary committee or a non-exempt standing committee? The answer may depend on factors such as how meeting schedules are determined, the scope of the committee's charge, or whether the committee exists long enough to have "continuing jurisdiction."

Q: The local chamber of commerce is funded in part by the city. The mayor sits on the chamber's board of directors. Is the chamber board a legislative body subject to the Brown Act?

A: *Maybe. If the chamber's governing documents require the mayor to be on the board and the city council appoints the mayor to that position, the board is a legislative body. If, however, the chamber board independently appoints the mayor to its board, or the mayor attends chamber board meetings in a purely advisory capacity, it is not.*

Q: If a community college district board creates an auxiliary organization to operate a campus bookstore or cafeteria, is the board of the organization a legislative body?

A: *Yes. But, if the district instead contracts with a private firm to operate the bookstore or cafeteria, the Brown Act would not apply to the private firm.*

- **Certain types of hospital operators.** A lessee of a hospital (or portion of a hospital)

first leased under Health and Safety Code subsection 32121(p) after January 1, 1994, which exercises "material authority" delegated to it by a local agency, whether or not such lessee is organized and operated by the agency or by a delegated authority.[16]

What is not a "legislative body" for purposes of the Brown Act?

- A temporary advisory committee composed **solely of less than a quorum** of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act.[17] Temporary committees are sometimes called *ad hoc* committees, a term not used in the Brown Act. Examples include an advisory committee composed of less than a quorum created to interview candidates for a vacant position or to meet with representatives of other entities to exchange information on a matter of concern to the agency, such as traffic congestion.[18]
- Groups advisory to a single decision-maker or appointed by staff are not covered. The Brown Act applies only to committees created by formal action of the legislative body and not to committees created by others. A committee advising a superintendent of schools would not be covered by the Brown Act. However, the same committee, if created by formal action of the school board, would be covered.[19]

Q. A member of the legislative body of a local agency informally establishes an advisory committee of five residents to advise her on issues as they arise. Does the Brown Act apply to this committee?

A. *No, because the committee has not been established by formal action of the legislative body.*

Q. During a meeting of the city council, the council directs the city manager to form an advisory committee of residents to develop recommendations for a new ordinance. The city manager forms the committee and appoints its members; the committee is instructed to direct its recommendations to the city manager. Does the Brown Act apply to this committee?

A. *Possibly, because the direction from the city council might be regarded as a formal action of the body notwithstanding that the city manager controls the committee.*

- Individual decision makers who are not elected or appointed members of a legislative body are not covered by the Brown Act. For example, a disciplinary hearing presided over by a department head or a meeting of agency department heads are not subject to the Brown Act since such assemblies are not those of a legislative body.[20]
- Public employees, each acting individually and not engaging in collective deliberation on a specific issue, such as the drafting and review of an agreement, do not constitute a legislative body under the Brown Act, even if the drafting and review process was established by a legislative body.[21]
- County central committees of political parties are also not Brown Act bodies.[22]

ENDNOTES:

1 *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123, 1127

2 California Government Code section 54952(a) and (b)

3 California Government Code section 54951; Health and Safety Code section 34173(g) (successor agencies to former redevelopment agencies subject to the Brown Act). But see Education Code section 35147, which exempts certain school councils and school site advisory committees from the Brown Act and imposes upon them a separate set of rules.

4 *Torres v. Board of Commissioners of Housing Authority of Tulare County* (1979) 89 Cal.App.3d 545, 549-550

5 71 Ops.Cal.Atty.Gen. 96 (1988); 73 Ops.Cal.Atty.Gen. 1 (1990)

6 *McKee v. Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force* (2005) 134 Cal. App.4th 354, 362

7 California Government Code section 54952.1

8 *Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 804-805

9 California Government Code section 54952(b)

10 79 Ops.Cal.Atty.Gen. 69 (1996)

11 *Frazer v. Dixon Unified School District* (1993) 18 Cal.App.4th 781, 793

12 California Government Code section 54952(c)(1). Regarding private organizations that receive local agency funding, the same rule applies to a full voting member appointed prior to February 9, 1996 who, after that date, is made a non-voting board member by the legislative body. California Government Code section 54952(c)(2)

13 California Government Code section 54952(c)(1)(A); International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal, Inc. (1999) 69 Cal.App.4th 287, 300; Epstein v. Hollywood Entertainment Dist. II Business Improvement District (2001) 87 Cal.App.4th 862, 876; see also 85 Ops.Cal.Atty.Gen. 55 (2002)

14 *International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal* (1999) 69 Cal. App.4th 287, 300 fn. 5

15 "*The Brown Act, Open Meetings for Local Legislative Bodies,*" California Attorney General's Office (2003), p. 7

16 California Government Code section 54952(d)

17 California Government Code section 54952(b); see also *Freedom Newspapers, Inc. v. Orange County Employees Retirement System Board of Directors* (1993) 6 Cal.4th 821, 832.

18 *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123, 1129

19 56 Ops.Cal.Atty.Gen. 14, 16-17 (1973)

20 *Wilson v. San Francisco Municipal Railway* (1973) 29 Cal.App.3d 870, 878-879

21 *Golightly v. Molina* (2014) 229 Cal.App.4th 1501, 1513

22 59 Ops.Cal.Atty.Gen. 162, 164 (1976)

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Chapter 3

MEETINGS

The Brown Act only applies to meetings of local legislative bodies. The Brown Act defines a meeting as: "… and any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take any action on any item that is within the subject matter jurisdiction of the legislative body."[1] The term "meeting" is not limited to gatherings at which action is taken but includes deliberative gatherings as well. A hearing before an individual hearing officer is not a meeting under the Brown Act because it is not a hearing before a legislative body.[2]

Brown Act meetings

Brown Act meetings include a legislative body's regular meetings, special meetings, emergency meetings, and adjourned meetings.

- **"Regular meetings"** are meetings occurring at the dates, times, and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.[3]
- **"Special meetings"** are meetings called by the presiding officer or majority of the legislative body to discuss only discrete items on the agenda under the Brown Act's notice requirements for special meetings and are subject to 24-hour posting requirements.[4]
- **"Emergency meetings"** are a limited class of meetings held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little notice.[5]
- **"Adjourned meetings"** are regular or special meetings that have been adjourned or re-adjourned to a time and place specified in the order of adjournment, with no agenda required for regular meetings adjourned for less than five calendar days as long as no additional business is transacted.[6]

Six exceptions to the meeting definition

The Brown Act creates six exceptions to the meeting definition:[7]

Individual Contacts

The first exception involves individual contacts between a member of the legislative body and any other person. The Brown Act does not limit a legislative body member acting on his or her own. This exception recognizes the right to confer with constituents, advocates, consultants, news reporters, local agency staff, or a colleague.

Individual contacts, however, cannot be used to do in stages what would be prohibited in one step. For example, a series of individual contacts that leads to discussion, deliberation, or action among a majority of the members of a legislative body is prohibited. Such serial meetings are discussed below.

Conferences

The second exception allows a legislative body majority to attend a conference or similar gathering open to the public that addresses issues of general interest to the public or to public agencies of the type represented by the legislative body.

Among other things, this exception permits legislative body members to attend annual association conferences of city, county, school, community college, and other local agency officials, so long as those meetings are open to the public. However, a majority of members cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction.

Community Meetings

The third exception allows a legislative body majority to attend an open and publicized meeting held by another organization to address a topic of local community concern. A majority cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the legislative body's subject matter jurisdiction. Under this exception, a legislative body majority may attend a local service club meeting or a local candidates' night if the meetings are open to the public.

> **"I see we have four distinguished members of the city council at our meeting tonight," said the chair of the Environmental Action Coalition."I wonder if they have anything to say about the controversy over enacting a slow growth ordinance?"**
>
> *The Brown Act permits a majority of a legislative body to attend and speak at an open and publicized meeting conducted by another organization. The Brown Act may nevertheless be violated if a majority discusses, deliberates, or takes action on an item during the meeting of the other organization. There is a fine line between what is permitted and what is not; hence, members should exercise caution when participating in these types of events.*

Q. The local chamber of commerce sponsors an open and public candidate debate during an election campaign. Three of the five agency members are up for re-election and all three participate. All of the candidates are asked their views of a controversial project scheduled for a meeting to occur just after the election. May the three incumbents answer the question?

A. *Yes, because the Brown Act does not constrain the incumbents from expressing their views regarding important matters facing the local agency as part of the political process the same as any other candidates.*

Other Legislative Bodies

The fourth exception allows a majority of a legislative body to attend an open and publicized meeting of: (1) another body of the local agency; and (2) a legislative body of another local agency.[8] Again, the majority cannot discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their subject matter jurisdiction. This exception allows, for example, a city council or a majority of a board of supervisors to attend a controversial meeting of the planning commission.

Nothing in the Brown Act prevents the majority of a legislative body from sitting together at such a meeting. They may choose not to, however, to preclude any possibility of improperly discussing local agency business and to avoid the appearance of a Brown Act violation. Further, aside from the Brown Act, there may be other reasons, such as due process considerations, why the members should avoid giving public testimony or trying to influence the outcome of proceedings before a subordinate body.

Q. The entire legislative body intends to testify against a bill before the Senate Local Government Committee in Sacramento. Must this activity be noticed as a meeting of the body?

A. *No, because the members are attending and participating in an open meeting of another governmental body which the public may attend.*

Q. The members then proceed upstairs to the office of their local Assembly member to discuss issues of local interest. Must this session be noticed as a meeting and be open to the public?

A. *Yes, because the entire body may not meet behind closed doors except for proper closed sessions. The same answer applies to a private lunch or dinner with the Assembly member.*

Standing Committees

The fifth exception authorizes the attendance of a majority at an open and noticed meeting of a standing committee of the legislative body, provided that the legislative body members who are not members of the standing committee attend only as observers (meaning that they cannot speak or otherwise participate in the meeting).[9]

Q. The legislative body establishes a standing committee of two of its five members, which meets monthly. A third member of the legislative body wants to attend these meetings and participate. May she?

A. *She may attend, but only as an observer; she may not participate.*

Social or Ceremonial Events

The final exception permits a majority of a legislative body to attend a purely social or ceremonial occasion. Once again, a majority cannot discuss business among themselves of a specific nature that is within the subject matter jurisdiction of the legislative body.

Nothing in the Brown Act prevents a majority of members from attending the same football game, party, wedding, funeral, reception, or farewell. The test is not whether a majority of a legislative body attends the function, but whether business of a specific nature within the subject matter jurisdiction of the body is discussed. So long as no such business is discussed, there is no violation of the Brown Act.

Grand Jury Testimony

In addition, members of a legislative body, either individually or collectively, may give testimony in private before a grand jury.[10] This is the equivalent of a seventh exception to the Brown Act's definition of a "meeting."

Collective briefings

None of these exceptions permits a majority of a legislative body to meet together with staff in advance of a meeting for a collective briefing. Any such briefings that involve a majority of the body in the same place and time must be open to the public and satisfy Brown Act meeting notice and agenda requirements.

Retreats or workshops of legislative bodies

Gatherings by a majority of legislative body members at the legislative body's retreats, study sessions, or workshops are covered under the Brown Act. This is the case whether the retreat, study session, or workshop focuses on long-range agency planning, discussion of critical local issues, or team building and group dynamics.[11]

Q. The legislative body wants to hold a team-building session to improve relations among its members. May such a session be conducted behind closed doors?

A. *No, this is not a proper subject for a closed session, and there is no other basis to exclude the public. Council relations are a matter of public business.*

Serial meetings

One of the most frequently asked questions about the Brown Act involves serial meetings. At any one time, such meetings involve only a portion of a legislative body, but eventually involve a majority. The Brown Act provides that "[a] majority of the members of a legislative body shall not, outside a meeting … use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."[12] The problem with serial meetings is the process, which deprives the public of an opportunity for meaningful observation of and participation in legislative body decision-making.

The serial meeting may occur by either a "daisy chain" or a "hub and spoke" sequence. In the daisy chain scenario, Member A contacts Member B, Member B contacts Member C, Member C contacts Member D and so on, until a quorum has discussed, deliberated, or taken action on an item within the legislative body's subject matter jurisdiction. The hub and spoke process involves at least two scenarios. In the first scenario, Member A (the hub) sequentially contacts Members B, C, and D and so on (the spokes), until a quorum has been contacted. In the second scenario, a staff member (the hub), functioning as an intermediary for the legislative body or one of its members, communicates with a majority of members (the spokes) one-by-one for for discussion, deliberation, or a decision on a proposed action.[13] Another example of a serial meeting is when a chief executive officer (the hub) briefs a majority of members (the spokes) prior to a formal meeting and, in the process, information about the members' respective views is revealed. Each of these scenarios violates the Brown Act.

A legislative body member has the right, if not the duty, to meet with constituents to address their concerns. That member also has the right to confer with a colleague (but not with a majority of the body, counting the member) or appropriate staff about local agency business. An employee or official of a local agency may engage in separate conversations or communications outside of an open and noticed meeting "with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body."[14]

The Brown Act has been violated, however, if several one-on-one meetings or conferences leads to a discussion, deliberation, or action by a majority. In one case, a violation occurred when a quorum of a city council, by a letter that had been circulated among members outside of a formal meeting, directed staff to take action in an eminent domain proceeding.[15]

A unilateral written communication to the legislative body, such as an informational or advisory memorandum, does not violate the Brown Act.[16] Such a memo, however, may be a public record.[17]

> **The phone call was from a lobbyist. "Say, I need your vote for that project in the south area. How about it?"**
>
> **"Well, I don't know," replied Board Member Aletto. "That's kind of a sticky proposition. You sure you need my vote?"**
>
> **"Well, I've got Bradley and Cohen lined up and another vote leaning. With you I'd be over the top."**
>
> **Moments later, the phone rings again. "Hey, I've been hearing some rumbles on that south area project," said the newspaper reporter. "I'm counting noses. How are you voting on it?"**

Neither the lobbyist nor the reporter has violated the Brown Act, but they are facilitating

a violation. The board member may have violated the Brown Act by hearing about the positions of other board members and indeed coaxing the lobbyist to reveal the other board members' positions by asking "You sure you need my vote?" The prudent course is to avoid such leading conversations and to caution lobbyists, staff, and news media against revealing such positions of others.

> **The mayor sat down across from the city manager. "From now on," he declared, "I want you to provide individual briefings on upcoming agenda items. Some of this material is very technical, and the council members don't want to sound like idiots asking about it in public. Besides that, briefings will speed up the meeting."**

Agency employees or officials may have separate conversations or communications outside of an open and noticed meeting "with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body."[18] Members should always be vigilant when discussing local agency business with anyone to avoid conversations that could lead to a discussion, deliberation or action taken among the majority of the legislative body.

> **"Thanks for the information," said Council Member Kim. "These zoning changes can be tricky, and now I think I'm better equipped to make the right decision."**
>
> **"Glad to be of assistance," replied the planning director. "I'm sure Council Member Jones is OK with these changes. How are you leaning?"**
>
> **"Well," said Council Member Kim, "I'm leaning toward approval. I know that two of my colleagues definitely favor approval."**

The planning director should not disclose Jones' prospective vote, and Kim should not disclose the prospective votes of two of her colleagues. Under these facts, there likely has been a serial meeting in violation of the Brown Act.

PRACTICE TIP: When briefing legislative body members, staff must exercise care not to disclose other members' views and positions.

Q. The agency's website includes a chat room where agency employees and officials participate anonymously and often discuss issues of local agency business. Members of the legislative body participate regularly. Does this scenario present a potential for violation of the Brown Act?

A. *Yes, because it is a technological device that may serve to allow for a majority of members to discuss, deliberate, or take action on matters of agency business.*

Q. A member of a legislative body contacts two other members on a five-member body relative to scheduling a special meeting. Is this an illegal serial meeting?

A. *No, the Brown Act expressly allows a majority of a body to call a special meeting, though the members should avoid discussing the merits of what is to be taken up at the meeting.*

Particular care should be exercised when staff briefings of legislative body members occur by email because of the ease of using the "reply to all" button that may inadvertently result in a Brown Act violation.

Informal gatherings

Often members are tempted to mix business with pleasure — for example, by holding a post-meeting gathering. Informal gatherings at which local agency business is discussed or transacted violate the law if they are not conducted in conformance with the Brown Act.[19] A luncheon gathering in a crowded dining room violates the Brown Act if the public does not have an opportunity to attend, hear, or participate in the deliberations of members.

> **Thursday at 11:30 a.m., as they did every week, the board of directors of the Dry Gulch Irrigation District trooped into Pop's Donut Shoppe for an hour of talk and fellowship. They sat at the corner window, fronting on Main and Broadway, to show they had nothing to hide. Whenever he could, the managing editor of the weekly newspaper down the street hurried over to join the board.**

A gathering like this would not violate the Brown Act if board members scrupulously avoided talking about irrigation district issues — which might be difficult. This kind of situation should be avoided. The public is unlikely to believe the board members could meet regularly without discussing public business. A newspaper executive's presence in no way lessens the potential for a violation of the Brown Act.

Q. The agency has won a major victory in the Supreme Court on an issue of importance. The presiding officer decides to hold an impromptu press conference in order to make a statement to the print and broadcast media. All the other members show up in order to make statements of their own and be seen by the media. Is this gathering illegal?

A. *Technically there is no exception for this sort of gathering, but as long as members do not state their intentions as to future action to be taken and the press conference is open to the public, it seems harmless.*

Technological conferencing

Except for certain nonsubstantive purposes, such as scheduling a special meeting, a conference call including a majority of the members of a legislative body is an unlawful meeting. But, in an effort to keep up with information age technologies, the Brown Act specifically allows a legislative body to use any type of teleconferencing to meet, receive public comment and testimony, deliberate, or conduct a closed session.[20] While the Brown Act contains specific requirements for conducting a teleconference, the decision to use teleconferencing is entirely discretionary with the body. No person has a right under the Brown Act to have a meeting by teleconference.

"Teleconference" is defined as "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either

audio or video, or both."[21] In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the Brown Act otherwise applicable. The Brown Act contains the following teleconferencing requirements:[22]

- Teleconferencing may be used for all purposes during any meeting;
- At least a quorum of the legislative body must participate from locations within the local agency's jurisdiction;
- Additional teleconference locations may be made available for the public;
- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable;
- Agendas must be posted at each teleconference location, even if a hotel room or a residence;
- Each teleconference location, including a hotel room or residence, must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate;
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location; and
- All votes must be by roll call.

Q. A member on vacation wants to participate in a meeting of the legislative body and vote by cellular phone from her car while driving from Washington, D.C. to New York. May she?

A. *She may not participate or vote because she is not in a noticed and posted teleconference location.*

The use of teleconferencing to conduct a legislative body meeting presents a variety of issues beyond the scope of this guide to discuss in detail. Therefore, before teleconferencing a meeting, legal counsel for the local agency should be consulted.

Location of meetings

The Brown Act generally requires all regular and special meetings of a legislative body, including retreats and workshops, to be held within the boundaries of the territory over which the local agency exercises jurisdiction.[23]

An open and publicized meeting of a legislative body may be held outside of agency boundaries if the purpose of the meeting is one of the following:[24]

- Comply with state or federal law or a court order, or attend a judicial conference or administrative proceeding in which the local agency is a party;
- Inspect real or personal property that cannot be conveniently brought into the local agency's territory, provided the meeting is limited to items relating to that real or personal property;

Q. The agency is considering approving a major retail mall. The developer has built other similar malls, and invites the entire legislative body to visit a mall outside the jurisdiction. May the entire body go?

A. *Yes, the Brown Act permits meetings outside the boundaries of the agency for specified reasons and inspection of property is one such reason. The field trip must be treated as a meeting and the public must be allowed to attend.*

- Participate in multiagency meetings or discussions; however, such meetings must be held within the boundaries of one of the participating agencies, and all of those agencies must give proper notice;
- Meet in the closest meeting facility if the local agency has no meeting facility within its boundaries, or meet at its principal office if that office is located outside the territory over which the agency has jurisdiction;
- Meet with elected or appointed federal or California officials when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction;
- Meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility; or
- Visit the office of its legal counsel for a closed session on pending litigation, when to do so would reduce legal fees or costs.[25]

In addition, the governing board of a school or community college district may hold meetings outside of its boundaries to attend a conference on nonadversarial collective bargaining techniques, interview candidates for school district superintendent, or interview a potential employee from another district.[26] A school board may also interview members of the public residing in another district if the board is considering employing that district's superintendent.

Similarly, meetings of a joint powers authority can occur within the territory of at least one of its member agencies, and a joint powers authority with members throughout the state may meet anywhere in the state.[27]

Finally, if a fire, flood, earthquake, or other emergency makes the usual meeting place unsafe, the presiding officer can designate another meeting place for the duration of the emergency. News media that have requested notice of meetings must be notified of the designation by the most rapid means of communication available.[28]

Endnotes:

1 California Government Code section 54952.2(a)

2 *Wilson v. San Francisco Municipal Railway* (1973) 29 Cal.App.3d 870

3 California Government Code section 54954(a)

4 California Government Code section 54956

5 California Government Code section 54956.5

6 California Government Code section 54955

7 California Government Code section 54952.2(c)

8 California Government Code section 54952.2(c)(4)

9 California Government Code section 54952.2(c)(6)

10 California Government Code section 54953.1

11 "*The Brown Act,*" California Attorney General (2003), p. 10

12 California Government Code section 54952.2(b)(1)

13 *Stockton Newspaper Inc. v. Redevelopment Agency* (1985) 171 Cal.App.3d 95

14 California Government Code section 54952.2(b)(2)

15 *Common Cause v. Stirling* (1983) 147 Cal.App.3d 518

16 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363

17 California Government Code section 54957.5(a)

18 California Government Code section 54952.2(b)(2)

19 California Government Code section 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964)

20 California Government Code section 54953(b)(1)

21 California Government Code section 54953(b)(4)

22 California Government Code section 54953

23 California Government Code section 54954(b)

24 California Government Code section 54954(b)(1)-(7)

25 94 Ops.Cal.Atty.Gen. 15 (2011)

26 California Government Code section 54954(c)

27 California Government Code section 54954(d)

28 California Government Code section 54954(e)

Updates to this publication responding to changes in the Brown Act or new court interpretations are available at **www.cacities.org/opengovernment**. A current version of the Brown Act may be found at **www.leginfo.ca.gov**.

Chapter 4

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Chapter 4

AGENDAS, NOTICES, AND PUBLIC PARTICIPATION

Effective notice is essential for an open and public meeting. Whether a meeting is open or how the public may participate in that meeting is academic if nobody knows about the meeting.

Agendas for regular meetings

Every regular meeting of a legislative body of a local agency — including advisory committees, commissions, or boards, as well as standing committees of legislative bodies — must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed.

The agenda must be posted at least 72 hours before the regular meeting in a location "freely accessible to members of the public."[1] The courts have not definitively interpreted the "freely accessible" requirement. The California Attorney General has interpreted this provision to require posting in a location accessible to the public 24 hours a day during the 72-hour period, but any of the 72 hours may fall on a weekend.[2] This provision may be satisfied by posting on a touch screen electronic kiosk accessible without charge to the public 24 hours a day during the 72-hour period.[3] While posting an agenda on an agency's Internet website will not, by itself, satisfy the "freely accessible" requirement since there is no universal access to the internet, an agency has a supplemental obligation to post the agenda on its website if: (1) the local agency has a website; and (2) the legislative body whose meeting is the subject of the agenda is either (a) a governing body, or (b) has members that are compensated, with one or more members that are also members of a governing body.[4]

Q. May the meeting of a governing body go forward if its agenda was either inadvertently not posted on the city's website or if the website was not operational during part or all of the 72-hour period preceding the meeting?

A. *At a minimum, the Brown Act calls for "substantial compliance" with all agenda posting requirements, including posting to the agency website.[5] Should website technical difficulties arise, seek a legal opinion from your agency attorney. The California Attorney General has opined that technical difficulties which cause the website agenda to become inaccessible for a portion of the 72 hours preceding a meeting do not automatically or inevitably lead to a Brown Act violation, provided the agency can demonstrate substantial compliance.[6] This inquiry requires a fact-specific examination of whether the agency or its legislative body made "reasonably effective efforts to notify interested persons of a public meeting" through online posting and other available means.[7] The Attorney General's opinion suggests that this examination would include an evaluation of how long a technical problem persisted, the efforts made to correct the problem or otherwise ensure that the public was informed, and the actual effect the problem had on public*

awareness, among other factors.[8] The City Attorneys' Department has taken the position that obvious website technical difficulties do not require cancellation of a meeting, provided that the agency meets all other Brown Act posting requirements and the agenda is available on the website once the technical difficulties are resolved.

The agenda must state the meeting time and place and must contain "a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session."[9] Special care should be taken to describe on the agenda each distinct action to be taken by the legislative body, and avoid overbroad descriptions of a "project" if the "project" is actually a set of distinct actions that must each be separately listed on the agenda.[10]

PRACTICE TIP: Putting together a meeting agenda requires careful thought.

Q. The agenda for a regular meeting contains the following items of business:

- Consideration of a report regarding traffic on Eighth Street; and
- Consideration of contract with ABC Consulting.

Are these descriptions adequate?

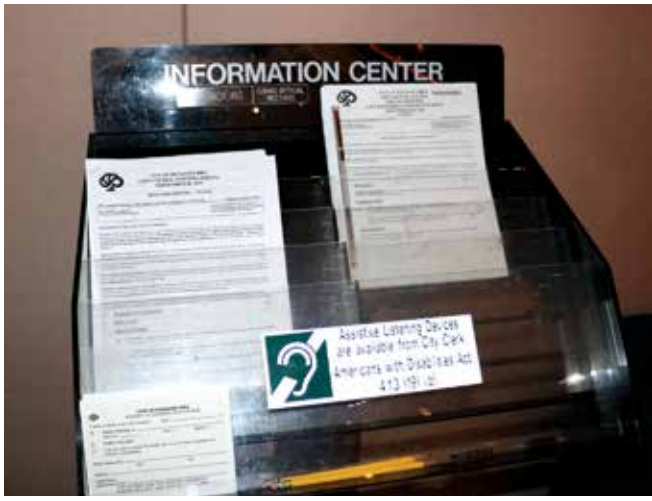
A. *If the first is, it is barely adequate. A better description would provide the reader with some idea of what the report is about and what is being recommended. The second is not adequate. A better description might read "consideration of a contract with ABC Consulting in the amount of $50,000 for traffic engineering services regarding traffic on Eighth Street."*

Q. The agenda includes an item entitled City Manager's Report, during which time the city manager provides a brief report on notable topics of interest, none of which are listed on the agenda.

Is this permissible?

A. *Yes, so long as it does not result in extended discussion or action by the body.*

A brief general description may not be sufficient for closed session agenda items. The Brown Act provides safe harbor language for the various types of permissible closed sessions. Substantial compliance with the safe harbor language is recommended to protect legislative bodies and elected officials from legal challenges.



Mailed agenda upon written request

The legislative body, or its designee, must mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request for such materials. These copies shall be mailed at the time the agenda is posted. If requested, these materials must be made available in appropriate alternative formats to persons with disabilities.

A request for notice is valid for one calendar year and renewal requests must be filed following January 1 of each year. The legislative body may establish a fee to recover the cost of providing the service. Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.[11]

Notice requirements for special meetings

There is no express agenda requirement for special meetings, but the notice of the special meeting effectively serves as the agenda and limits the business that may be transacted or discussed. Written notice must be sent to each member of the legislative body (unless waived in writing by that member) and to each local newspaper of general circulation, and radio or television station that has requested such notice in writing. This notice must be delivered by personal delivery or any other means that ensures receipt, at least 24 hours before the time of the meeting.

The notice must state the time and place of the meeting, as well as all business to be transacted or discussed. It is recommended that the business to be transacted or discussed be described in the same manner that an item for a regular meeting would be described on the agenda — with a brief general description. As noted above, closed session items should be described in accordance with the Brown Act's safe harbor provisions to protect legislative bodies and elected officials from challenges of noncompliance with notice requirements.

The special meeting notice must also be posted at least 24 hours prior to the special meeting using the same methods as posting an agenda for a regular meeting: (1) at a site that is freely accessible to the public, and (2) on the agency's website if: (1) the local agency has a website; and (2) the legislative body whose meeting is the subject of the agenda is either (a) a governing body, or (b) has members that are compensated, with one or more members that are also members of a governing body.[12]

Notices and agendas for adjourned and continued meetings and hearings

A regular or special meeting can be adjourned and re-adjourned to a time and place specified in the order of adjournment.[13] If no time is stated, the meeting is continued to the hour for regular meetings. Whoever is present (even if they are less than a quorum) may so adjourn a meeting; if no member of the legislative body is present, the clerk or secretary may adjourn the meeting. If a meeting is adjourned for less than five calendar days, no new agenda need be posted so long as a new item of business is not introduced.[14] A copy of the order of adjournment must be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held.

A hearing can be continued to a subsequent meeting. The process is the same as for continuing adjourned meetings, except that if the hearing is continued to a time less than 24 hours away, a copy of the order or notice of continuance must be posted immediately following the meeting.[15]

Notice requirements for emergency meetings

The special meeting notice provisions apply to emergency meetings, except for the 24-hour notice.[16] News media that have requested written notice of special meetings must be notified by telephone at least one hour in advance of an emergency meeting, and all telephone numbers provided in that written request must be tried. If telephones are not working, the notice requirements are deemed waived. However, the news media must be notified as soon as possible of the meeting and any action taken.

News media may make a practice of having written requests on file for notification of special or emergency meetings. Absent such a request, a local agency has no legal obligation to notify news media of special or emergency meetings — although notification may be advisable in any event to avoid controversy.

Notice of compensation for simultaneous or serial meetings

A legislative body that has convened a meeting and whose membership constitutes a quorum of another legislative body, may convene a simultaneous or serial meeting of the other legislative body only after a clerk or member of the convened legislative body orally announces: (1) the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the meeting of the other legislative body; and (2) that the compensation or stipend is provided as a result of convening the meeting of that body.[17]

No oral disclosure of the amount of the compensation is required if the entire amount of such compensation is prescribed by statute and no additional compensation has been authorized by the local agency. Further, no disclosure is required with respect to reimbursements for actual and necessary expenses incurred in the performance of the member's official duties, such as for travel, meals, and lodging.

Educational agency meetings

The Education Code contains some special agenda and special meeting provisions.[18] However, they are generally consistent with the Brown Act. An item is probably void if not posted.[19] A school district board must also adopt regulations to make sure the public can place matters affecting the district's business on meeting agendas and to address the board on those items.[20]

Notice requirements for tax or assessment meetings and hearings

The Brown Act prescribes specific procedures for adoption by a city, county, special district, or joint powers authority of any new or increased tax or assessment imposed on businesses.[21] Though written broadly, these Brown Act provisions do not apply to new or increased real property taxes or assessments as those are governed by the California Constitution, Article XIIIC or XIIID, enacted by Proposition 218. At least one public meeting must be held to allow public testimony on the tax or assessment. In addition, there must also be at least 45 days notice of a public hearing at which the legislative body proposes to enact or increase the tax or assessment. Notice of the public meeting and public hearing must be provided at the same time and in the same document. The public notice relating to general taxes must be provided by newspaper publication. The public notice relating to new or increased business assessments must be provided through a mailing to all business owners proposed to be subject to the new or increased assessment. The agency may recover the reasonable costs of the public meetings, hearings, and notice.

The Brown Act exempts certain fees, standby or availability charges, recurring assessments, and new or increased assessments that are subject to the notice and hearing requirements of the Constitution.[22] As a practical matter, the Constitution's notice requirements have preempted this section of the Brown Act.

Non-agenda items

The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which a legislative body can act on an item not on the agenda:[23]

- When a majority decides there is an "emergency situation" (as defined for emergency meetings);
- When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action "came to the attention of the local agency subsequent to the agenda being posted." This exception requires a degree of urgency. Further, an item cannot be considered under this provision if the legislative body or the staff knew about the need to take immediate action before the agenda was posted. A new need does not arise because staff forgot to put an item on the agenda or because an applicant missed a deadline; or
- When an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

PRACTICE TIP: Subject to very limited exceptions, the Brown Act prohibits any action or discussion of an item not on the posted agenda.

The exceptions are narrow, as indicated by this list. The first two require a specific determination by the legislative body. That determination can be challenged in court and, if unsubstantiated, can lead to invalidation of an action.

> **"I'd like a two-thirds vote of the board, so we can go ahead and authorize commencement of phase two of the East Area Project," said Chair Lopez.**
>
> **"It's not on the agenda. But we learned two days ago that we finished phase one ahead of schedule — believe it or not — and I'd like to keep it that way. Do I hear a motion?"**

The desire to stay ahead of schedule generally would not satisfy "a need for immediate action." Too casual an action could invite a court challenge by a disgruntled resident. The prudent course is to place an item on the agenda for the next meeting and not risk invalidation.

> **"We learned this morning of an opportunity for a state grant," said the chief engineer at the regular board meeting, "but our application has to be submitted in two days. We'd like the board to give us the go ahead tonight, even though it's not on the agenda."**

A legitimate immediate need can be acted upon even though not on the posted agenda by following a two-step process:

- First, make two determinations: 1) that there is an immediate need to take action, and 2) that the need arose after the posting of the agenda. The matter is then placed on the agenda.
- Second, discuss and act on the added agenda item.

Responding to the public

The public can talk about anything within the jurisdiction of the legislative body, but the legislative body generally cannot act on or discuss an item not on the agenda. What happens when a member of the public raises a subject not on the agenda?

While the Brown Act does not allow discussion or action on items not on the agenda, it does allow members of the legislative body, or its staff, to "briefly respond" to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. In addition, even without a comment from the public, a legislative body member or a staff member may ask for information, request a report back, request to place a matter on the agenda for a subsequent meeting (subject to the body's rules or procedures), ask a question for clarification, make a brief announcement, or briefly report on his or her own activities.[24] However, caution should be used to avoid any discussion or action on such items.

Council Member Jefferson: I would like staff to respond to Resident Joe's complaints during public comment about the repaving project on Elm Street — are there problems with this project?

City Manager Frank: The public works director has prepared a 45-minute power point presentation for you on the status of this project and will give it right now.

Council Member Brown: Take all the time you need; we need to get to the bottom of this. Our residents are unhappy.

It is clear from this dialogue that the Elm Street project was not on the council's agenda, but was raised during the public comment period for items not on the agenda. Council Member A properly asked staff to respond; the city manager should have given at most a brief response. If a lengthy report from the public works director was warranted, the city manager should have stated that it would be placed on the agenda for the next meeting. Otherwise, both the long report and the likely discussion afterward will improperly embroil the council in a matter that is not listed on the agenda.

The right to attend and observe meetings

A number of Brown Act provisions protect the public's right to attend, observe, and participate in meetings.

Members of the public cannot be required to register their names, provide other information, complete a questionnaire, or otherwise "fulfill any condition precedent" to attending a meeting. Any attendance list, questionnaire, or similar document posted at or near the entrance to the meeting room or circulated at a meeting must clearly state that its completion is voluntary and that all persons may attend whether or not they fill it out.[25]

No meeting can be held in a facility that prohibits attendance based on race, religion, color, national origin, ethnic group identification, age, sex, sexual orientation, or disability, or that is inaccessible to the disabled. Nor can a meeting be held where the public must make a payment or purchase in order to be present.[26] This does not mean, however, that the public is entitled to free entry to a conference attended by a majority of the legislative body.[27]

While a legislative body may use teleconferencing in connection with a meeting, the public must be given notice of and access to the teleconference location. Members of the public must be able to address the legislative body from the teleconference location.[28]

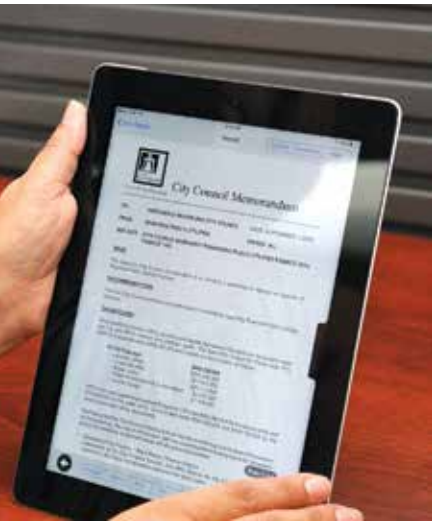
Action by secret ballot, whether preliminary or final, is flatly prohibited.[29]

All actions taken by the legislative body in open session, and the vote of each member thereon, must be disclosed to the public at the time the action is taken.[30]

Q: The agenda calls for election of the legislative body's officers. Members of the legislative body want to cast unsigned written ballots that would be tallied by the clerk, who would announce the results. Is this voting process permissible?

A: *No. The possibility that a public vote might cause hurt feelings among members of the legislative body or might be awkward — or even counterproductive — does not justify a secret ballot.*

The legislative body may remove persons from a meeting who willfully interrupt proceedings.[31] Ejection is justified only when audience members actually disrupt the proceedings.[32] If order cannot be restored after ejecting disruptive persons, the meeting room may be cleared. Members of the news media who have not participated in the disturbance must be allowed to continue to attend the meeting. The legislative body may establish a procedure to re-admit an individual or individuals not responsible for the disturbance.[33]



Records and recordings

The public has the right to review agendas and other writings distributed by any person to a majority of the legislative body in connection with a matter subject to discussion or consideration at a meeting. Except for privileged documents, those materials are public records and must be made available upon request without delay.[34] A fee or deposit as permitted by the California Public Records Act may be charged for a copy of a public record.[35]

Q: In connection with an upcoming hearing on a discretionary use permit, counsel for the legislative body transmits a memorandum to all members of the body outlining the litigation risks in granting or denying the permit. Must this memorandum be included in the packet of agenda materials available to the public?

A: *No. The memorandum is a privileged attorney-client communication.*

Q: In connection with an agenda item calling for the legislative body to approve a contract, staff submits to all members of the body a financial analysis explaining why the terms of the contract favor the local agency. Must this memorandum be included in the packet of agenda materials available to the public?

A. *Yes. The memorandum has been distributed to the majority of the legislative body, relates to the subject matter of a meeting, and is not a privileged communication.*

A legislative body may discuss or act on some matters without considering written materials. But if writings are distributed to a majority of a legislative body in connection with an agenda item, they must also be available to the public. A non-exempt or otherwise privileged writing distributed to a majority of the legislative body less than 72 hours before the meeting must be made available for inspection at the time of distribution at a public office or location designated for that purpose; and the agendas for all meetings of the legislative body must include the address of this office or location.[36] A writing distributed during a meeting must be made public:

- At the meeting if prepared by the local agency or a member of its legislative body; or
- After the meeting if prepared by some other person.[37]

Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency is subject to the California Public Records Act; however, it may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording is to be provided without charge on a video or tape player made available by the local agency.[38] The agency may impose its ordinary charge for copies that is consistent with the California Public Records Act.[39]

In addition, the public is specifically allowed to use audio or video tape recorders or still or motion picture cameras at a meeting to record the proceedings, absent a reasonable finding by the legislative body that noise, illumination, or obstruction of view caused by recorders or cameras would persistently disrupt the proceedings.[40]

Similarly, a legislative body cannot prohibit or restrict the public broadcast of its open and public meetings without making a reasonable finding that the noise, illumination, or obstruction of view would persistently disrupt the proceedings.[41]

PRACTICE TIP: Public speakers cannot be compelled to give their name or address as a condition of speaking. The clerk or presiding officer may request speakers to complete a speaker card or identify themselves for the record, but must respect a speaker's desire for anonymity.

The public's place on the agenda

Every agenda for a regular meeting must allow members of the public to speak on any item of interest, so long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body's consideration of it.[42]

Q. Must the legislative body allow members of the public to show videos or make a power point presentation during the public comment part of the agenda, as long as the subject matter is relevant to the agency and is within the established time limit?

A. *Probably, although the agency is under no obligation to provide equipment.*

Moreover, the legislative body cannot prohibit public criticism of policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body itself. But the Brown Act provides no immunity for defamatory statements.[43]

Q. May the presiding officer prohibit a member of the audience from publicly criticizing an agency employee by name during public comments?

A. *No, as long as the criticism pertains to job performance.*

Q. During the public comment period of a regular meeting of the legislative body, a resident urges the public to support and vote for a candidate vying for election to the body. May the presiding officer gavel the speaker out of order for engaging in political campaign speech?

A. *There is no case law on this subject. Some would argue that campaign issues are outside the subject matter jurisdiction of the body within the meaning of Section 54954.3(a). Others take the view that the speech must be allowed under paragraph (c) of that section because it is relevant to the governing of the agency and an implicit criticism of the incumbents.*

The legislative body may adopt reasonable regulations, including time limits, on public comments. Such regulations should be enforced fairly and without regard to speakers' viewpoints. The legislative body has discretion to modify its regulations regarding time limits on public comment if necessary. For example, the time limit could be shortened to accommodate a lengthy agenda or lengthened to allow additional time for discussion on a complicated matter.[44]

The public does not need to be given an opportunity to speak on an item that has already been considered by a committee made up exclusively of members of the legislative body at a public meeting, if all interested members of the public had the opportunity to speak on the item before or during its consideration, and if the item has not been substantially changed.[45]

Notices and agendas for special meetings must also give members of the public the opportunity to speak before or during consideration of an item on the agenda but need not allow members of the public an opportunity to speak on other matters within the jurisdiction of the legislative body.[46]

Endnotes:

1 California Government Code section 54954.2(a)(1)

2 78 Ops.Cal.Atty.Gen. 327 (1995)

3 88 Ops.Cal.Atty.Gen. 218 (2005)

4 California Government Code sections 54954.2(a)(1) and 54954.2(d)

5 California Government Code section 54960.1(d)(1)

6 ___ Ops.Cal.Atty.Gen.___, No. 14-1204 (January 19, 2016) 16 Cal. Daily Op. Serv. 937 (Cal.A.G.), 2016 WL 375262

7 *North Pacifica LLC v. California Coastal Commission* (2008) 166 Cal.App.4th 1416, 1432

8 ___ Ops.Cal.Atty.Gen.___, No. 14-1204 (January 19, 2016) 16 Cal. Daily Op. Serv. 937 (Cal.A.G.), 2016 WL 375262, Slip Op. at p. 8

9 California Government Code section 54954.2(a)(1)

10 *San Joaquin Raptor Rescue v. County of Merced* (2013) 216 Cal.App.4th 1167 (legislative body's approval of CEQA action (mitigated negative declaration) without specifically listing it on the agenda violates Brown Act, even if the agenda generally describes the development project that is the subject of the CEQA analysis.)

11 California Government Code section 54954.1

12 California Government Code sections 54956(a) and (c)

13 California Government Code section 54955

14 California Government Code section 54954.2(b)(3)

15 California Government Code section 54955.1

16 California Government Code section 54956.5

17 California Government Code section 54952.3

18 Education Code sections 35144, 35145 and 72129

19 *Carlson v. Paradise Unified School District* (1971) 18 Cal.App.3d 196

20 California Education Code section 35145.5

21 California Government Code section 54954.6

22 See Cal.Const.Art.XIIIC, XIIID and California Government Code section 54954.6(h)

23 California Government Code section 54954.2(b)

24 California Government Code section 54954.2(a)(2)

25 California Government Code section 54953.3

26 California Government Code section 54961(a); California Government Code section 11135(a)

27 California Government Code section 54952.2(c)(2)

28 California Government Code section 54953(b)

29 California Government Code section 54953(c)

30 California Government Code section 54953(c)(2)

31 California Government Code section 54957.9.

32 *Norse v. City of Santa Cruz* (9th Cir. 2010) 629 F.3d 966 (silent and momentary Nazi salute directed towards mayor is not a disruption); *Acosta v. City of Costa Mesa* (9th Cir. 2013) 718 F.3d 800 (city council may not prohibit "insolent" remarks by members of the public absent actual disruption).

33 California Government Code section 54957.9

34 California Government Code section 54957.5

35 California Government Code section 54957.5(d)

36 California Government Code section 54957.5(b)

37 California Government Code section 54957.5(c)

38 California Government Code section 54953.5(b)

39 California Government Code section 54957.5(d)

40 California Government Code section 54953.5(a)

41 California Government Code section 54953.6

42 California Government Code section 54954.3(a)

43 California Government Code section 54954.3(c)

44 California Government Code section 54954.3(b); Chaffee v. San Francisco Public Library Com. (2005) 134 Cal.App.4th 109; 75 Ops.Cal.Atty.Gen. 89 (1992)

45 California Government Code section 54954.3(a)

46 California Government Code section 54954.3(a)

Updates to this publication responding to changes in the Brown Act or new court interpretations are available at **www.cacities.org/opengovernment**. A current version of the Brown Act may be found at **www.leginfo.ca.gov**.

Chapter 5

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Chapter 5

CLOSED SESSIONS

A closed session is a meeting of a legislative body conducted in private without the attendance of the public or press. A legislative body is authorized to meet in closed session only to the extent expressly authorized by the Brown Act.[1]

As summarized in Chapter 1 of this Guide, it is clear that the Brown Act must be interpreted liberally in favor of open meetings, and exceptions that limit public access (including the exceptions for closed session meetings) must be narrowly construed.[2] The most common purposes of the closed session provisions in the Brown Act are to avoid revealing confidential information (e.g., prejudicing the city's position in litigation or compromising the privacy interests of employees). Closed sessions should be conducted keeping those narrow purposes in mind. It is not enough that a subject is sensitive, embarrassing, or controversial. Without specific authority in the Brown Act for a closed session, a matter to be considered by a legislative body must be discussed in public. As an example, a board of police commissioners cannot meet in closed session to provide general policy guidance to a police chief, even though some matters are sensitive and the commission considers their disclosure contrary to the public interest.[3]

PRACTICE TIP: Some problems over closed sessions arise because secrecy itself breeds distrust. The Brown Act does not require closed sessions and legislative bodies may do well to resist the tendency to call a closed session simply because it may be permitted. A better practice is to go into closed session only when necessary.

In this chapter, the grounds for convening a closed session are called "exceptions" because they are exceptions to the general rule that meetings must be conducted openly. In some circumstances, none of the closed session exceptions apply to an issue or information the legislative body wishes to discuss privately. In these cases, it is not proper to convene a closed session, even to protect confidential information. For example, although the Brown Act does authorize closed sessions related to specified types of contracts (e.g., specified provisions of real property agreements, employee labor agreements, and litigation settlement agreements),[4] the Brown Act does not authorize closed sessions for other contract negotiations.

Agendas and reports

Closed session items must be briefly described on the posted agenda and the description must state the specific statutory exemption.[5] An item that appears on the open meeting portion of the agenda may not be taken into closed session until it has been properly agendized as a closed session item or unless it is properly added as a closed session item by a two-thirds vote of the body after making the appropriate urgency findings.[6]

The Brown Act supplies a series of fill in the blank sample agenda descriptions for various types of authorized closed sessions, which provide a "safe harbor" from legal attacks. These sample

agenda descriptions cover license and permit determinations, real property negotiations, existing or anticipated litigation, liability claims, threats to security, public employee appointments, evaluations and discipline, labor negotiations, multi-jurisdictional law enforcement cases, hospital boards of directors, medical quality assurance committees, joint powers agencies, and audits by the California State Auditor's Office.[7]

If the legislative body intends to convene in closed session, it must include the section of the Brown Act authorizing the closed session in advance on the agenda and it must make a public announcement prior to the closed session discussion. In most cases, the announcement may simply be a reference to the agenda item.[8]

Following a closed session, the legislative body must provide an oral or written report on certain actions taken and the vote of every elected member present. The timing and content of the report varies according to the reason for the closed session and the action taken.[9] The announcements may be made at the site of the closed session, so long as the public is allowed to be present to hear them.

PRACTICE TIP: Pay close attention to closed session agenda descriptions. Using the wrong label can lead to invalidation of an action taken in closed session if not substantially compliant.

If there is a standing or written request for documentation, any copies of contracts, settlement agreements, or other documents finally approved or adopted in closed session must be provided to the requestor(s) after the closed session, if final approval of such documents does not rest with any other party to the contract or settlement. If substantive amendments to a contract or settlement agreement approved by all parties requires retyping, such documents may be held until retyping is completed during normal business hours, but the substance of the changes must be summarized for any person inquiring about them.[10]

The Brown Act does not require minutes, including minutes of closed sessions. However, a legislative body may adopt an ordinance or resolution to authorize a confidential "minute book" be kept to record actions taken at closed sessions.[11] If one is kept, it must be made available to members of the legislative body, provided that the member asking to review minutes of a particular meeting was not disqualified from attending the meeting due to a conflict of interest.[12] A court may order the disclosure of minute books for the court's review if a lawsuit makes sufficient claims of an open meeting violation.

Litigation

There is an attorney/client relationship, and legal counsel may use it to protect the confidentiality of privileged written and oral communications to members of the legislative body — outside of meetings. But protection of the attorney/client privilege cannot by itself be the reason for a closed session.[13]

The Brown Act expressly authorizes closed sessions to discuss what is considered pending litigation. The rules that apply to holding a litigation closed session involve complex, technical definitions and procedures. The essential thing to know is that a closed session can be held by the body to confer with, or receive advice from, its legal counsel when open discussion would prejudice the position of the local agency in litigation in which the agency is, or could become, a party.[14] The litigation exception under the Brown Act is narrowly construed and does not permit activities beyond a legislative body's conferring with its own legal counsel and required support staff.[15] For example, it is not permissible to hold a closed session in which settlement negotiations take place between a legislative body, a representative of an adverse party, and a mediator.[16]

The California Attorney General has opined that if the agency's attorney is not a participant, a litigation closed session cannot be held.[17] In any event, local agency officials should always consult the agency's attorney before placing this type of closed session on the agenda in order to be certain that it is being done properly.

Before holding a closed session under the pending litigation exception, the legislative body must publicly state the basis for the closed session by identifying one of the following three types of matters: existing litigation, anticipated exposure to litigation, or anticipated initiation of litigation.[18]

Existing litigation

Q. May the legislative body agree to settle a lawsuit in a properly-noticed closed session, without placing the settlement agreement on an open session agenda for public approval?

A. *Yes, but the settlement agreement is a public document and must be disclosed on request. Furthermore, a settlement agreement cannot commit the agency to matters that are required to have public hearings.*

Existing litigation includes any adjudicatory proceedings before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. The clearest situation in which a closed session is authorized is when the local agency meets with its legal counsel to discuss a pending matter that has been filed in a court or with an administrative agency and names the local agency as a party. The legislative body may meet under these circumstances to receive updates on the case from attorneys, participate in developing strategy as the case develops, or consider alternatives for resolution of the case. Generally, an agreement to settle litigation may be approved in closed session. However, an agreement to settle litigation cannot be approved in closed session if it commits the city to take an action that is required to have a public hearing.[19]

Anticipated exposure to litigation against the local agency

Closed sessions are authorized for legal counsel to inform the legislative body of a significant exposure to litigation against the local agency, but only if based on "existing facts and circumstances" as defined by the Brown Act.[20] The legislative body may also meet under this exception to determine whether a closed session is authorized based on information provided by legal counsel or staff. In general, the "existing facts and circumstances" must be publicly disclosed unless they are privileged written communications or not yet known to a potential plaintiff.

Anticipated initiation of litigation by the local agency

A closed session may be held under the exception for the anticipated initiation of litigation when the legislative body seeks legal advice on whether to protect the agency's rights and interests by initiating litigation.

Certain actions must be reported in open session at the same meeting following the closed

session. Other actions, as where final approval rests with another party or the court, may be announced when they become final and upon inquiry of any person.[21] Each agency attorney should be aware of and make the disclosures that are required by the particular circumstances.

Real estate negotiations

A legislative body may meet in closed session with its negotiator to discuss the purchase, sale, exchange, or lease of real property by or for the local agency. A "lease" includes a lease renewal or renegotiation. The purpose is to grant authority to the legislative body's negotiator on price and terms of payment.[22] Caution should be exercised to limit discussion to price and terms of payment without straying to other related issues such as site design, architecture, or other aspects of the project for which the transaction is contemplated.[23]

Q. May other terms of a real estate transaction, aside from price and terms of payment, be addressed in closed session?

A. *No. However, there are differing opinions over the scope of the phrase "price and terms of payment" in connection with real estate closed sessions. Many agency attorneys argue that any term that directly affects the economic value of the transaction falls within the ambit of "price and terms of payment." Others take a narrower, more literal view of the phrase.*

The agency's negotiator may be a member of the legislative body itself. Prior to the closed session, or on the agenda, the legislative body must identify its negotiators, the real property that the negotiations may concern[24] and the names of the parties with whom its negotiator may negotiate.[25]

After real estate negotiations are concluded, the approval and substance of the agreement must be publicly reported. If its own approval makes the agreement final, the body must report in open session at the public meeting during which the closed session is held. If final approval rests with another party, the local agency must report the approval and the substance of the agreement upon inquiry by any person, as soon as the agency is informed of it.[26]

"Our population is exploding, and we have to think about new school sites," said Board Member Jefferson.

"Not only that," interjected Board Member Tanaka, "we need to get rid of a couple of our older facilities."

"Well, obviously the place to do that is in a closed session," said Board Member O'Reilly. "Otherwise we're going to set off land speculation. And if we even mention closing a school, parents are going to be in an uproar."

A closed session to discuss potential sites is not authorized by the Brown Act. The exception is limited to meeting with its negotiator over specific sites — which must be identified at an open and public meeting.

Public employment

The Brown Act authorizes a closed session "to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee."[27] The purpose of this exception — commonly referred to as the "personnel exception" — is to avoid undue publicity or embarrassment for an employee or applicant for employment and to allow full and candid discussion by the legislative body; thus, it is restricted to discussing individuals, not general personnel policies.[28] The body must possess the power to appoint, evaluate, or dismiss the employee to hold a closed session under this exception.[29] That authority may be delegated to a subsidiary appointed body.[30]

PRACTICE TIP: Discussions of who to appoint to an advisory body and whether or not to censure a fellow member of the legislative body must be held in the open.

An employee must be given at least 24 hours notice of any closed session convened to hear specific complaints or charges against him or her. This occurs when the legislative body is reviewing evidence, which could include live testimony, and adjudicating conflicting testimony offered as evidence. A legislative body may examine (or exclude) witnesses,[31] and the California Attorney General has opined that, when an affected employee and advocate have an official or essential role to play, they may be permitted to participate in the closed session.[32] The employee has the right to have the specific complaints and charges discussed in a public session rather than closed session.[33] If the employee is not given the 24-hour prior notice, any disciplinary action is null and void.[34]

However, an employee is not entitled to notice and a hearing where the purpose of the closed session is to consider a performance evaluation. The Attorney General and the courts have determined that personnel performance evaluations do not constitute complaints and charges, which are more akin to accusations made against a person.[35]

Q. Must 24 hours notice be given to an employee whose negative performance evaluation is to be considered by the legislative body in closed session?

A. *No, the notice is reserved for situations where the body is to hear complaints and charges from witnesses.*

Correct labeling of the closed session on the agenda is critical. A closed session agenda that identified discussion of an employment contract was not sufficient to allow dismissal of an employee.[36] An incorrect agenda description can result in invalidation of an action and much embarrassment.

For purposes of the personnel exception, "employee" specifically includes an officer or an independent contractor who functions as an officer or an employee. Examples of the former include a city manager, district general manager or superintendent. Examples of the latter Include a legal counsel or engineer hired on contract to act as local agency attorney or chief engineer.

Elected officials, appointees to the governing body or subsidiary bodies, and independent contractors other than those discussed above are not employees for purposes of the personnel exception.[37] Action on individuals who are not "employees" must also be public — including discussing and voting on appointees to committees, or debating the merits of independent contractors, or considering a complaint against a member of the legislative body itself.

The personnel exception specifically prohibits discussion or action on proposed compensation in closed session, except for a disciplinary reduction in pay. Among other things, that means there can be no personnel closed sessions on a salary change (other than a disciplinary reduction) between any unrepresented individual and the legislative body. However, a legislative body may address the compensation of an unrepresented individual, such as a city manager, in a closed session as part of a labor negotiation (discussed later in this chapter), yet another example of the importance of using correct agenda descriptions.

PRACTICE TIP: The personnel exception specifically prohibits discussion or action on proposed compensation in closed session except for a disciplinary reduction in pay.

Reclassification of a job must be public, but an employee's ability to fill that job may be considered in closed session.

Any closed session action to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee must be reported at the public meeting during which the closed session is held. That report must identify the title of the position, but not the names of all persons considered for an employment position.[38] However, a report on a dismissal or non-renewal of an employment contract must be deferred until administrative remedies, if any, are exhausted.[39]

> **"I have some important news to announce," said Mayor Garcia. "We've decided to terminate the contract of the city manager, effective immediately. The council has met in closed session and we've negotiated six months severance pay."**
>
> **"Unfortunately, that has some serious budget consequences, so we've had to delay phase two of the East Area Project."**
>
> *This may be an improper use of the personnel closed session if the council agenda described the item as the city manager's evaluation. In addition, other than labor negotiations, any action on individual compensation must be taken in open session. Caution should be exercised to not discuss in closed session issues, such as budget impacts in this hypothetical, beyond the scope of the posted closed session notice.*

Labor negotiations

The Brown Act allows closed sessions for some aspects of labor negotiations. Different provisions (discussed below) apply to school and community college districts.

A legislative body may meet in closed session to instruct its bargaining representatives, which may be one or more of its members,[40] on employee salaries and fringe benefits for both represented ("union") and non-represented employees. For represented employees, it may also consider working conditions that by law require negotiation. For the purpose of labor negotiation closed sessions, an "employee" includes an officer or an independent contractor who functions as an officer or an employee, but independent contractors who do not serve in the capacity of an officer or employee are not covered by this closed session exception.[41]

These closed sessions may take place before or during negotiations with employee representatives. Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.

PRACTICE TIP: Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.

During its discussions with representatives on salaries and fringe benefits, the legislative body may also discuss available funds and funding priorities, but only to instruct its representative. The body may also meet in closed session with a conciliator who has intervened in negotiations.[42]

The approval of an agreement concluding labor negotiations with represented employees must be reported after the agreement is final and has been accepted or ratified by the other party. The report must identify the item approved and the other party or parties to the negotiation.[43] The labor closed sessions specifically cannot include final action on proposed compensation of one or more unrepresented employees.

Labor negotiations — school and community college districts

Employee relations for school districts and community college districts are governed by the Rodda Act, where different meeting and special notice provisions apply. The entire board, for example, may negotiate in closed sessions.

Four types of meetings are exempted from compliance with the Rodda Act:

1. A negotiating session with a recognized or certified employee organization;
2. A meeting of a mediator with either side;
3. A hearing or meeting held by a fact finder or arbitrator; and
4. A session between the board and its bargaining agent, or the board alone, to discuss its position regarding employee working conditions and instruct its agent.[44]

Public participation under the Rodda Act also takes another form.[45] All initial proposals of both sides must be presented at public meetings and are public records. The public must be given reasonable time to inform itself and to express its views before the district may adopt its initial proposal. In addition, new topics of negotiations must be made public within 24 hours. Any votes on such a topic must be followed within 24 hours by public disclosure of the vote of each member.[46] The final vote must be in public.

Other Education Code exceptions

The Education Code governs student disciplinary meetings by boards of school districts and community college districts. District boards may hold a closed session to consider the suspension or discipline of a student, if a public hearing would reveal personal, disciplinary, or academic information about the student contrary to state and federal pupil privacy law. The student's parent or guardian may request an open meeting.[47]

Community college districts may also hold closed sessions to discuss some student disciplinary matters, awarding of honorary degrees, or gifts from donors who prefer to remain anonymous.[48] Kindergarten through 12th grade districts may also meet in closed session to review the contents of the statewide assessment instrument.[49]

PRACTICE TIP: Attendance by the entire legislative body before a grand jury would not constitute a closed session meeting under the Brown Act.

Joint Powers Authorities

The legislative body of a joint powers authority may adopt a policy regarding limitations on disclosure of confidential information obtained in closed session, and may meet in closed session to discuss information that is subject to the policy.[50]

License applicants with criminal records

A closed session is permitted when an applicant, who has a criminal record, applies for a license or license renewal and the legislative body wishes to discuss whether the applicant is sufficiently rehabilitated to receive the license. The applicant and the applicant's attorney are authorized to attend the closed session meeting. If the body decides to deny the license, the applicant may withdraw the application. If the applicant does not withdraw, the body must deny the license in public, immediately or at its next meeting. No information from the closed session can be revealed without consent of the applicant, unless the applicant takes action to challenge the denial.[51]

Public security

Legislative bodies may meet in closed session to discuss matters posing a threat to the security of public buildings, essential public services, including water, sewer, gas, or electric service, or to the public's right of access to public services or facilities over which the legislative body has jurisdiction. Closed session meetings for these purposes must be held with designated security or law enforcement officials including the Governor, Attorney General, district attorney, agency attorney, sheriff or chief of police, or their deputies or agency security consultant or security operations manager.[52] Action taken in closed session with respect to such public security issues is not reportable action.

Multijurisdictional law enforcement agency

A joint powers agency formed to provide law enforcement services (involving drugs; gangs; sex crimes; firearms trafficking; felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft) to multiple jurisdictions may hold closed sessions to discuss case records of an on-going criminal investigation, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.[53]

The exception applies to the legislative body of the joint powers agency and to any body advisory to it. The purpose is to prevent impairment of investigations, to protect witnesses and informants, and to permit discussion of effective courses of action.[54]

Hospital peer review and trade secrets

Two specific kinds of closed sessions are allowed for district hospitals and municipal hospitals, under other provisions of law.[55]

1. A meeting to hear reports of hospital medical audit or quality assurance committees, or for related deliberations. However, an applicant or medical staff member whose staff privileges are the direct subject of a hearing may request a public hearing.
2. A meeting to discuss "reports involving trade secrets" — provided no action is taken.

A "trade secret" is defined as information which is not generally known to the public or competitors and which: 1) "derives independent economic value, actual or potential" by virtue of its restricted knowledge; 2) is necessary to initiate a new hospital service or program or facility; and 3) would, if prematurely disclosed, create a substantial probability of depriving the hospital of a substantial economic benefit.

The provision prohibits use of closed sessions to discuss transitions in ownership or management, or the district's dissolution.[56]

Other legislative bases for closed session

Since any closed session meeting of a legislative body must be authorized by the Legislature, it is important to carefully review the Brown Act to determine if there is a provision that authorizes a closed session for a particular subject matter. There are some less frequently encountered topics that are authorized to be discussed by a legislative body in closed session under the Brown Act, including: a response to a confidential final draft audit report from the Bureau of State Audits,[57] consideration of the purchase or sale of particular pension fund investments by a legislative body of a local agency that invests pension funds,[58] hearing a charge or complaint from a member enrolled in a health plan by a legislative body of a local agency that provides Medi-Cal services,[59] discussions by a county board of supervisors that governs a health plan licensed pursuant to the Knox-Keene Health Care Services Plan Act related to trade secrets or contract negotiations concerning rates of payment,[60] and discussions by an insurance pooling joint powers agency related to a claim filed against, or liability of, the agency or a member of the agency.[61]

PRACTICE TIP: Meetings are either open or closed. There is nothing "in between."[62]

Who may attend closed sessions

Meetings of a legislative body are either fully open or fully closed; there is nothing in between. Therefore, local agency officials and employees must pay particular attention to the authorized attendees for the particular type of closed session. As summarized above, the authorized attendees may differ based on the topic of the closed session. Closed sessions may involve only the members of the legislative body and only agency counsel, management and support staff, and consultants necessary for consideration of the matter that is the subject of closed session, with very limited exceptions for adversaries or witnesses with official roles in particular types of hearings (e.g., personnel disciplinary hearings and license hearings). In any case, individuals who do not have an official role in the closed session subject matters must be excluded from closed sessions.[63]

Q. May the lawyer for someone suing the agency attend a closed session in order to explain to the legislative body why it should accept a settlement offer?

A. *No, attendance in closed sessions is reserved exclusively for the agency's advisors.*

The confidentiality of closed session discussions

The Brown Act explicitly prohibits the unauthorized disclosure of confidential information acquired in a closed session by any person present, and offers various remedies to address breaches of confidentiality.[64] It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. One court has held that members of a legislative body cannot be compelled to divulge the content of closed session discussions through the discovery process.[65] Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only the entire body can decide to waive the privilege.[66]

Before adoption of the Brown Act provision specifically prohibiting disclosure of closed session communications, agency attorneys and the Attorney General long opined that officials have a fiduciary duty to protect the confidentiality of closed session discussions. The Attorney General issued an opinion that it is "improper" for officials to disclose information received during a closed session regarding pending litigation,[67] though the Attorney General has also concluded that a local agency is preempted from adopting an ordinance criminalizing public disclosure of closed session discussions.[68] In any event, in 2002, the Brown Act was amended to prescribe particular remedies for breaches of confidentiality. These remedies include injunctive relief; and, if the breach is a willful disclosure of confidential information, the remedies include disciplinary action against an employee, and referral of a member of the legislative body to the grand jury.[69]

PRACTICE TIP: There is a strong interest in protecting the confidentiality of proper and lawful closed sessions.

The duty of maintaining confidentiality, of course, must give way to the responsibility to disclose improper matters or discussions that may come up in closed sessions. In recognition of this public policy, under the Brown Act, a local agency may not penalize a disclosure of information learned during a closed session if the disclosure: 1) is made in confidence to the district attorney or the grand jury due to a perceived violation of law; 2) is an expression of opinion concerning the propriety or legality of actions taken in closed session, including disclosure of the nature and extent of the illegal action; or 3) is information that is not confidential.[70]

The interplay between these possible sanctions and an official's first amendment rights is complex and beyond the scope of this guide. Suffice it to say that this is a matter of great sensitivity and controversy.

> **"I want the press to know that I voted in closed session against filing the eminent domain action," said Council Member Chang.**
>
> **"Don't settle too soon," reveals Council Member Watson to the property owner, over coffee. "The city's offer coming your way is not our bottom line."**
>
> *The first comment to the press may be appropriate if it is a part of an action taken by the City Council in closed session that must be reported publicly.[71] The second comment to the property owner is not — disclosure of confidential information acquired in closed session is expressly prohibited and harmful to the agency.*

ENDNOTES:

1 California Government Code section 54962

2 California Constitution, Art. 1, section 3

3 61 Ops.Cal.Atty.Gen. 220 (1978); but see California Government Code section 54957.8 (multijurisdictional law enforcement agencies are authorized to meet in closed session to discuss the case records of ongoing criminal investigations, and other related matters).

4 California Government Code section 54957.1

5 California Government Code section 54954.5

6 California Government Code section 54954.2

7 California Government Code section 54954.5

8 California Government Code sections 54956.9 and 54957.7

9 California Government Code section 54957.1(a)

10 California Government Code section 54957.1(b)

11 California Government Code section 54957.2

12 *Hamilton v. Town of Los Gatos* (1989) 213 Cal.App.3d 1050; 2 Cal.Code Regs. section 18707

13 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363

14 California Government Code section 54956.9; *Shapiro v. Board of Directors of Center City Development Corp.* (2005) 134 Cal.App.4th 170 (agency must be a party to the litigation).

15 82 Ops.Cal.Atty.Gen. 29 (1999)

16 *Page v. Miracosta Community College District* (2009) 180 Cal.App.4th 471

17 "*The Brown Act,*" California Attorney General (2003), p. 40

18 California Government Code section 54956.9(g)

19 *Trancas Property Owners Association v. City of Malibu* (2006) 138 Cal.App.4th 172

20 Government Code section 54956.9(e)

21 California Government Code section 54957.1

22 California Government Code section 54956.8

23 *Shapiro v. San Diego City Council* (2002) 96 Cal.App.4th 904; see also 93 Ops.Cal.Atty.Gen. 51 (2010) (redevelopment agency may not convene a closed session to discuss rehabilitation loan for a property already subleased to a loan recipient, even if the loan Incorporates some of the sublease terms and includes an operating covenant governing the property); 94 Ops.Cal.Atty.Gen. 82 (2011) (real estate closed session may address form, manner and timing of consideration and other items that cannot be disclosed without revealing price and terms).

24 73 Ops.Cal.Atty.Gen. 1 (1990)

25 California Government Code sections 54956.8 and 54954.5(b)

26 California Government Code section 54957.1(a)(1)

27 California Government Code section 54957(b)

28 63 Ops.Cal.Atty.Gen. 153 (1980); but see *Duvall v. Board of Trustees* (2000) 93 Cal.App.4th 902 (board may discuss personnel evaluation criteria, process and other preliminary matters in closed session but only if related to the evaluation of a particular employee).

29 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165; 85 Ops.Cal.Atty.Gen. 77 (2002)

30 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165; 80 Ops.Cal.Atty. Gen. 308 (1997). Interviews of candidates to fill a vacant staff position conducted by a temporary committee appointed by the governing body may be done in closed session.

31 California Government Code section 54957(b)(3)

32 88 Ops.Cal.Atty.Gen. 16 (2005)

33 *Morrison v. Housing Authority of the City of Los Angeles* (2003) 107 Cal.App.4th 860

34 California Government Code section 54957(b); but see *Bollinger v. San Diego Civil Service Commission* (1999) 71 Cal.App.4th 568 (notice not required for closed session deliberations regarding complaints or charges, when there was a public evidentiary hearing prior to closed session).

35 78 Ops.Cal.Atty.Gen. 218 (1995); *Bell v. Vista Unified School District* (2000) 82 Cal.App.4th 672; *Furtado v. Sierra Community College* (1998) 68 Cal.App.4th 876; *Fischer v. Los Angeles Unified School District* (1999) 70 Cal.App.4th 87

36 *Moreno v. City of King* (2005) 127 Cal.App.4th 17

37 California Government Code section 54957

38 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165

39 California Government Code section 54957.1(a)(5)

40 California Government Code section 54957.6

41 California Government Code section 54957.6(b); see also 98 Ops.Cal.Atty.Gen. 41 (2015) (a project labor agreement between a community college district and workers hired by contractors or subcontractors is not a proper subject of closed session for labor negotiations because the workers are not "employees" of the district).

42 California Government Code section 54957.6; and 51 Ops.Cal.Atty.Gen. 201 (1968)

43 California Government Code section 54957.1(a)(6)

44 California Government Code section 3549.1

45 California Government Code section 3540

46 California Government Code section 3547

47 California Education Code section 48918; but see *Rim of the World Unified School District v. Superior Court* (2003) 104 Cal.App.4th 1393 (Section 48918 preempted by the Federal Family Educational Right and Privacy Act in regard to expulsion proceedings).

48 California Education Code section 72122

49 California Education Code section 60617

50 California Government Code section 54956.96

51 California Government Code section 54956.7

52 California Government Code section 54957

53 *McKee v. Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force* (2005) 134 Cal. App.4th 354

54 California Government Code section 54957.8

55 California Government Code section 54962

56 California Health and Safety Code section 32106

57 California Government Code section 54956.75

58 California Government Code section 54956.81

59 California Government Code section 54956.86

60 California Government Code section 54956.87

61 California Government Code section 54956.95

62 46 Ops.Cal.Atty.Gen. 34 (1965)

63 82 Ops.Cal.Atty.Gen. 29 (1999)

64 Government Code section 54963

65 *Kleitman v. Superior Court* (1999) 74 Cal.App.4th 324, 327; see also California Government Code section 54963.

66 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363

67 80 Ops.Cal.Atty.Gen. 231 (1997)

68 76 Ops.Cal.Atty.Gen. 289 (1993)

69 California Government Code section 54963

70 California Government Code section 54963

71 California Government Code section 54957.1

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Chapter 6

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Chapter 6

REMEDIES

Certain violations of the Brown Act are designated as misdemeanors, although by far the most commonly used enforcement provisions are those that authorize civil actions to invalidate specified actions taken in violation of the Brown Act and to stop or prevent future violations. Still, despite all the safeguards and remedies to enforce them, it is ultimately impossible for the public to monitor every aspect of public officials' interactions. Compliance ultimately results from regular training and a good measure of self-regulation on the part of public officials. This chapter discusses the remedies available to the public when that self-regulation is ineffective.

Invalidation

Any interested person, including the district attorney, may seek to invalidate certain actions of a legislative body on the ground that they violate the Brown Act.[1] Violations of the Brown Act, however, cannot be invalidated if they involve the following types of actions:

- Those taken in substantial compliance with the law. No Brown Act violation is found when the given notice substantially complies with the Brown Act, even when the notice erroneously cites to the wrong Brown Act section, but adequately advises the public that the Board will meet with legal counsel to discuss potential litigation in closed session;[2]
- Those involving the sale or issuance of notes, bonds or other indebtedness, or any related contracts or agreements;
- Those creating a contractual obligation, including a contract awarded by competitive bid for other than compensation for professional services, upon which a party has in good faith relied to its detriment;
- Those connected with the collection of any tax; or
- Those in which the complaining party had actual notice at least 72 hours prior to the regular meeting or 24 hours prior to the special meeting, as the case may be, at which the action is taken.

Before filing a court action seeking invalidation, a person who believes that a violation has occurred must send a written "cure or correct" demand to the legislative body. This demand must clearly describe the challenged action and the nature of the claimed violation. This demand must be sent within 90 days of the alleged violation or 30 days if the action was taken in open session but in violation of Section 54954.2, which requires (subject to specific exceptions) that only properly agendized items are acted on by the governing body during a meeting.[3] The legislative body then has up to 30 days to cure and correct its action. If it does not act, any lawsuit must be filed within the next 15 days. The purpose of this requirement is to offer the body an opportunity to consider whether a violation has occurred and to weigh its options before litigation is filed.

Although just about anyone has standing to bring an action for invalidation,[4] the challenger must show prejudice as a result of the alleged violation.[5] An action to invalidate fails to state a cause of action against the agency if the body deliberated but did not take an action.[6]

Applicability to Past Actions

Any interested person, including the district attorney, may file a civil action to determine whether past actions of a legislative body occurring on or after January 1, 2013 constitute violations of the Brown Act and are subject to a mandamus, injunction, or declaratory relief action.[7] Before filing an action, the interested person must, within nine months of the alleged violation of the Brown Act, submit a "cease and desist" letter to the legislative body, clearly describing the past action and the nature of the alleged violation.[8] The legislative body has 30 days after receipt of the letter to provide an unconditional commitment to cease and desist from the past action.[9] If the body fails to take any action within the 30-day period or takes an action other than an unconditional commitment, a lawsuit may be filed within 60 days.[10]

The legislative body's unconditional commitment must be approved at a regular or special meeting as a separate item of business and not on the consent calendar.[11] The unconditional commitment must be substantially in the form set forth in the Brown Act.[12] No legal action may thereafter be commenced regarding the past action.[13] However, an action of the legislative body in violation of its unconditional commitment constitutes an independent violation of the Brown Act and a legal action consequently may be commenced without following the procedural requirements for challenging past actions.[14]

The legislative body may rescind its prior unconditional commitment by a majority vote of its membership at a regular meeting as a separate item of business not on the consent calendar. At least 30 days written notice of the intended rescission must be given to each person to whom the unconditional commitment was made and to the district attorney. Upon rescission, any interested person may commence a legal action regarding the past actions without following the procedural requirements for challenging past actions.[15]

PRACTICE TIP: A lawsuit to invalidate must be preceded by a demand to cure and correct the challenged action in order to give the legislative body an opportunity to consider its options. The Brown Act does not specify how to cure or correct a violation; the best method is to rescind the action being complained of and start over, or reaffirm the action if the local agency relied on the action and rescinding the action would prejudice the local agency.

Civil action to prevent future violations

The district attorney or any interested person can file a civil action asking the court to:

- Stop or prevent violations or threatened violations of the Brown Act by members of the legislative body of a local agency;
- Determine the applicability of the Brown Act to actions or threatened future action of the legislative body;
- Determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid under state or federal law; or
- Compel the legislative body to tape record its closed sessions.

It is not necessary for a challenger to prove a past pattern or practice of violations by the local agency in order to obtain injunctive relief. A court may presume when issuing an injunction that a single violation will continue in the future where the public agency refuses to admit to the alleged violation or to renounce or curtail the practice.[16] Note, however, that a court may not compel elected officials to disclose their recollections of what transpired in a closed session.[17]

Upon finding a violation of the Brown Act pertaining to closed sessions, a court may compel the legislative body to tape record its future closed sessions. In a subsequent lawsuit to enforce the Brown Act alleging a violation occurring in closed session, a court may upon motion of the plaintiff review the tapes if there is good cause to think the Brown Act has been violated, and make public the relevant portion of the closed session recording.

Costs and attorney's fees

Someone who successfully invalidates an action taken in violation of the Brown Act or who successfully enforces one of the Brown Act's civil remedies may seek court costs and reasonable attorney's fees. Courts have held that attorney's fees must be awarded to a successful plaintiff unless special circumstances exist that would make a fee award against the public agency unjust.[18] When evaluating how to respond to assertions that the Brown Act has been violated, elected officials and their lawyers should assume that attorney's fees will be awarded against the agency if a violation of the Act is proven.

An attorney's fee award may only be directed against the local agency and not the individual members of the legislative body. If the local agency prevails, it may be awarded court costs and attorney's fees if the court finds the lawsuit was clearly frivolous and lacking in merit.[19]

PRACTICE TIP: Attorney's fees will likely be awarded if a violation of the Brown Act is proven.

Criminal complaints

A violation of the Brown Act by a member of the legislative body who acts with the improper intent described below is punishable as a misdemeanor.[20]

A criminal violation has two components. The first is that there must be an overt act — a member of a legislative body must attend a meeting at which action is taken in violation of the Brown Act.[21]

"Action taken" is not only an actual vote, but also a collective decision, commitment or promise by a majority of the legislative body to make a positive or negative decision.[22] If the meeting involves mere deliberation without the taking of action, there can be no misdemeanor penalty.

A violation occurs for a tentative as well as final decision.[23] In fact, criminal liability is triggered by a member's participation in a meeting in violation of the Brown Act — not whether that member has voted with the majority or minority, or has voted at all.

The second component of a criminal violation is that action is taken with the intent of a member "to deprive the public of information to which the member knows or has reason to know the public is entitled" by the Brown Act.[24]

As with other misdemeanors, the filing of a complaint is up to the district attorney. Although criminal prosecutions of the Brown Act are uncommon, district attorneys in some counties aggressively monitor public agencies' adherence to the requirements of the law.

Some attorneys and district attorneys take the position that a Brown Act violation may be pursued criminally under Government Code section 1222.[25] There is no case law to support this view; if anything, the existence of an express criminal remedy within the Brown Act would suggest otherwise.[26]

Voluntary resolution

Arguments over Brown Act issues often become emotional on all sides. Newspapers trumpet relatively minor violations, unhappy residents fume over an action, and legislative bodies clam up about information better discussed in public. Hard lines are drawn and rational discussion breaks down. The district attorney or even the grand jury occasionally becomes involved. Publicity surrounding alleged violations of the Brown Act can result in a loss of confidence by constituents in the legislative body. There are times when it may be preferable to consider re-noticing and rehearing, rather than litigating, an item of significant public interest, particularly when there is any doubt about whether the open meeting requirements were satisfied.

At bottom, agencies that regularly train their officials and pay close attention to the requirements of the Brown Act will have little reason to worry about enforcement.

ENDNOTES:

1 California Government Code section 54960.1. Invalidation is limited to actions that violate the following sections of the Brown Act: section 54953 (the basic open meeting provision); sections 54954.2 and 54954.5 (notice and agenda requirements for regular meetings and closed sessions); 54954.6 (tax hearings); 54956 (special meetings); and 54596.5 (emergency situations). Violations of sections not listed above cannot give rise to invalidation actions, but are subject to the other remedies listed in section 54960.1.

2 *Castaic Lake Water Agency v. Newhall County Water District* (2015) 238 Cal.App.4th 1196, 1198

3 California Government Code section 54960.1 (b) and (c)(1)

4 *McKee v. Orange Unified School District* (2003) 110 Cal. App.4th 1310, 1318-1319

5 *Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547, 556, 561

6 *Boyle v. City of Redondo Beach* (1999) 70 Cal.App.4th 1109, 1116-17, 1118

7 Government Code Section 54960.2(a); Senate Bill No. 1003, Section 4 (2011-2012 Session)

8 Government Code Sections 54960.2(a)(1), (2)

9 Government Code Section 54960.2(b)

10 Government Code Section 54960.2(a)(4)

11 Government Code Section 54960.2(c)(2)

12 Government Code Section 54960.2(c)(1)

13 Government Code Section 54960.2(c)(3)

14 Government Code Section 54960.2(d)

15 Government Code Section 54960.2(e)

16 *California Alliance for Utility Safety and Education (CAUSE) v. City of San Diego* (1997) 56 Cal.App.4th 1024; *Common Cause v. Stirling* (1983) 147 Cal.App.3d 518, 524; *Accord Shapiro v. San Diego City Council* (2002) 96 Cal. App. 4th 904, 916 & fn.6

17 *Kleitman v. Superior Court* (1999) 74 Cal.App.4th 324, 334-36

18 *Los Angeles Times Communications, LLC v. Los Angeles County Board of Supervisors* (2003) 112 Cal. App.4th 1313, 1327-29 and cases cited therein

19 California Government Code section 54960.5

20 California Government Code section 54959. A misdemeanor is punishable by a fine of up to $1,000 or up to six months in county jail, or both. California Penal Code section 19. Employees of the agency who participate in violations of the Brown Act cannot be punished criminally under section 54959. However, at least one district attorney instituted criminal action against employees based on the theory that they criminally conspired with the members of the legislative body to commit a crime under section 54949.

21 California Government Code section 54959

22 California Government Code section 54952.6

23 61 Ops.Cal.Atty.Gen.283 (1978)

24 California Government Code section 54959

25 California Government Code section 1222 provides that "[e]very wilful omission to perform any duty enjoined by law upon any public officer, or person holding any public trust or employment, where no special provision is made for the punishment of such delinquency, is punishable as a misdemeanor."

26 The principle of statutory construction known as *expressio unius est exclusio alterius* supports the view that section 54959 is the exclusive basis for criminal liability under the Brown Act.

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APPENDIX I –

City of Hughson and OE3 Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF HUGHSON

AND

OPERATING ENGINEERS LOCAL UNION NO. 3 ON BEHALF OF THE CITY OF HUGHSON EMPLOYEES ASSOCIATION

July 1, 2018 to June 30, 2020

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SECTION 1. TERM OF UNDERSTANDING

This Memorandum of Understanding shall be in full force and effect for a period commencing on July 1, 2018 to June 30, 2020 unless modified, changed, or otherwise altered by force of law or by mutual agreement between the parties to this Understanding.

SECTION 2. PURPOSE

The purpose of this Memorandum of Understanding is to promote, and provide harmonious relations, peaceful resolution of disputes, and cooperation and understanding between the City and its employees covered herein, and to set forth the full and entire understanding reached as a result of meeting and conferring on hours, wages, and working conditions in accordance with state and federal law and City ordinances, rules and regulations.

SECTION 3. RECOGNITION

Operating Engineers Local 3, AFL-CIO, hereinafter referred to, as the "Union" is the recognized employee organization for the Professional and Technical Bargaining Unit, certified pursuant to Resolution 04-36, adopted by the City Council on April 26, 2004 and the Skilled Trades and Maintenance Unit, certified pursuant to Resolution 04-36 adopted by the City Council on April 26, 2004. As of July 1, 2012 both bargaining units were merged into one group known as "The City of Hughson Employees Association" and Operating Engineers Local 3, AFL-CIO is recognized as the exclusive sole bargaining representative for all classifications in "The City of Hughson Employees Association."

This Memorandum of Understanding shall cover the following Job Classifications:

Accounting Technician I/II
Building Inspector
Code Enforcement Officer
Maintenance Worker I/II
Mechanic/Maintenance Worker II
Office Assistant I/II
Parks and Recreation Coordinator
Parks Maintenance Worker
Planning and Building Assistant
Public Works Supervisor
Senior Accounting Technician
Senior Maintenance Worker
Senior Parks Maintenance Worker
Senior Water Treatment/Distribution System Operator
Wastewater Chief Plant Operator
Wastewater Treatment Plant Operator I/II
Wastewater Treatment Plant Operator-In-Training
Water Treatment/Distribution System Operator I/II

SECTION 4. UNION SECURITY

A. Dues Deduction

The Union may have the regular dues of its members within the representation unit deducted from employees' paychecks under procedures prescribed by the City for such deductions. The Union has the exclusive privilege of dues deduction for its members.

Authorization, cancellation or modification of payroll deductions shall be made upon forms provided or approved by the City. The payroll deduction authorization shall remain in effect until canceled or modified by the employee by written notice to the City or until the first day of the calendar month following the transfer of the employee to a unit represented by another employee organization as the representative of the unit to which the employee is assigned, or until employment with the City is terminated.

If an employee is promoted to a position, which is represented by another employee organization, or to an unrepresented unit, membership dues for the former unit will not be deducted from the employee's paycheck by the City.

Amounts deducted and withheld by the City shall be transmitted to the officer designated in writing by the Union as the person authorized to receive such funds, at the address specified.

The employee's earnings must be sufficient, after all other required deductions are made, to cover the amount of the deductions herein authorized. When an employee is in a non-pay status for an entire pay period, no withholdings will be made to cover that pay period from future earnings nor will the employee deposit the amount with the City which would have been withheld if the employee had been in pay status during that pay period. In the case of an employee who is in a non-pay status during a part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made.

All other required deductions have priority over the employee organization deduction.

B. Indemnity and Refund

The Union shall indemnify, defend and hold the City harmless against any claim made and against any suit initiated against the City on account of the deduction of Union dues or premiums for benefits. In addition, the Union shall refund to the City any amounts paid to it in error upon presentation of supporting evidence.

SECTION 5. INFORMATION AND USE OF FACILITIES

The City shall provide the Union with: (1) the name, job title, department, work location, work, home, and personal cellular telephone numbers, personal e-mail addresses on file with the City, and home address of any newly hired employee within 30 days of the date of hire or by the first pay period of the month following hire, whichever is later; (2) provide

a list of that same information for all employees in the bargaining unit upon request by the Union but no more frequently than every 120 days; (3) at least 10 days' notice of a scheduled new employee orientation unless there is an urgent need that is critical to the City's operations that was not reasonably foreseeable; and (4) access to the new employee during the orientation subject to agreed-upon terms as to the time and manner of the meeting. The purpose of such meeting shall be to allow the Union an opportunity to discuss the rights and obligations of the City, the Union, and the employee under this Understanding and to answer questions about membership.

The Union shall be allowed by the Department in which it represents employees use of space on available bulletin boards for communications having to do with official Union business such as times and places of meetings, provided that such use does not interfere with the needs of the Department or the City. The Union may submit to the City's Employee Relations Officer written communications having to do with official Union business for distribution by the City to identified shop stewards which distribution may be by e-mail.

Any representative of the Union shall give notice to the Department Head or designated representative when contacting Department employees on City facilities during the duty period of the employees, provided that solicitation for membership or other internal Union business shall be conducted during the non-duty hours of all employees concerned. Pre-arrangement for routine contact may be made with individual Department Heads and when made shall continue until revoked by the Department Head.

City buildings and other facilities may be made available for use by City employees of the Union or their representatives in accordance with such administrative procedures as may be established by the City Manager or Department Heads concerned.

SECTION 6. ADVANCE NOTICE

Except in cases of emergency, reasonable advance written notice shall be given to the Union if affected by any ordinance, resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the City and shall be given the opportunity to meet and confer, if requested, with the designated management representatives prior to adoption.

In cases of emergency, when the foregoing procedure is not practical, or in the best public interest, the City may adopt or put into practice immediately such measures as are required. At the earliest practicable date thereafter, the Union shall be provided with the notice described about and be given an opportunity, if requested, to meet and confer with the management representatives designated by the City Manager.

SECTION 7. ATTENDANCE AT MEETINGS BY EMPLOYEES

City employees who are official representatives or unit representatives of the Union shall be given reasonable time off with pay to attend meetings with City management

representatives, or be present at City hearings where matters within the scope of representation or grievances are being considered. Such employee representatives shall submit a request for excused absence to their respective Department Heads, in a manner satisfactory prior to the scheduled meetings whenever possible.

Time spent for this purpose during the representative's scheduled hours of work shall count as hours worked.

Attendance at meetings during non-work hours will not be counted as hours worked except in extraordinary circumstances as determined by the City.

SECTION 8. EMPLOYER-EMPLOYEE RELATIONS

A. Access to Personnel File

Employees may inspect all their individual personnel files upon request, in writing, to the Personnel Officer, at reasonable intervals during regular-business hours of the City. Once a year, copies of personnel file contents can be requested. A copy of the file will be provided without cost to the employee.

B. Contracting Out Work

The City agrees to meet and confer with representatives of the bargaining unit prior to contracting out any work normally performed by bargaining unit employees, if such contracting out would displace a regular employee of the bargaining unit. The City further agrees that work performed by employees of the bargaining unit will not be performed by non-bargaining unit employees, if such work would displace a regular employee of the bargaining unit.

SECTION 9. NO STRIKE

A. The employees covered by this Understanding recognize and agree that the rendering of services to the community cannot under any circumstances or conditions be withheld, interrupted, or discontinued, and that to do so could endanger the health, safety, and welfare of the inhabitants thereof. Therefore, during the term of this Understanding, neither the bargaining unit nor its agents or any employee, for any reason, will authorize, institute, aid, condone, or engage in a slowdown, work stoppage, strike, or any other interference with the work stoppage, strike, or any other obligations of the City, nor will it honor picket lines or sympathy strikes of other employers.

B. The bargaining unit agrees to notify all employees of their obligation and responsibility for maintaining compliance with this section, including their responsibility to remain at work during any interruption which may be caused or initiated by others, and to encourage employees violating this section to return to work.

C. The City may impose discipline, including discharge or suspension without pay, on any, some, or all of the employees participating therein, as the City may choose.

D. Nothing contained herein shall preclude the City from obtaining judicial restraint and damages in the event of a violation of this section.

SECTION 10. MANAGEMENT RIGHTS

A. It is understood and agreed that the City possess the sole right and authority to operate and direct the employees of the City and its various Departments in all aspects including, but not limited to:

1. The right to determine its mission and policies, and to set forth all standards of service offered to the public.

2. To plan, direct, control, and determine the operations or services to be conducted by employee of the City.

3. To direct the working forces.

4. To determine the number of personnel needed to carry out the departmental mission.

5. To hire, assign, schedule, and transfer employees within the Department or other related functions.

6. To promote, demote, suspend, discipline, or discharge for just cause or release from probation.

7. To establish work and productivity standards subject to meeting and conferring as required by law.

8. To assign overtime.

9. To lay off or relieve employees due to lack of work or funds, or for other legitimate reasons.

10. To make, publish, and enforce rules and regulations subject to meeting and conferring as required by law.

11. To introduce new or improved methods, equipment, or facilities.

12. To determine whether goods and services shall be made or purchased.

13. To take any and all actions as may be necessary to carry out the mission of the City in situations of civil emergency as may be declared by the Mayor, the City Council, the City Manager, or the Police Chief, provided that no right

enumerated herein shall be exercised or enforced in a manner contrary to or inconsistent with the provisions of the Understanding.

B. The preceding list is not intended to be exhaustive and this Understanding reserves the City all rights or powers not expressly limited by the terms of this Understanding. The Mayor, City Council, and City Manager have sole authority to determine the purpose and mission of the City and the amount of budget to be adopted thereto.

C. Nothing contained in this Understanding shall be construed as a guarantee of permanent employment, and continuance of employment shall be subject to good behavior, satisfactory work performance, necessity for the performance of work, and the availability of funds.

SECTION 11. NONDISCRIMINATION

A. Discrimination Prohibited

Neither the City nor the bargaining unit shall discriminate against any employee covered by this Understanding on the basis of: race, ethnicity, or color; religion or religious creed; sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression; sexual orientation; national origin, ancestry, or citizenship; age; physical or mental disability; legally-protected medical condition or information (including genetic information); marital or domestic partner status; family or medical leave status; military caregiver or veteran status; or any other protected class under federal, state, or local law.

B. Union Membership/Agency Shop

Neither the City nor the Union shall interfere with the right of employees covered by this Understanding to become or not to become members of a Union, and there shall be no discrimination against any such employees because of lawful Union membership or non-membership activity or status.

Accordingly, membership in the Union shall not be compulsory. A bargaining unit member has the right to choose, either; to become a member of the Union; or, to pay to the Union a fee for representation services; or, to refrain from either of the above courses of action upon the grounds of a bona fide religious objection as defined by Section 3502.5 of the Government Code to the payment of any fee in support of a Union or "employee organization" as defined in Section 3540.1(d) of the Government Code.

Such exempt bargaining unit member shall, as an alternative to payment of a representation fee to the Union, pay an amount equivalent to such representation fee to a charity to be mutually agreed to by the bargaining unit member and the Union.

C. Union Fair Representation

The bargaining unit agrees to and acknowledges its responsibility to fairly represent all employees in the bargaining unit without regard employment status or any of the protected classes referred to above.

SECTION 12. PAY AND BENEFITS

A. Retirement

Retirement for employees covered hereunder shall be 2.7% at 55 for "classic" members and 2.0% at 62 for new members under the California Public Employee Retirement System (PERS).

The employee contribution that must be paid by "classic" members shall be 8% per year during the term of this Understanding. New members must pay the full amount of the PERS-required contribution.

"Classic" members and new members are as defined by the California Public Employees' Pension Reform Act of 2013 (PEPRA).

B. Survivor's Benefit

The City shall provide PERS survivor benefits pursuant to California Government Code § 21574, to the extent allowed by law. City and employee will each pay their own share.

C. Overtime

It is the policy of the City to discourage employees from working in excess of their regularly scheduled hours. 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 ("comp time") 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 or "comp time" shall be incurred or accrued 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.

"Comp time" may be granted in lieu of overtime pay under specific circumstances with prior approval from the Department Head or supervisor. An employee may not accumulate

more than eighty (80) hours of "comp time" and any "comp time" hours accrued above eighty (80) hours will be paid as overtime wages. Cash out of accumulated "comp time" hours will be required upon an employee's promotion out of an existing classification or separation from employment with the City.

Except as otherwise specifically provided in this Understanding, wages and hours shall be governed by the federal Fair Labor Standards Act (FLSA).

D. Longevity

A regular 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.

E. Pay for Employees in an "Acting" Capacity

Any employee who, by reason of an emergency such as an accident, injury, or sickness, or any other reason (except regularly scheduled vacation time taken by another employee), 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 or she performs the duties of the higher classification. Such assignment shall be approved by the City Manager.

An employee serving in an acting capacity that is already receiving the same pay as the higher level position or more shall be paid one step above his or her current salary.

F. 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.

(1) 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.

(2) 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 the employee waives coverage in writing.

The City pays the cost for group insurance benefits for the employee as established by City Council resolution and/or as follows: Up to $1,650 per month for medical coverage and 100% for dental and vision coverages.

If the employee waives medical coverage, the employee shall be paid $500 per month for each month that he or she waives the coverage, provided that the employee provides proof of medical coverage through another source. All such "opt-out" payments will count as employee contributions unless the arrangement is an "eligible opt-out arrangement" meeting the following criteria:

1. The employee must provide "reasonable evidence" that the employee and all members of the employee's "tax family" (i.e., dependents on his or her tax return) have or are expected to have minimum essential coverage ("MEC") for the relevant period (i.e., the plan year for which the opt-out payment is offered).

2. The MEC cannot be coverage in the individual market, either on or off of the exchange; but it can be government coverage such as Medicare Part A, most Medicaid, CHIP, and most TRICARE programs.

3. "Reasonable evidence" may be the employee's attestation.

4. Reasonable evidence must be provided at least annually.

5. Reasonable evidence must be provided no earlier than a reasonable period before coverage starts (e.g., open enrollment). However, under certain circumstances, the City can allow an employee to provide it after the plan year starts.

The City cannot make opt-out payments (and, in fact, must not) if the City knows or has reason to know that the employee or family member does not or will not have MEC. Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents may be entitled to continuation of group health plan benefits at group rates plus costs to the City on the occurrence of certain qualifying events such as termination or retirement.

SECTION 13. PAY RATES

Pay rates are set forth in Schedule A attached hereto.

SECTION 14. HOURS OF WORK

City Administration hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Administration includes the Office of the City Manager, Community Development Department, and the Finance/Administrative Services Department. Public Works/Utilities Division hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. 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 in Administration take an unpaid one-hour lunch break as scheduled by the supervisor or Department Head. Public Works/Utilities employees take an unpaid half-hour lunch break from 12:00 p.m. to 12:30 p.m. All employees are allowed two fifteen (15) minute paid break periods, one in the morning and one in the afternoon.

SECTION 15. JURY DUTY AND COURT APPEARANCES

This section shall not apply to any employee who is 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 to serve on inquest or 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.

SECTION 16. 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.

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 (1,000 hours). 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.

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 continuous service with the City of Hughson, and having unused accumulated sick leave, shall be paid an amount equivalent to 25% of his or her then current daily wage rate for each day of unused sick leave. At his or her option, the employee may convert the amount due to medical/dental

insurance premiums for coverage offered by the City to current employees. 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.

The employee shall report sick leave prior to the start of his or her work shift whenever possible or as soon as practical if the employee should become ill after the start of the 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.

Employees shall, whenever possible, make dental, medical and similar appointments on Saturday, or other non-work days. 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, father-in-law of the employee.

For employee injury or disability falling with 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 or her 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 or her 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 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.

SECTION 17. VACATION LEAVE

A. 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 Section 17.B of this MOU):

(1) Less than five years' service = 8 hours per month (12 days per year).
(2) After five years' service = 11.32 hours per month (17 days per year).
(3) After ten years' service = 14 hours per month (21 days per year).
(4) After fifteen years' service = 16 hours per month (24 days per year).

B. Vacation Leave Accumulation

In order to give effect to this Understanding 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 320 hours.

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 the 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.

C. Cash Payment Option for Vacation

An employee may elect to receive a cash payment for up to a maximum of 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 a fiscal year.

SECTION 18. HOLIDAYS

Regular employees shall be entitled to the following holidays with pay:

Two Floating Holidays	Independence Day (4th of July)
New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
Lincoln's Birthday	Thanksgiving Day (4th Thursday in November)
Washington's Birthday	Day after Thanksgiving Day (4th Friday in November)
Memorial Day	Christmas Day - 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 accommodations for the employee to observe the Sabbath or other religious observance 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.

Any employee who might be required to work on any of the above holidays shall be compensated at overtime rates in accordance with Section 12.C of the Memorandum of Understanding. If a holiday falls on an employee's regular day off, he/she 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.

SECTION 19. BEREAVEMENT LEAVE

Any eligible employee shall be granted bereavement leave with pay as necessary but not to exceed three (3) workdays upon the occasion of the death of a close relative. For purposes of the section, close relative shall be those specified in Section 16 of this MOU. 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.

SECTION 20. GRIEVANCES

A. 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 available only to regular employees.

B. 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 or in the case of extenuating circumstances, the time limits of any step may be extended.

C. 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.

D. 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.

E. Grievance Procedure/Second Step (Formal Grievance)

If an informal grievance is not resolved to the satisfaction of the grievant, the grievant may initiate a formal grievance in writing to the Department Head (unless the Department Head is his or her immediate supervisor, in which event the grievance shall be to the City Manager). The formal 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 formal grievance shall be initiated within fifteen (15) working days of the decision rendered in the informal grievance procedure.

Within fifteen (15) working days after the filing of the formal grievance, the Department Head shall give his or her decision in writing to the grievant.

F. Grievance Procedure/Third Step (Appeal)

If the grievant is not satisfied with the decision rendered by the Department Head, the grievant may appeal the decision in writing within five (5) working days to the City Manager. If the grievant does not appeal the decision to the City Manager 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.

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

Within ten (10) working days after the meeting on the appeal, the City Manager shall issue a written decision concerning the employee's appeal. The decision of the City Manager shall be final.

SECTION 21. "Y" RATE

When an employee's classification is changed to a lower paid classification as the result of a classification study or other action, the employee may be placed on a "Y" rate. A "Y" rate means that the monthly compensation for the employee shall remain in effect until such time as further changes in the pay range of the new classification exceeds the "Y" rate.

SECTION 22. UNIFORM ALLOWANCE

The City will provide uniforms and laundering thereof for each Public Works Department/Utilities employee and said employees shall wear the uniforms on the job. 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 23. 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.

SECTION 24. STANDBY LEAVE

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 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 eight (8) hours blocks, i.e., Monday-Friday workweek standby may be 8, 16 or 24-hour blocks.

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

Compensation for "standby" shall be as follows:

(1) Employees assigned to standby duty shall be paid or may accrue compensatory time-off of two (2) hours at the straight-time rate for every eight (8) hours of standby, and shall be paid or may accrue compensatory time-off at a one and one-half (1 ½) rate 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 or may accrue compensatory time-off of two (2) hours at the straight-time rate for every eight (8) hours of standby, and shall be paid or may accrue compensatory time-off at a two and one-half (2 ½) rate for all actual time worked while on standby duty status.

SECTION 25. CALL BACK

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 ½) for all time actually worked with a minimum of two (2) hours pay. For the purposes 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.

SECTION 26. INCENTIVE PAY

The following incentives are available to employees within this bargaining unit. The maximum incentive pay an employee can receive for the combination of qualified licenses and certificates, bilingual certification, and/or educational degrees is five percent (5%). All percentages refer to percent of base pay.

Proof establishing eligibility for incentive pay must be presented to the City Manager for approval. The incentive pay will be included on the next payroll following approval by the City Manager. It is the responsibility of the employee to provide adequate proof.

A. Licenses and Certificates (Public Works/Utilities employees only)

Backflow Device–Reporting*	2%
Backflow Device	1%
Pesticide Qualified Applicator License–Reporting *	2%
Pesticide Qualified Applicator License	1%
Water Distribution Operator I	1%
Water Distribution Operator II	1%
Water Treatment Operator I	1%
Water Treatment Operator II	1%

*Management will identify and select one member responsible for reporting.

The maximum incentive pay an employee can receive for qualified licenses or certificates is five percent (5%) of base pay. Those employees who are required through their job description to maintain a listed license or certificate are not eligible for the incentive.

B. Bilingual Certification (Accounting Technician I/II and Office Assistant I/II only)

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. 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 certifications shall be determined by the City subject to review and input by the Union. Employees shall be fluent to a level so as to easily communicate with Spanish speaking customers and the public on City business matters.

The maximum incentive pay for bilingual certification that an employee can receive is two and one-half percent (2.5%).

C. Educational Degrees (All City of Hughson Employees Association members)

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.

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 a qualified educational degree is three percent (3%). Those employees who are required through their job description to maintain the degree are not eligible for the incentive.

SECTION 27. ENTIRE UNDERSTANDING

This Understanding supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein. The parties acknowledged that during the negotiations, which resulted in this Understanding, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Understanding. The bargaining unit recognizes that the City has the freedom to make changes in all operations or terms and conditions of employment without further negotiations with the bargaining unit except as such may violate any expressed terms of this Understanding. This constitutes the complete and entire agreement between the parties and may only be amended during its term by the parties' mutual agreement in writing and, if required, approved by the City Council, except that for any matters not covered herein, but covered in the City's Personnel Rules or Regulations, the latter shall control.

SECTION 28. SAVINGS

If any provision of this Understanding is subsequently declared by legislative or judicial authority to be invalid, unlawful, unenforceable, or not in accordance with applicable statutes, all other provisions of this Understanding shall remain in full force and effect.

If any provisions of this Understanding are found to be in conflict with the statutory powers of the City, said statutory powers shall take precedence.

The provisions of this Understanding shall be subordinate and subject to any present or subsequent federal law, state law, or City Charter provision.

The terms of this Understanding supersedes any inconsistent provision in an ordinance, rule or other governing document with the City has power to amend.

SECTION 29. FULL UNDERSTANDING, MODIFICATION AND WAIVER

This Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any and all prior or existing Memoranda of Understanding, Understandings, and Agreements, regarding the matters set forth herein, whether formal or informal are hereby superseded and terminated in their entirety.

Existing practices and/or benefits, which have a direct effect on employee wages, hours, or other terms and conditions of employment, which are not referenced in or inconsistent with this

Understanding shall continue without change unless modified or abolished by mutual agreement of the parties.

It is the intent of the parties that Ordinances, Board resolutions, rules and regulations enacted pursuant to this Understanding be administered and observed in good faith.

Nothing in this Understanding shall preclude the parties' from mutually agreeing to meet and confer on any subject within the scope of representation during the term of this Understanding.

EXHIBIT "A"

Job Title	Current Range	Fiscal Year 2018-2019	Fiscal Year 2019-2020
Accounting Technician I	56	64	71
Accounting Technician II	75	77	79
Building Inspector	102	104	106
Code Enforcement Officer	77	81	85
Maintenance Worker I	54	59	64
Maintenance Worker II	72	74	76
Mechanic/Maintenance Worker II	80	82	84
Office Assistant I	29	39	48
Office Assistant II	34	44	53
Park and Recreation Coordinator	32	34	36
Park Maintenance Worker	72	74	76
Planning and Building Assistant	92	94	96
Public Works Supervisor	97	99	101
Senior Accounting Technician	87	89	91
Senior Maintenance Worker	80	82	84
Senior Parks Maintenance Worker	80	82	84
Senior Water Treatment/Distribution System Operator	100	102	104
Wastewater Chief Plant Operator	100	102	104
Wastewater Treatment Plant Operator I	84	86	88
Wastewater Treatment Plant Operator II	92	94	96
Wastewater Treatment Plant Operator-In-Training	63	65	67
Water Treatment/Distribution System Operator I	76	78	80
Water Treatment/Distribution System Operator II	84	86	88

For Operating Engineers Local Union No. 3
of the International Union of Operating Engineers, AFL-CIO

Russ Burns
Business Manager

8-10-18
Date

Carl Goff
President

8-10-18
Date

Dan Reding
Vice-President

8-10-18
Date

James K. Sullivan
Recording-Corresponding Secretary

8-10-18
Date

Tim Neep
Director, Public Employee Division

8-10-18
Date

Darren Semore
Business Representative

7-3-2018
Date

For City of Hughson

Raul L. Mendez
City Manager

7/2/18
Date

APPENDIX J –

LOCC – A Primer on California City Finance

LEAGUE OF CALIFORNIA CITIES

A Primer on California City Finance

LEAGUE OF CALIFORNIA CITIES

A Reprint of *Western City* Magazine, March 2005

A Primer on California City Finance

by Michael Coleman

You've been elected to the city council. You already know that the question of money arises for every local issue. So how does your city pay its bills? While every city is different — each with its own needs, local economy, expectations, protocols, responsibilities and finances — the essential elements of city revenues and spending are the same throughout California.

About This Primer

Western City first published "A Primer on California City Finance" in 2002. The passage of Proposition 1A by California voters in 2004 changed key elements of city financing by enhancing the level of control cities will be able to exercise over their property tax, sales tax and vehicle license fee revenues, and minimizing the possibility of state funding take-aways. This updated primer explains these changes, providing a fresh look at the revenue sources that a city budget comprises and the rules and requirements governing the use of these various funds.

An Overview of City Revenue Sources

City officials may ask: What money does our city get and how is it spent? Revenue, the bread and butter of city budgets, comes from a variety of sources. Some is restricted to certain uses by law. Some revenue is payment for a specific service by customers. Other revenue requires voter approval for rate increases. Still other revenue comes from state and federal agencies, and the city has no control over how much it receives. The California Constitution and state law provide some specific distinctions among municipal revenue sources.

Taxes

A tax is a charge for public services and facilities. There need not be a direct relationship between the services and facilities used by an individual taxpayer and the tax paid. Cities may impose any tax not otherwise prohibited by state law (Gov't. Code section 37100.5). The state prohibits local governments from taxing certain items, including cigarettes, alcohol and personal income; these are taxed by the state for its own purposes.

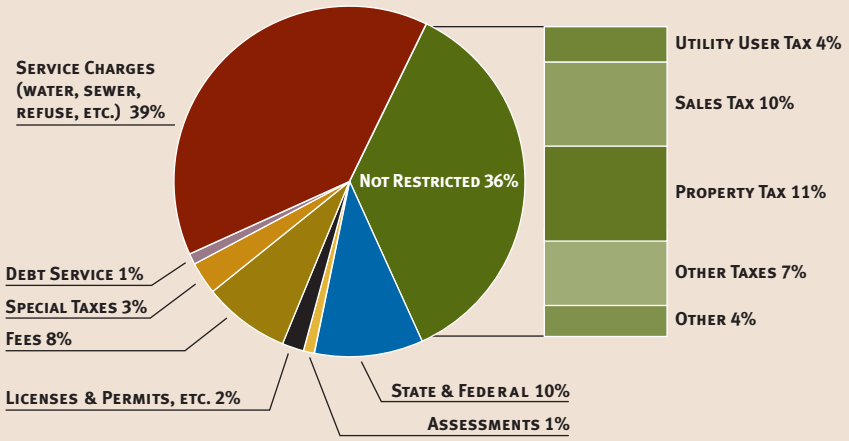
The California Constitution distinguishes between a general tax and a special tax. General tax revenues may be used for any purpose. A majority of voters must approve a new general tax, its increase or extension in the same election in which city council members are elected. Special tax revenues must be used for a specific purpose, and two-thirds of voters must approve a new special tax, its increase or extension.

Fees, Charges and Assessments

A fee is a charge imposed on an individual for a service that the person chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or facility for which

Michael Coleman is principal of Coleman Advisory Services and fiscal consultant to the League. He can be reached at <coleman@cal.net>. More information on city finance is available on Coleman's website at www.californiacityfinance.com.

Typical California City Revenues*



** Based on total cities statewide*

the fee is charged, plus overhead. Examples of city fees include water service, sewer service connection, building permits, recreation classes and development impact fees.

Cities have the general authority to impose fees (charges and rates) under the cities' police powers granted by the state Constitution (Article XI, sections 7 and 9). There are specific procedures in state law for fee and rate adoption. Proposition 218 provides special rules for property-related fees used to fund property-related services.

Special benefit assessments are charges levied to pay for public improvements or services within a predetermined district or area, according to the benefit the parcel receives from the improvement or services. The state Constitution requires property-owner approval to impose a benefit assessment. Other locally raised revenues include licenses and permits; franchises and rents; royalties and concessions, fines, forfeitures and penalties; and investment earnings.

Intergovernmental Revenue

Cities also receive revenue from other government agencies, principally the state and federal governments. These revenues include general or categorical support monies called subventions, as well as grants for specific projects, and reimbursements for the costs of some state mandates. Intergovernmental revenues provide 10 percent of city revenues statewide.

Other City Revenues

Other sources of revenue to cities include rents, concessions and royalties; investment earnings; revenue from the sale of property; proceeds from debt financing; revenues from licenses and permits; and fines and penalties. Each type of revenue has legal limitations on what may be charged and collected as well as how the money may be spent.

Putting Money in Its Proper Place

The law restricts many types of city revenues to certain uses. As explained above, a special tax is levied for a specific program. Some subventions are designated by law for specific activities. Fees are charged for specific services, and fee revenue can fund only those services and related expenses. To comply with these laws and standards, finance departments segregate revenues and expenditures into separate accounts or funds. The three most important types of city funds are special revenue funds, enterprise funds and the general fund.

Special revenue funds are used to account for activities paid for by taxes or other designated revenue sources that have specific limitations on use according to law. For example, the state levies gas taxes and subvenes some of these funds to cities and counties. A local government deposits gas tax revenue in a special fund and spends the money for streets and road-related programs, according to law.

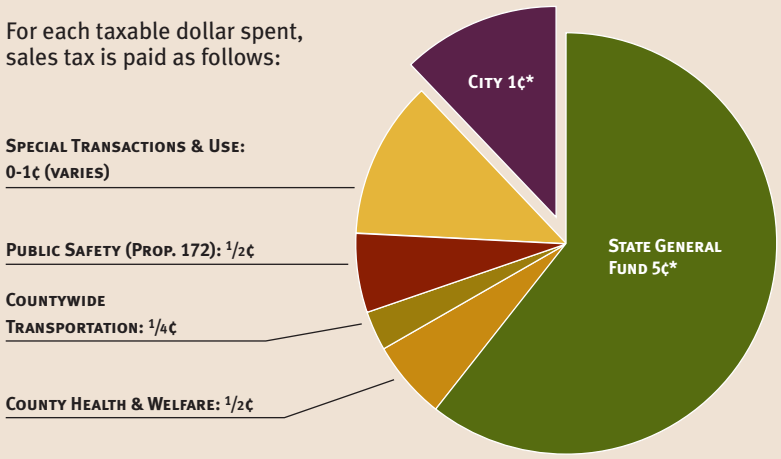
continued

City Responsibilities Differ

Comparing revenues and expenditures of different cities can be difficult because cities vary according to the needs of their constituents and the nature of the local economy, as well as the service and financial responsibilities of the city. Less than 25 percent of California cities are full-service cities, responsible for funding all of the major city general fund-supported services such as police, fire, library, parks and recreation, and planning. In about three out of 10 California communities, a special district provides fire services with property tax revenue that would otherwise go to the city. In six out of 10 cities, library services are provided and funded by another public agency. On the revenue side, these differences in financial responsibility among cities are generally reflected in the allocation of property tax revenue. Other city tax rates and allocations are unrelated to service responsibility.

Sales Tax: How Much Goes to Your City?

For each taxable dollar spent, sales tax is paid as follows:



*Under Prop. 57, beginning in FY 2004–05, the local (city) sales tax rate is reduced by 0.25 percent and the state rate increased by 0.25 percent to repay state fiscal recovery bonds. Cities and counties are reimbursed dollar for dollar with additional property tax. This arrangement, known as the "triple flip," will last about 10 years until the bonds are repaid.

Notes

1. California sales tax revenues are distributed based on the place ("situs") where each sale occurs.
2. Cities receive about 6 percent and counties get 94 percent of Prop. 172 funds. The funds are restricted for public safety services such as police, fire, district attorney and jails.
3. The state sales tax rate is 6.25 percent, including 0.5 percent for county health and welfare programs, 0.5 percent for Prop. 172 and 0.25 percent for the Prop. 57 "triple flip."
4. The city portion of sales tax goes to the county if the sales transaction occurs in an unincorporated area of the county.
5. Many counties and some cities add transaction and use rates ranging from 0.25 percent to 1.25 percent. These additional rates cause the total California sales tax to vary from 7.25 percent to 8.75 percent.
6. Some cities share a portion of their 1-cent rate with their county.

Source: California State Board of Equalization, Coleman Advisory Services

Enterprise funds are used to account for self-supporting activities that provide services on a user-charge basis. For example, many cities provide water treatment and distribution services to their residents. Users of these services pay utility fees, which the city deposits in a water enterprise fund. Expenditures for water services are charged to this fund.

The general fund is used to account for money that is not required legally or by sound financial management to be accounted for in another fund. Major sources of city general fund revenue include sales and use tax, property tax and local taxes, including business license tax, hotel tax and utility user taxes.

Major City Revenues

Sales and Use Tax. The sales tax an individual pays on a purchase is collected by the state Board of Equalization and includes a state sales tax, the locally levied Bradley-Burns sales tax and several other components. The *sales tax* is imposed on the total retail price of any tangible personal property. (State law provides a variety of exemptions to the sales and use tax, including resale, interstate sales, intangibles, food for home consumption, candy, bottled water, natural gas, electricity and water delivered through pipes, prescription medicines, agricultural feeds, seeds, fertilizers and sales to the federal government.) A *use tax* is imposed on the purchaser for transactions in which the sales tax is not collected. Sales and use tax revenue received by cities is general purpose revenue and is deposited into a city's general fund. Although cities vary widely, on average, sales and use tax revenue provides 30 percent of city general purpose revenue and often as much as 45 percent.

Cities and counties may impose additional transaction and use taxes in increments of 0.25 percent with a two-thirds city council approval and majority voter approval. A city may impose more than one transaction and use tax: One might be for a general purpose; a second might be for a special purpose. The combined rate of the city and county transaction and use taxes may not exceed 2 percent.

Property Tax. The property tax is an ad valorem (value-based) tax imposed on real property and tangible personal property. (State law provides a variety of exemptions to the property tax, including most government-owned property; nonprofit, educational, religious, hospital, charitable and cemetery properties; the first $7,000 of an owner-occupied home; business inventories; household furnishings and personal effects; timber; motor vehicles, freight and passenger vessels; and crops and orchards for the first four years). California Constitution Article XIIIA (Prop. 13) limits the property tax to a maximum 1 percent of assessed value, not including voter-approved rates to fund debt. The assessed value of property is capped at 1975–76 base year plus inflation — or 2 percent per year. Property that declines in value may be reassessed at the lower market value. Property is reassessed to current full value upon change in ownership (with certain exemptions). Property tax revenue is collected by counties and allocated according to state law among cities, counties, school districts and special districts.

The share of property tax revenue allocated to a city varies depending on a variety of factors, including:

- The service responsibilities of the city (for example, if fire services are funded and provided by a fire district, then the district gets a portion that would otherwise go to the city);
- The presence of a redevelopment agency, which retains a portion of revenue growth; and
- The historic (1980) tax rates of the city in relation to other local taxing entities.

City property tax revenues are also affected by local property values.

Business License Tax (BLT). Most cities in California levy a business license tax. Tax rates are determined by each city, which collects the taxes. Business license taxes are most commonly based on gross receipts or levied at a flat rate but are sometimes based on the quantity of goods produced, number of employees, number of vehicles, square footage of the business or some combination of factors. In all cases, cities have adopted their tax as a general tax. On average, the business license tax provides about 3 percent of city general revenue and often as much as 6 percent. For businesses that operate in more than one city, state or county, cities can impose a business license tax on only that portion of the business transacted in that city.

Transient Occupancy Tax (TOT). Like the business license tax, a TOT may be levied by a city under the police powers granted to cities in the state Constitution. More than 380 cities in California impose TOT on people staying for 30 days or less in a hotel, inn or other lodging facility. Rates range from 4 to 15 percent of the lodging cost. In nearly all cases, cities have adopted these as general taxes, but some cities make a point of budgeting the funds for tourism or business development-related programs. Among cities that impose a TOT, it provides 7 percent of a city's general revenues on average and often as much as 17 percent.

continued

The Effects of Proposition 13

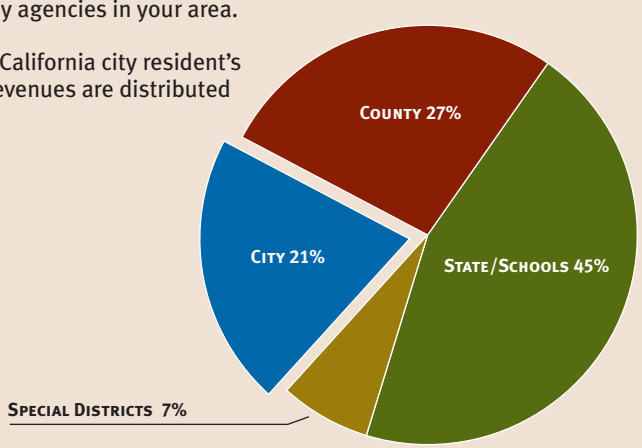
Proposition 13 produced the following results:

- Elderly and low-income homeowners' tax burden was decreased;
- Similarly situated properties are taxed differently;
- Local government property tax revenues were cut by 60 percent;
- Revenue windfalls from personal income tax produce $1 billion for the state and $1.6 billion for the federal government annually;
- Cities and counties raised user fees and local taxes;
- The authority to allocate local property tax shifted to the state (Prop. 1A now limits the state's authority);
- Counties and schools rely more heavily on the state general fund with a corresponding shift in power;
- Cities rely more heavily on other general revenues, including locally imposed taxes and the sales and use tax; and
- Tax rates/shares (from 1980) are now out of sync with service demands.

Property Tax: How Much Goes to Your City?

The allocation of property taxes to government agencies varies among different areas, depending on historic (pre-Prop. 13) property tax levels and which services are provided by agencies in your area.

On average, a California city resident's property tax revenues are distributed as follows:



Notes

1. This is the rate for the average city for properties not in a redevelopment area. Results vary depending on the extent of services provided by your city. Full-service cities may receive slightly more. Cities in which fire services are provided by a special district receive less, with the difference going to the fire district.
2. For properties in the unincorporated area of a county, the county gets a bigger share of the property tax, which would otherwise go to a city. If the area ever incorporates, some of the county share becomes the share for the new city.
3. City and county property tax shares include "property tax in lieu of Vehicle License Fee."
4. This does not include the temporary reimbursement for city sales tax with property tax for sales tax under the Prop. 57 "triple flip."

Source: California State Board of Equalization, Coleman Advisory Services

The Facts About Proposition 1A

In November 2004, California voters approved Prop. 1A, a ballot measure sponsored by the League and a broad coalition that included Governor Arnold Schwarzenegger, legislators, other local governments, and public safety, business and community organizations. This landmark amendment to the state Constitution was intended to restore predictability and stability to local government budgets. The measure:

1. Strengthens prohibitions against unfunded state mandates by requiring the state to suspend state mandates in any year the Legislature does not fully fund those laws;
2. Expands definition of state mandate to include transfer of responsibility of a program for which the state previously had full or partial responsibility; and
3. Prohibits the state from:
   - Reducing the local Bradley-Burns Uniform Sales & Use Tax rate or altering its method of allocation, except to comply with federal law or an interstate compact;
   - Decreasing Vehicle License Fee revenue from the 0.65 percent rate without providing replacement funding to cities and counties; and
   - Shifting property taxes from cities, counties or special districts, with the following exceptions:
     a) The state may reallocate among cities, counties and special districts (but not schools or any other local entity) with a two-thirds vote of both houses of the Legislature.
     b) Beginning in FY 2008–09, the state may borrow up to 8 percent of the property tax revenue within a county (currently about $1.3 billion on a statewide basis) if:
        - The governor declares a "fiscal hardship";
        - The Legislature enacts an urgency statute by a two-thirds vote;
        - The funds are repaid within three years;
        - The FY 2003–04 VLF backfill gap has been repaid;
        - Any previous borrowing of this kind has been repaid; ***and***
        - The state has not borrowed from the revenues more than twice in 10 years.

Utility User Tax (UUT). More than 150 cities (collectively representing a majority of the state's population) impose a utility user tax. UUT rates vary from 1 to 11 percent and are levied on the users of various utilities, which may include telephone, electric, gas, water and cable television. For cities that impose the UUT, it provides an average of 15 percent of general revenue and often as much as 22 percent.

Vehicle License Fee (VLF). The VLF is a tax imposed by the state on the ownership of a registered vehicle in place of taxing vehicles as personal property. Under California Constitution Article XI, section 15, VLF revenue (based upon a rate of 0.65 percent) must go to cities and counties. Since 1948, the VLF tax rate had been 2 percent. In 1998, the Legislature and governor began cutting the tax, backfilling the loss to cities and counties with a like amount of state general fund money. In 2004, the state reduced the rate to 0.65 percent and re-placed the state general fund backfill to cities and counties with additional property tax in lieu of VLF (see paragraph below). The VLF is collected by the state Department of Motor Vehicles (DMV). Most VLF revenue goes to fund county health and welfare programs (75 percent) and DMV administrative charges (14 percent). The allocation to cities is on the basis of population and provides about 1 percent of general revenues to the average city budget.

Property Tax in Lieu of Vehicle License Fee. In FY 2004–05, cities and counties began receiving additional property tax to replace VLF revenue that was cut when the state repealed the state general fund backfill for the reduction in the VLF. Beginning in FY 2005–06, this property tax in lieu of VLF grows with the change in gross assessed valuation of taxable property in the jurisdiction from the prior year. Property tax in lieu of VLF allocations are in addition to other property tax apportionments.

Property tax revenue (including property tax in lieu of VLF) accounts for more than one-third of general revenue for the average full-service city. For cities that do

not fund fire service, property tax revenue represents on average 25 percent of general revenue.

Parcel Tax. This is a special nonvalue-based tax on property, generally based on either a flat per-parcel rate or a variable rate depending on the size, use or number of units on the parcel. Parcel taxes require two-thirds voter approval and are imposed for a variety of purposes, including police and fire services, parks, libraries and open space protection. Parcel taxes provide less than 1 percent of city revenues statewide.

Rents, Royalties and Concessions. Examples of revenues generated through the use of city property include royalties from natural resources taken from city property, the sale of advertising in city publications, payments from concessionaires operating on city property, facility rentals, entry charges, on- and off-street parking charges and even golf fees.

Franchises. Franchise fees are collected in lieu of rent for use of city streets from refuse collectors, cable television companies and utilities. Some franchise charges are limited by statute.

Fines, Forfeitures and Penalties. Cities receive a share of fines and bail forfeitures from misdemeanors and infractions committed within city boundaries. State law determines the distribution and use of state-imposed fines and forfeitures, but cities determine penalties for violations of their municipal codes.

Service Charges and Fees. Cities have authority to impose fees, charges and rates for services and facilities they provide, such as plan checking or recreation classes. Use of these revenues is limited to paying for the service for which the fees are collected, but may include overhead, capital improvements and debt service.

City utilities and enterprises supported by service fees constitute a substantial portion of most city budgets. These include water, sewer, electricity and solid waste services. In some cities, a public or private agency other than the city provides and funds these services.

Most Discretionary Dollars Go to Public Safety

In most cities, roughly two-thirds of the total city budget is either earmarked for specific purposes (such as special taxes, restricted state grants and debt obligations like bonds) or is fee revenue used to pay for services provided. In the typical full-service city, three out of five of these discretionary dollars are spent on police and fire services.

… And There's More

City budgets can be bewildering. Myriad laws and limitations make city funding a very complicated subject. Understanding the essentials of city finance is critical for any city decision-maker. Elected officials find their job is made easier when they are able to explain the basic elements of municipal finance to their constituents. ■

Trends in California City Finance

The following list summarizes trends in California city finance.

- State and federal aid to California cities is declining, down from 21 percent of a city's budget in 1974–75 to 10 percent today.
- The sales tax base is declining, due to a shift toward a service-oriented economy and increasing Internet and catalog retail sales.
- Limitations on taxes and fees that cities can impose are driven by Prop. 13, Prop. 218 and other state laws.
- State population growth is higher in cities.
- Cities must respond to citizens' demand for a greater array of services that bring with them additional costs and new challenges (high tech, cable, transit, etc.).
- Public safety spending is up.
- Infrastructure improvements and maintenance are lagging.

For More Information

More information about city finance is available from these online sources:

- *California Local Government Finance Almanac*, www.californiacityfinance.com
- *Primer on California's Tax System*, Legislative Analyst's Office, www.lao.ca.gov
- *The Fiscal Condition of California Cities*, Institute for Local Government, www.ilsg.org

In addition, the following publications are available from CityBooks. To order, call (916) 658-8257 or visit www.cacities.org/store.

- *Municipal Revenue Sources Handbook*, League of California Cities. $25; Item No. 1031
- *Local Government Dollars & Sense by* Len Wood. $30; Item No. 105

After Proposition 1A: What's Next for California City Finance?

California city officials and their partners in the LOCAL ("Leave Our Community Assets Local") coalition should feel very proud of what they have accomplished in the past few years. Surprising many political pundits, they succeeded in building the grassroots organization and raising the funds needed to qualify a constitutional amendment for the statewide ballot. Then they ran a successful statewide campaign that resulted in passage of Proposition 1A by almost 84 percent — a truly remarkable achievement. As explained in this primer, the passage of Prop. 1A will end the practice of state take-aways of local funds needed to pay for local services.

But even as local officials give themselves a well-deserved pat on the back, now is not the time for complacency. If city officials have learned anything during the past 15 years, it's that they need to be constantly vigilant about state actions that can impact local decision-making. Sometimes proposed legislation is the source of concern. But impacts can also occur as a result of new ballot measures attempting to amend or contradict constitutional provisions that currently protect local funds.

What can local officials do? What can anyone do, if they care about local democracy?

A lot — much remains to be done. The League of California Cities is working hard to ensure that we maintain and build upon the activities that made Prop. 1A possible. All these activities depend upon the active involvement of League members, as well as labor, business and community groups who care about protecting local services.

How You Can Help Protect Local Services

- **Become an advocate.** Your participation is critical as fiscal issues are debated in the state Capitol or when measures that could undermine local decision-making are placed on the statewide ballot.
- **Help to educate your legislators** on how your city would be impacted by legislative proposals. Contact your League regional representative to volunteer for this and other efforts. Find your regional rep's contact info online at www.cacities.org/regionalrepresentative.
- **Sign up for electronic League Action Alerts** that you receive whenever there's a pressing need for your legislator to hear directly from you. Visit the League's online Advocacy Center (www.cacities.org/advocacy) to receive alerts that include sample letters you can write and send online, or talking points to use when you call your legislators. It's fast, it's easy — and it's effective!
- **Contribute to CITIPAC**, the League's political action committee. The League needs non-public funds to engage in ballot measure advocacy. Your dollars help make that possible. Learn how you can help by visiting www.citipac.org.

Learn More. Stay abreast of proposals that would impact local services.

- Make regular visits to the League's website (www.cacities.org). You'll find information on issues affecting California cities and resources to help understand the issues. You can also find out how to get involved with League advocacy activities.
- Subscribe to *Priority Focus*, the League's weekly online newspaper (www.cacities.org/priorityfocus) and *Western City*, the League's award-winning monthly magazine (www.westerncity.com).
- If you're a city official, sign up for a League listserv. You'll be better connected with your colleagues in other cities and receive (www.cacities.org/listserv).

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APPENDIX K –

Contract – City Manager

SECOND AMENDED EMPLOYMENT CONTRACT

THIS SECOND AMENDED EMPLOYMENT CONTRACT ("Contract") is made and entered into this 22nd day of April, 2019, by and between the City of Hughson, California, a general law city organized under the laws of the State of California, hereinafter called "Employer," and Raul L. Mendez, hereinafter called "Employee", and is effective as of June 17, 2019 ("Effective Date") upon the natural expiration of the Parties April 25, 2017 First Amended Employment Contract.

The parties agree as follows:

SECTION 1. DUTIES.

A. General.

Employer hereby employs Employee as City Manager to perform the functions and duties specified in the laws of the State of California, the Municipal Code of the City of Hughson, and the Ordinances and Resolutions of the City of Hughson, and to perform such other duties and functions as the Council shall from time to time assign.

SECTION 2. TERM.

A. The term of this Contract shall be for three (3) years, commencing the Effective Date and terminating at 11:59 P.M. on June 16, 2022.

B. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time.

C. Notwithstanding any other provision in this Section 2, this contract may be earlier terminated in accordance with Section 7 of this contract

D. Employee shall remain in the exclusive employment of Employer, and shall neither accept other employment nor become employed by any other employer except upon written approval of Employer.

E. The term "employed" shall not be construed to include occasional teaching, writing, or consulting performed on Employee's time off.

SECTION 3. DISABILITY.

If Employee shall, for whatever reason, become incapable of performing any of the essential functions of Employee's position, even with reasonable accommodation by Employer, either

1. Permanently, or

2. For a period exceeding the period of leave available to the Employee under the Family Medical Leave Act or the California Family Rights Act, or accrued sick leave, whichever is longer, then Employee shall be deemed to have suffered a disability. Employer and Employee agree that the time period specified in 2. above is a reasonable accommodation by Employer, and that granting longer time would be an undue hardship on Employer due to the importance of the City having a permanent city manager.

SECTION 4. SALARY.

Employer agrees to pay Employee, effective June 17, 2019, for his duties, at Range 194, Step E of the City's Salary Schedule which as of the Effective Date of this Contract is a base monthly salary of Twelve Thousand Four Hundred Forty-One dollars and Fifty-Two cents ($12,441.52) payable in installments at the same time as other Employees of the Employer are paid. Effective June 17, 2020 and June 17, 2021, Employee's base monthly pay shall increase by 4% annually per the City's Salary Schedule. After the execution of this Contract, if the Employer provides a cost of living adjustment ("COLA") to all employees of the City, Employee shall be entitled to the same COLA. For purposes of calculating future base monthly salary increases as a result of a COLA, the amount of the COLA shall be applied only to the base month salary set forth in the City Salary Schedule. The City Council shall have the discretion to increase Employee's base monthly salary at any time.

SECTION 5. HOURS OF WORK.

Employee is expected to devote a great deal of time outside normal office hours to business of Employer. To that end Employee will be allowed to take compensatory time off as he shall deem appropriate, during said office hours.

SECTION 6. AUTOMOBILE ALLOWANCE.

Employee shall receive an automobile allowance of $500.00 per month for the general business use of his personal vehicle, however, Employer shall also reimburse Employee at the IRS standard mileage rate for any business use of his personal vehicle for any single business trip totaling more than 100 miles. Employee may, at his discretion, use a City vehicle for business purposes.

Employee shall receive a technology allowance of $100.00 per month for the business use of Employee's cell phone.

SECTION 7. TERMINATION

This contract shall terminate upon the occurrence of any of the following events:

A. The death of Employee.

B. The dissolution or bankruptcy of Employer.

C. The disability of Employee, as defined in Section 3 of this contract.

D. The majority of the City Council of Employer votes to terminate the Employee at a duly authorized meeting without cause.

E. If the Employer, citizens or legislature act or acts to amend any provision of applicable law which substantially changes the role, powers, duties, authority, or responsibilities of the Employee, the Employee shall have the right to declare that such amendments constitute termination.

F. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement and will be regarded as termination.

G. If the Employee resigns following an offer to accept resignation, or a suggestion that Employee resign, whether formal or informal, by any member of the City Council of Employer acting as representative of the majority of the City Council, then the Employee may declare a termination as of the date of the suggestion.

H. Breach of contract declared by either party with a thirty (30) day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided.

I. Conviction of Employee of any public offense which is a felony, and/or involves moral turpitude, and/or the punishment for which includes a prohibition of holding public employment.

SECTION 8. SEVERANCE PAY

If this Contract is terminated because of the reasons specified in Section 7.D., 7.E., 7.F., 7.G., or an uncured breach by Employer pursuant to 7.H., Employer shall pay severance pay to Employee in an amount equal to Six (6) months' salary if termination occurs prior to the last Six (6) months of the term of this Contract. If the Contract is terminated as set forth in this section during the last Six months of the term of this Contract, Employer shall pay severance pay to Employee in an amount equal to the number of months remaining of the term of this Contract.

If this contract is terminated for any reason specified in Section 7, Employee shall be paid for all accrued vacation time and accrued paid holidays.

SECTION 9. VACATION AND SICK LEAVE.

Employee shall accrue vacation, sick, or other Employer-authorized, leave, in the same manner as other Employees of City.

SECTION 10. DISABILITY, HEALTH AND LIFE INSURANCE.

Employee shall be provided the same disability, health, dental, vision and life insurance that is presently provided other management employees.

SECTION 11. RETIREMENT.

Employer shall pay Employee's contribution to the Public Employees Retirement System in accordance with adopted policies of Employer. The Employer shall provide a qualified 457 deferred compensation plan for Employee's continued participation, and in addition to the base salary paid by the Employer to Employee, Employer agrees to pay an amount equal to two percent (2%) of Employee's base salary into the designated plan on Employee's behalf, in equal proportionate amounts each pay period.

SECTION 12. DUES AND SUBSCRIPTIONS.

Employer shall budget and pay for the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement and for the good of Employer. The limit of such expenses shall be $200.00 monthly.

SECTION 13. PROFESSIONAL DEVELOPMENT.

A. Employer shall budget for and pay the travel and subsistence expenses of Employee for professional official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for Employer, including but not limited to the State League of California Cities, International City/County Management Association, and such other national, regional, state and local governmental groups and committees thereof of which Employee may serve as a member.

B. Employer shall budget and pay for the travel and subsistence expense of Employee for short courses, institutes and seminars necessary for his professional development and for the good of the Employer.

C. The expenses specified in Section 13.A. and Section 13.B. shall be preapproved by the City Council.

D. Employer will perform a written annual performance evaluation within 30 days of June 17, in 2019, 2020, and 2021. In the event that Employer fails to timely perform the evaluation, Employee may issue a written notice under Section 7.H demanding that the Employer perform the evaluation within 30 days of the date of the written notice. In the event the Employer fails to perform the evaluation within 30 days of Employee's written notice, Employee may declare a termination of the Contract under Section 7.H .

SECTION 14. REIMBURSEMENT OF EXPENSES.

To the extent Employee necessarily issues expenses in the performance of his duties, Employee will receive reimbursement therefore. Employee shall submit a claim form to employer in the form and manner required of any employee. The requirement for a claim form shall apply to mileage reimbursement under Section 6 of this contract.

SECTION 15. INDEMNIFICATION.

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager, or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise or settle a claim or suit and agrees that he will sign any settlement agreement involving only the payment of money by the Employer or a third party. However, if the Employee is a named party to the suit and the settlement agreement requires that the Employee perform or refrain from performing any conduct, Employee's written consent must be given for the compromise or settlement, which consent shall not be unreasonably withheld. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation if those services occur after Employee is no longer an Employee of the Employer.

SECTION 16. BONDING.

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 17. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

A. Employer, in consultation with Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Contract, the Municipal Code, or any other law.

B. Unless otherwise specifically provided herein, all provisions of the Municipal Code and regulations and rules of Employer relating to vacation and sick leave, retirement system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of the Employer.

SECTION 18. NOTICES.

Notices pursuant to this Contract shall be in writing given by deposit in the custody of the United State Postal Service, postage prepaid, addressed as follows:

(1) Employer: Mayor,
City of Hughson, P.O. Box 9,
Hughson, CA 95326

(2) Employee: Raul L. Mendez
5801 Chenault Drive
Modesto, CA 95356

Alternatively, notices required pursuant to this Contract may be personally served in the same manner as is applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 19. GENERAL PROVISIONS.

A. The text herein shall constitute the entire Contract between the parties.

B. This Contract shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

C. This Contract shall become effective on the date first written above.

D. If any provision, or any portion thereof, contained in this Contract is held unconstitutional, invalid or unenforceable, the remainder of this Contract, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Hughson has caused this Contract to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Contract, both in duplicate, the day and year first above written.

"EMPLOYER"

CITY OF HUGHSON

By: _____
JERAMY YOUNG, Mayor

ATTEST:

_____
ASHTON GOSE, City Clerk

APPROVED AS TO FORM:

_____
DANIEL J. SCHROEDER, City Attorney

"EMPLOYEE"

_____
RAUL ~~L. MENDEZ~~

1265747-3

APPENDIX L –

Contract – City Attorney

Neumiller & Beardslee
ATTORNEYS AND COUNSELORS | EST. 1903
A Professional Corporation

ATTORNEY-CLIENT REPRESENTATION AGREEMENT

THIS AGREEMENT ("**Agreement**") is entered into by and between Neumiller & Beardslee, A Professional Corporation ("**Firm**") and the City of Hughson ("**Client**").

SECTION 1
CONDITION

If this Agreement accurately describes the services the Firm is to perform for you and the terms for payment of the resulting legal fees and expenses that you will incur, please countersign one of the duplicate originals of this letter and return it to us. **THIS AGREEMENT WILL TAKE EFFECT AS PROVIDED BY SECTION 18.**

SECTION 2
SCOPE AND NATURE OF SERVICES

Client hires the Firm to provide legal services and to perform all normal and usual duties of a City Attorney, including, without limitation, those specified in the California Government Code, and shall serve as chief legal advisor to Client. This Agreement also covers other legal matters which Client may refer to the Firm from time to time and which the Firm agrees to represent Client. Firm will provide those legal services reasonably required to represent Client. The Firm will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. Services in any matter not described above will require a separate written agreement.

SECTION 3
ATTORNEY-CLIENT CONFIDENTIALITY

This Agreement contains attorney work product prepared only for the confidential use of the Client and is subject to the attorney-client privilege.

SECTION 4
CLIENT'S DUTIES

Client agrees to be truthful with the Firm, to cooperate, to keep the Firm informed of any information or developments which may come to Client's attention that impact the services provided by the Firm. Client agrees to abide by this Agreement, pay the Firm's invoices on time, and to keep the Firm advised of Client's address, telephone number and whereabouts. Client will assist the Firm in providing necessary information and documents and will appear when necessary at legal proceedings.

SECTION 5
BILLING PRACTICES, INVOICES, PAYMENTS, AND LATE CHARGES

A. **Separate Files for Matters.** The Firm will typically set up separate files for each matter for which we provide service and will invoice those files to you under the assigned matter names. When the Firm's services are completed for a matter, the Firm will separately close and then store the closed files. The Firm may classify small matters that do not warrant setting up separate files as part of a "general" category and will invoice those matters under the "general" matter (although separate files will be opened for minor work if you request).

B. **Billing Factors.** The Firm takes into account a number of factors in billing for services rendered, and all invoices are reviewed before they are issued to ensure that the amount charged is appropriate. The principal factor is usually the Firm's schedule of hourly rates. Most invoices for services are simply the product of the hours worked, multiplied by the hourly rates for the attorneys and legal assistants who performed the work.

C. **Activities Billed.** The Firm will charge for all activities undertaken in providing legal services to Client under this Agreement, including but not limited to the following: **(i)** conferences (including preparation and participation); **(ii)** review and preparation of correspondence and legal documents; **(iii)** legal research and case analysis; and **(iv)** telephone and e-mail communications. The Firm will charge for the performance of work by individual matter on an hourly basis.

D. **Use of Multiple Attorneys.** Depth and diversity of experience and skill is a major asset of the Firm. From time to time, it will be reasonable and necessary for two or more attorneys to meet or confer regarding the facts, law, strategy or tactics of a situation, in order to provide services to Client in the most efficient, prudent, and cost-effective manner. When two or more of the Firm's personnel are engaged in working on a matter at the same time, such as in conferences between them, or with Client, the Firm will review and consider the subject of the work and the reasonable necessity of having multiple personnel involved in determining whether the total amount billed for such conferences, consultations or meetings should be invoiced.

E. **Monthly Statements.** The Firm will send Client monthly statements reflecting attorney fees and costs incurred and their basis, any amounts applied from Client's trust account deposits, and any current balance owed. Client will pay any balance in full upon receipt. Any balance remaining unpaid after thirty (30) days will incur late charges at the rate of seven-tenths of one percent (0.7%) per month, compounded annually, but in no event higher than the maximum interest rate permitted by law.

SECTION 6
LEGAL FEES

Client shall pay Firm for services performed as follows:

A. Client shall pay fee of $1,600.00 per month for Attorney's attendance, at up to 3 meetings per month. The fee shall be paid whether or not such meetings are held or attendance is waived.

B. For hours worked in excess of the 3 meetings set forth above, Client shall pay $250.00 per hour for time worked by principals, shareholders and of counsel; $215.00 per hour for time worked by Associates; and $130.00 per hour for Paralegals, Legal Interns and Legal Assistants.

Our time is billed in increments of not less than one-tenth of an hour for each task performed at a time and rounding up for each partial increment. In addition, we will generally bill a minimum of two-tenths of an hour for each task given administrative costs and lost productivity associated with shifting attention from task to task. All time recorded on a given day may be recorded in one entry and in certain situations may be recorded in one entry for all days spent on a matter. The rates on the schedule set out below are subject to change upon thirty (30) days' written notice to Client. If Client declines to pay increased rates, the Firm will have the right to withdraw as attorney for Client.

SECTION 7
COSTS AND OTHER CHARGES

A. **General.** The Firm will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include, service of process charges, filing fees, court and deposition reporters' fees, jury fees, notary fees, deposition costs, out-of-country long distance telephone charges, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs, including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or special master fees and other similar items. Except for the items listed below, all costs and expenses will be charged at the Firm's cost.

In-office photocopying (black/white copies)	$0.25 per page
In-office photocopying (color copies)	$1.00 per page
Facsimile charges	$1.00 per page
Mileage	IRS Allowable Rate

B. **Out of town travel.** Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel to the Firm's personnel. Client will also be charged the hourly rates for the time the Firm's personnel spend traveling.

C. **Experts, Consultants and Investigators.** To aid in the preparation or presentation of Client's case, it may become necessary to hire expert witness, consultants or investigators. Client agrees to pay such fees and charges. The Firm will select any expert witnesses, consultants or investigators to be hired, and Client will be informed of persons chosen and their charges.

D. **Court Action or Arbitration**. If the matter involves a court action or arbitration, Client understands that Client may be required to pay fees or costs, or both, to other parties in the action. Any such payment will be entirely the responsibility of Client.

SECTION 8
ESTIMATED FEES AND COSTS

From time to time, estimates of fees and costs likely to be incurred in a given matter or if a given course of action is pursued may be provided by the Firm. Any estimate provided to Client at any time is only an estimate and is not a flat fee or a not-to-exceed amount. Actual legal fees can vary widely depending upon the circumstances of the matter, including the number of meetings, the number of changes required to documents, and how much coordination with third parties is required to obtain information or for other purposes. The estimate also ***excludes*** any costs or amounts necessary to be paid

to third (3rd) parties to complete the work, unless such fees or amount are specifically noted in the estimate. The Firm does not guarantee that actual fees and costs will fall within any estimate provided.

SECTION 9
NO GUARANTY OF OUTCOME

Nothing in this Agreement and nothing in the Firm's statements to Client will be construed as a promise or guarantee about the outcome of the matter. While the Firm will make every effort to achieve favorable results for Client, the Firm makes no promise or guarantee of any result. The Firm's comments about the outcome of the matter are expressions of opinion only.

SECTION 10
LITIGATION REPRESENTATION

If this matter involves litigation, the Firm will represent Client through trial and post-trial motions. This Agreement does not cover representation on appeal or in execution proceedings after judgment unless specifically included in the scope of representation above. Separate arrangements must be agreed to between the Firm and Client for appeals or for execution proceedings after judgment.

SECTION 11
TAX ADVICE AND REPRESENTATION

The Firm will not provide tax advice or representation with or before taxing agencies or authorities, however, we will be happy to work with your tax professional or CPA to coordinate results intended to implement their advice or strategies, but not in any way that could be construed to violate matters specified in the *IRS Circular 230 Disclosure*, which provides that any U.S. tax advice contained in a communication shall not be used for and cannot be used for: **(i)** purposes of avoiding any tax related penalties that may be imposed under Federal tax laws, or **(ii)** the promotion, marketing or recommending to another party of any transaction or matter for such purposes.

SECTION 12
CONFLICTS OF INTEREST

Pursuant to *California Rules of Professional Conduct*, an attorney must avoid representation of adverse interests. Adverse interests may be in the form of actual or potential conflicts. An actual conflict of interest typically exists when the attorney is representing or has previously represented a party whose interests are adverse to Client's interests in the present matter. A potential conflict occurs where representation of Client in the current matter could develop into an actual conflict in the future. In the event of an actual or potential conflict, the Firm may, and in some cases must, withdraw from Client's representation, or in some cases the Firm may proceed with representation after fully informing Client of the actual or potential conflict and obtaining the written consent of Client and any other necessary parties. Conflicts that would cause the Firm to be in violation of any provision of the *California Rules of Professional Conduct*, *Business and Professions Code*, or any other applicable law cannot be waived by the client, and the Firm will be required to withdraw as counsel. **IF CLIENT IS AWARE OF ANY ACTUAL OR POTENTIAL CONFLICT, CLIENT MUST NOTIFY THE FIRM BEFORE SIGNING THIS AGREEMENT.**

SECTION 13
ELECTRONIC RESOURCES AND CLOUD STORAGE

To increase the Firm's efficiency for the Client, the Firm regularly makes use of email and cellular telephone communications. These technologies are not encrypted and although the Firm believes

the risk is slight, there is some possibility that confidential communications with the Client could become compromised. The Firm also makes use of off-site computer storage facilities which, although such facilities are encrypted and password protected, does expose communications and material kept at the computer storage facility or "in the cloud" to possible compromise. By agreeing to the Firm's representation, Client consents to the Firm's use of these technologies.

SECTION 14
CLIENT FILES

At the termination of services under this Agreement, or as the Firm completes individual matters for Client and closes the active files for those matters, the Firm will release promptly to Client, upon Client's request, all of Client's papers and property as to the closed matters, subject to any protective order or nondisclosure agreement. After five (5) years have passed, since the termination of services under this Agreement or from the closing date of particular client matters under this Agreement, the Firm may dispose of Client's papers and property. If Client desires to have the Firm retain Client's papers and property beyond five (5) years, after the termination of such services, Client must make separate arrangements with the Firm. "Client's papers and property" include correspondence, deposition transcripts, exhibits, experts' reports, legal documents, physical evidence, and other items reasonably necessary to Client's representation, whether Client paid for them or not, to the extent necessary to avoid prejudicing Client's interest, and including electronic versions of those documents as available.

SECTION 15
WITHDRAWAL AND TERMINATION OF REPRESENTATION

The Client has the right to terminate the Firm as Client's attorney at any time, in which case the Client will advise the Firm of that decision, in writing. The Firm reserves the right to withdraw from representing the Client, if the Client fails to follow the terms of this Agreement, if the Client has misrepresented or failed to disclose material facts to the Firm, or if the Client has not followed the Firm's advice. If the Firm is required to file a motion to withdraw as attorney, the Client agrees that any of the above will constitute good cause for withdrawal. Good cause for withdrawal will also be any circumstance that would render the Firm's continuing representation unlawful or unethical. On termination of the Firm, the Client will be responsible for obtaining new counsel and for paying the balance due to the Firm for costs and services rendered to the time of termination.

SECTION 16
INTEGRATION CLAUSE

This Agreement, when signed by Client, is the sole Agreement between the Firm and the Client with regard to the matters it addresses unless an Advance Deposit Agreement, Joint Representation Agreement or Grant of Lien Agreement have also been entered into between Firm and the Client in which case those agreements a applicable will also be a part of the overall agreement between the Firm and Client. No prior agreement, arrangement, or understandings pertaining to those matters is affective for any purpose. This Agreement may only be changed by a writing signed by both parties or an oral agreement but only to the extent that the parties perform the oral agreement.

SECTION 17
SEVERABILITY IN EVENT OF PARTIAL INVALIDITY

If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

SECTION 18
EFFECTIVE DATE

The effective date of this Agreement will be the date on which the Firm is in receipt of a copy of this Agreement, fully signed by Client, along with any advance deposit if one was requested. The attorney-client relationship will commence on the effective date of this Agreement, except that the terms of this Agreement and the attorney-client relationship will apply to any work that the Firm may have done for Client's benefit before the date of this Agreement. **THE FIRM HAS NO OBLIGATION TO PROVIDE LEGAL SERVICES, UNTIL YOU RETURN AN EXECUTED COPY OF THIS AGREEMENT TO THE FIRM. IF YOU FAIL TO RETURN AN EXECUTED COPY OF THIS AGREEMENT TO THE FIRM, YOU ARE STILL OBLIGATED TO PAY FOR SERVICES PERFORMED AT YOUR REQUEST.**

SECTION 19
MEDIATION

If a dispute arises out of or relating to any aspect of this Agreement between Client and Law Firm, or the breach thereof, and if the dispute cannot be settled through negotiation, Law Firm and Client agree to discuss in good faith the use of mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

SECTION 20
ARBITRATION

A. **Arbitration of all Disputes Including Claims of Malpractice**. Any controversy between the parties regarding the construction, application or performance of any services under this Agreement, and any claim arising out of or relating to this Agreement or its breach, shall be submitted to binding arbitration upon the written request of either party after the service of that request on the other party. The parties shall appoint one person to hear and determine the dispute. If the parties cannot agree, then the arbitration service *Judicial Arbitration and Mediation Service* ("**JAMS**") shall be asked to choose an impartial arbitrator pursuant to their rules whose decision shall be final and conclusive on all parties. The Firm and Client shall each have the right of discovery in connection with any arbitration proceeding in accordance with *Code of Civil Procedure Section 1283*.05. The parties shall bear their own legal fees and costs for all claims. The sole and exclusive venue for the arbitration and or any legal dispute shall be San Joaquin County, California.

B. **Binding Arbitration**. If there is any disagreement between the parties concerning fees, this Agreement or any other claim, including a claim of attorney malpractice, relating to the legal matter that arises out of the Firm's legal representation, the Client agrees to submit that dispute to binding arbitration, under the rules of JAMS.

C. **Alternative State Bar Arbitration of Fees.** In any dispute subject to the jurisdiction of the State of California over attorney's fees, charges, costs or expenses, Client has the right to elect arbitration pursuant to the fee arbitration procedures of the State Bar of California, as set forth in *California Business and Professions Code Section 6200, et seq.* rather than using the procedures set out in **Subsection B** of this Section. The State Bar of California procedures permit a trial after arbitration, unless the parties agree in writing, after the dispute has arisen, to be bound by the arbitration award. If, after receiving a notice of Client's right to arbitrate, Client does not elect to proceed under the State Bar fee arbitration procedures, and file a request for fee arbitration within thirty (30) days, any dispute over

fees, charges, costs or expenses, will be resolved by binding arbitration as provided in **Subsection B** of this Section.

D. **Disclosures and Confirmation Regarding Arbitration**. Because each party is giving up a right, Client is encouraged to have independent counsel of Client's choice review these arbitration provisions and this entire Agreement before signing this Agreement. Client and the Firm confirm that they have read and understand **Subsections A through D** of this Section, and voluntarily agree to binding arbitration. In doing so, Client and the Firm voluntarily give up important constitutional rights to trial by judge or jury, as well as rights to an appeal.

Client _____ The Firm _____

SECTION 21
USE OF SCANNED AND ELECTRONIC SIGNATURES

By agreeing to the Firm's representation, Client agrees that scanned counterparts of this Agreement that have been signed by and exchanged between Client and the Firm will be deemed binding and effective in the same manner as signed original documents.
AGREED AND ACCEPTED this 14th day of September, 2015.

Raul Mendez, City Manager
City of Hughson

Daniel J. Schroeder
Attorney at Law

9-28-15
Date

ENCLOSED ARE TWO (2) ORIGINALS OF THIS AGREEMENT. IF THE TERMS OF THIS AGREEMENT MEET WITH YOUR APPROVAL, PLEASE SIGN ONE (1) ORIGINAL AGREEMENT AND RETURN TO ME IN THE ENCLOSED RETURN ENVELOPE. YOU MAY RETAIN THE OTHER ORIGINAL FOR YOUR FILE. IF PREFERRED, YOU MAY SEND THE SIGNED AGREEMENT TO THE FIRM BY FACSIMILE OR BY EMAIL IN PDF FORMAT.

CITY OF HUGHSON

Annual Financial Report

Fiscal Year Ended June 30, 2018

CITY OF HUGHSON
ANNUAL FINANCIAL REPORT
Fiscal Year Ended June 30, 2018

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CITY OF HUGHSON
ANNUAL FINANCIAL REPORT
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INDEPENDENT AUDITOR'S REPORT

The Members of the City Council of the
City of Hughson
Hughson, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Hughson, California (City) as of and for the fiscal year ended June 30, 2018, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Hughson, California, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

OFFICES: BEVERLY HILLS · CULVER CITY · SANTA MARIA

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Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 13, Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual – General Fund, and the Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget to Actual – Refuse Special Revenue Fund, Schedule of Changes in the Net Pension Liability and Related Ratios, and Schedule of Pension Contributions on pages 60 through 62 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Hughson's basic financial statements. The Budgetary Comparison Schedules for the Public Facilities Capital Projects Fund and Nonmajor Governmental Funds; the Combining Financial Statements for the Nonmajor Governmental Funds, and the Nonmajor Enterprise Funds listed in the table of contents are presented for purposes of additional analysis and are not required parts of the basic financial statements.

The Budgetary Comparison Schedules for the Public Facilities Capital Projects Fund and Nonmajor Governmental Funds; the Combining Financial Statements for the Nonmajor Governmental Funds, and the Nonmajor Enterprise Funds are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 12, 2019, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Moss, Levy & Hartzheim

Moss, Levy & Hartzheim, LLP
Culver City, California
March 12, 2019

This discussion and analysis provides an overview of the City of Hughson's financial performance for the fiscal year ended June 30, 2018. This report has been prepared in accordance with Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standard Board (GASB). We encourage our readers to consider this information in conjunction with the information provided in the accompanying basic financial statements and notes. The City's fiscal highlights are presented below:

FINANCIAL HIGHLIGHTS

Financial highlights of fiscal year ended June 30, 2018 include the following:

Government-wide:

- The City's total net position was $77,887,966 as of June 30, 2018. Of this total, $34,545,409 was governmental net position and $43,342,557 was business-type net position.
- Governmental revenues include program revenues of $2,612,944 and general revenues and transfers of $2,028,302, for a total of $4,641,246.
- Governmental expenses were $4,197,644.
- Business-type program revenues, transfers and interest were $5,729,579 while business-type expenses were $3,596,109.

Fund Level:

- Governmental fund balances *increased* $717,601 in fiscal year 2018.
- Governmental fund revenues *decreased* $169,114 in fiscal year 2018. Of this decrease, 39% or $66,622 relates to a reduction in sales and use taxes, while 41% or $69,489 relates to a reduction in fines and forfeitures
- Governmental fund expenditures *decreased* $267,407 in fiscal year 2018.

General Fund:

- General Fund revenues of $2,872,843 were $84,863 *lower* than the prior year.
- General Fund expenditures of $2,719,408 represented an *increase* of $156,597 over the prior year.
- General Fund fund balance of $3,483,633 as of June 30, 2018, *increased* by $196,311 from 2017 fiscal year's fund balance of $3,287,322.

OVERVIEW OF THE ANNUAL FINANCIAL REPORT

This Annual Financial Report is divided into five parts:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to these financial statements
4. Required supplementary information
5. Other supplemental information

Government-wide Financial Statements

The Government-wide financial statements provide a longer-term view of the City's activities as a whole and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the City as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations.

The Statement of Activities provides information about all the City's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of each of the City's programs. The Statement of Activities explains in detail the change in net positions for the fiscal year.

All of the City's activities are grouped into governmental activities and business-type activities, as explained below. The amounts in the Statement of Net Position and the Statement of Activities are separated into governmental activities and business-type activities in order to provide a summary of these two activities for the City as a whole.

Government-wide financial statements are prepared on the accrual basis, which mean they measure the flow of all economic resources of the City as a whole.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities – All of the City's basic services are considered to be governmental activities. These services are supported by the general City revenues such as taxes, and by specific program revenues such as user fees and charges.

Business-type Activities – The City's enterprise activities of water, and wastewater are reported in this area. Unlike governmental services, these services are supported by charges paid by users based on the amount of service they use.

Fund Financial Statements

The fund financial statements report on the City's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the City's General Fund and other major funds. The fund financial statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts.

The fund financial statements provide detailed information about each of the City's most significant funds, called major funds. Major funds account for the major financial activities of the City and are presented individually, while the activities of non-major funds are presented in summary, with subordinate schedules presenting the detail for each of these other funds. The concept of major funds, and the determination of which funds are major, was established by the Governmental Accounting Standards Board (GASB) Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each major fund is presented individually, with all non-major funds summarized and presented only in a single column. Subordinate schedules present detail of these non-major funds. Major funds present the major activities of the City for the fiscal year, and may change from year to year as a result of changes in the pattern of the City's activities.

In the City's case, there are three major governmental funds in addition to the General Fund: Home Loan Special Revenue Fund, Refuse Special Revenue Fund, and Public Facilities Capital Projects Fund.

The City reports 2 major and 2 non-major enterprise funds

Fund financial statements include governmental and proprietary funds as discussed below.

Governmental fund financial statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the governmental fund financial statements.

Proprietary funds financial statements are prepared on the full accrual basis and includes all of their assets and liabilities, current and long-term.

FINANCIAL ACTIVITIES OF THE CITY AS A WHOLE

This analysis focuses on the net positions and changes in net positions of the City as a whole. Tables 1, 2 and 3 focus on the City's Governmental Statement of Net Position and Statements of Activities, while Tables 4, 5 and 6 focuses on the City's Business-type Statement of Net Position and Statement of Activities.

Table 1

	Governmental Activities 2018	Governmental Activities 2017
Assets		
Cash and investments	$ 8,137,398	$ 7,589,855
Other assets	2,276,075	2,304,812
Capital assets, net	25,997,065	26,109,025
Total Assets	36,410,538	36,003,692
Deferred Outflows of Resources		
Pension	508,217	419,444
Total Def. Outflows	508,217	419,444
Liabilities		
Long term liabilities	1,781,408	1,539,532
Other liabilities	495,313	663,842
Total Liabilities	2,276,721	2,203,374
Deferred Inflows of Resources		
Pension	96,625	73,735
Total Def. Inflows	96,625	73,735
Net Position		
Net investment in capital assets	25,997,065	26,109,025
Restricted	6,460,854	5,858,030
Unrestricted	2,087,490	2,178,972
Total Net Position	$ 34,545,409	$ 34,146,027

The City's governmental net position amounted to $34,545,409 as of June 30, 2018, an *increase* of $399,382 over 2017. This increase in the change in net position is reflected in the Governmental Activities column of the Statement of Activities shown in Table 2. The City's net position as of June 30, 2018 comprised the following:

Cash and investments comprised **$8,137,398.** Substantially all of these amounts were held in short term investments in government securities, as detailed in Note 3 to the financial statements.

Receivables comprised **$621,226** of current receivables and loans receivable of **$1,654,849** that is due over longer periods of time as explained the Notes.

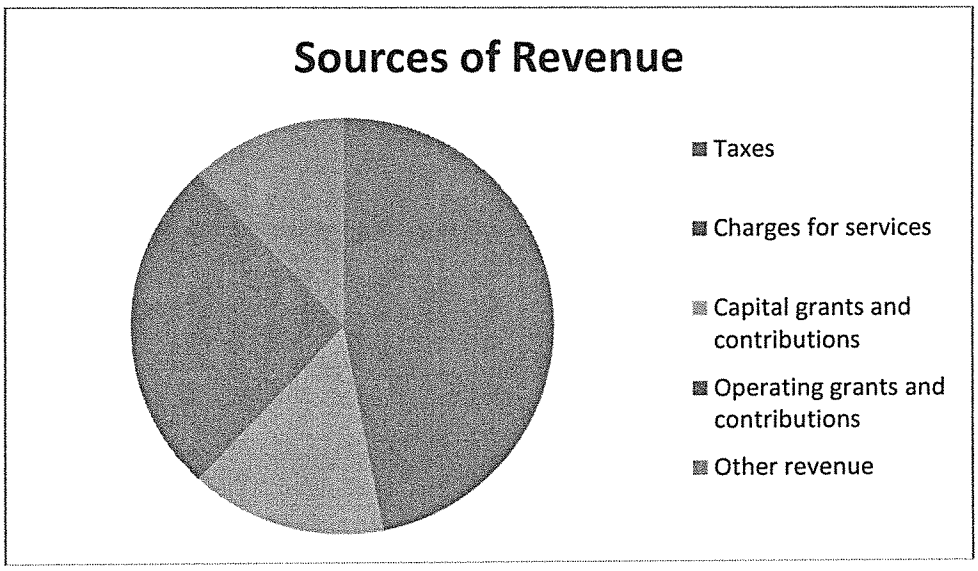
Capital assets of **$25,997,065** net of depreciation charges, which included all the City's capital assets used in governmental activities.

Current liabilities, including accounts payable, claims and other amounts due currently, totaled **$495,313**.

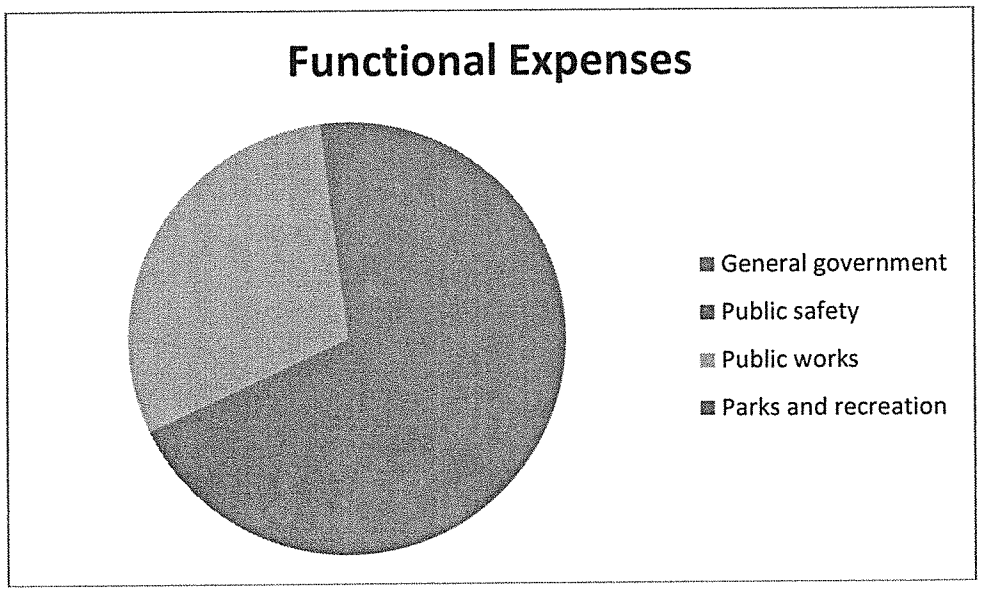
Long-term liabilities of **$1,781,408** does not include **$40,000**, which is the current portion. The debt is related to the City's Net Pension Liability and compensated absences.

Net investment in capital assets of **$25,997,065**, representing the City's investment in capital assets used in governmental activities, net of accumulated depreciation and amounts borrowed to finance those investments.

Unrestricted net position, the part of net positions that can be used to finance day to day operations without constraints established by debt covenants or other legal requirements or restrictions, was **$2,087,490** as of June 30, 2018.



As the Sources of Revenue chart above shows, $1,432,847 or 31% of the City's fiscal year 2018 governmental activities revenue came from taxes, while $734,833 or 16% came from charges for services, $689,794 or 15%, came from capital grants and contributions, $1,188,317 or 26% came from operating grants and contributions, and the remainder came from a variety of sources.



The Functional Expenses chart above includes only current year expenses; it does not include capital outlays, which are added to the City's capital assets. As the chart shows, general government was $1,540,525, or 37%, of total governmental expenses, public safety was $1,293,883, or 31%, public works was $1,261,418, or 30%, parks and recreation was $101,818, or 2%.

The Statements of Activities presents program revenues and expenses and general revenues in detail. All of these elements in the changes in governmental net position are summarized below.

Table 2
CHANGE IN GOVERNMENTAL NET POSITION

	Governmental Activities 2018	Governmental Activities 2017
Expenses		
General government	$ 1,540,525	$ 1,596,191
Public safety	1,293,883	1,268,222
Public works	1,261,418	871,052
Parks and recreation	101,818	131,360
Total Expenses	4,197,644	3,866,825
Revenues		
Program revenues		
Charges for services	734,833	1,017,118
Operating grants and contributions	1,188,317	356,577
Capital grants and contributions	689,794	1,020,572
Total program revenues	2,612,944	2,394,267
General revenues and transfers		
Taxes	1,432,847	1,459,594
Use of money and property	358,828	465,014
Other revenue	213,787	468,645
Transfers	(21,380)	9,876
Total general revenues and transfers	1,984,082	2,403,129
Total Revenues and Transfers	4,597,026	4,797,396
Change in Net Position	$ 399,382	$ 930,571

As Table 2 above shows, $2,612,944 or 57%, of the City's fiscal year 2018 governmental revenue, came from program revenues and $1,984,082, or 43%, came from general revenues such as taxes and interest and transfers. Program revenues were composed of charges for services of $734,833, which included permit revenues, fees and charges used to fund expenses incurred in providing services; $1,188,317 of operating grants and contributions, which included gas tax revenues and housing and police grants; and capital grants and contributions of $689,794, that consisted mainly of street project grants and developer impact fees restricted to capital outlay.

General revenues are not allocable to programs. General revenues are used to pay for the net cost of governmental programs.

Table 3 presents the net expense or revenue of each of the City's governmental activities, including interest on long-term liabilities. Net expense is defined as total program cost less the revenues generated by those specific activities.

Table 3
GOVERNMENTAL ACTIVITIES

	Net Revenue (Expense) from Services 2018	Net Revenue (Expense) from Services 2017
General government	$ (463,487)	$ (1,384,423)
Public safety	(1,145,477)	(1,117,837)
Community development	108,054	168,452
Public works	(32,210)	866,845
Parks and recreation	(50,580)	(5,595)
Total	$ (1,584,700)	$ (1,472,588)

BUSINESS-TYPE ACTIVITIES

The Statement of Net Position and Statement of Activities present a summary of the City's Business-type activities that are composed of the City's enterprise funds.

Table 4
BUSINESS-TYPE NET POSITION AT JUNE 30, 2018

	Business-type Activities 2018	Business-type Activities 2017
Assets		
Cash and investments	$ 10,619,009	$ 8,765,836
Other assets	151,941	170,575
Capital assets, net	52,546,578	53,707,968
Total Assets	63,317,528	62,644,379
Deferred Outflows of Resources		
Pension	432,739	357,148
Total Def. Outflows	432,739	357,148
Liabilities		
Long term liabilities	20,165,604	21,517,953
Other liabilities	159,830	211,702
Total Liabilities	20,325,434	21,729,655
Deferred Inflows of Resources		
Pension	82,276	62,785
Total Def. Inflows	82,276	62,785
Net Position		
Net investment in capital assets	33,882,712	33,499,491
Unrestricted	9,459,845	7,709,596
Total Net Position	$ 43,342,557	$ 41,209,087

The net position of business-type activities increased by **$2,133,470** in fiscal year 2018.

Table 5
CHANGE IN BUSINESS-TYPE NET POSITION

	Business-type Activities 2018	Business-type Activities 2017
Expenses		
Water	$ 1,089,280	$ 1,223,786
Sewer	2,423,399	2,490,916
Community Facilities	83,430	63,847
Total Expenses	3,596,109	3,778,549
Revenues		
Program revenues		
Charges for services	5,685,359	5,438,097
Total program revenues	5,685,359	5,438,097
General revenues and transfers		
Use of money and property	22,840	16,776
Transfers	21,380	(9,876)
Total general revenues and transfers	44,220	6,900
Total Revenues and Transfers	5,729,579	5,444,997
Change in Net Position	$ 2,133,470	$ 1,666,448

Table 6
BUSINESS-TYPE ACTIVITIES

	Net Revenue (Expense) from Services 2018	Net Revenue (Expense) from Services 2017
Water	$ 809,654	$ 354,092
Sewer	1,328,276	1,341,229
Other	(48,680)	(35,773)
Total	$ 2,089,250	$ 1,659,548

ANALYSIS OF MAJOR FUNDS

Governmental Funds

General Fund

General Fund revenues decreased **$84,863** this fiscal year due primarily to a decrease in sales and use taxes, fines and forfeitures and license and permits. Actual revenues were greater than budgeted by **$61,920**. Tax revenues decreased **$26,747** during the fiscal year primarily due to decreasing sales tax revenue. Fines and forfeitures as well as licenses and permits decreased by **$117,847**.

General Fund expenditures were **$2,719,408, an increase of $156,597** from the prior year. Expenditure increases are mainly due to increasing expenses in public safety and general government.

As of June 30, 2018 the General Fund's fund balance totaled **$3,483,633**. The unassigned portion of **$3,483,633** of the fund balances represents available liquid resources.

Home Loan Fund

This fund is utilized to track deferred loans receivable. There was no activity during the fiscal year.

Refuse Fund

This fund accounts for the contracted refuse services within the City. There wasn't significant variance from activities in prior fiscal years.

Public Facilities Capital Projects Fund

This fund accounts for resources and expenditures in construction of public facilities within the City. There weren't any major projects completed or initiated in this fund during the fiscal year.

Proprietary Funds

Water Fund

Operating revenues increased by **$321,056** in fiscal year 2018 and expenses decreased by **$145,638** resulting in operating income of **$855,372**. Charges for water services increased due to an increase in water usage and an increase in water rates due to the Proposition 218 water rate increase in 2015. Expenditures decreased due to materials and supplies as well as maintenance expenses.

The fund's net position increased by **$808,347** to a new total of **$9,384,147**. Of this amount, **$7,981,771** was net investment in capital assets.

Sewer Fund

Operating revenues decreased **$80,470** in the fiscal year 2018 and operating expenses increased by **$92,181**. The fund's net position increased by **$1,342,423** in fiscal year 2018. The customer base for service remained largely unchanged in fiscal year 2018 and there was no Consumer Price Index (CPI) increase to the sewer rates.

As of June 30, 2018, the fund's net position was **$33,601,637**, of which **$25,542,019** was net investment in capital assets and **$8,059,618** was unrestricted.

CAPITAL ASSETS

GASB No. 34 required the City to record all its capital assets including infrastructure, which was not recorded prior to GASB No. 34. Infrastructure includes roads, bridges, signals and similar assets used by the entire population.

In fiscal year 2018, the City reported the cost of all its infrastructure assets and computed the amounts of accumulated depreciation for these assets based on their original acquisition dates. At the end of fiscal year 2018, the cost of infrastructure and other capital assets recorded on the City's financial statements is as shown in Table 7 on the following page.

Table 7

	Balance at July 1, 2017	Additions	Deletions	Transfers	Balance at June 30, 2018
Governmental activities:					
Capital assets, not being depreciated:					
Land	$ 9,197,784	$ -	$ -	$ -	$ 9,197,784
Rights of ways	2,777,617				2,777,617
Construction in progress	253,293	328,777			582,070
Total capital assets, not being depreciated	12,228,694	328,777			12,557,471
Capital assets, being depreciated:					
Buildings	919,905				919,905
Improvements	5,571,522	38,965			5,610,487
Equipment	464,150	36,507			500,657
Machinery	241,902				241,902
Rolling stock	565,675				565,675
Infrastructure	13,397,859				13,397,859
Total capital assets being depreciated	21,161,013	75,472			21,236,485
Less accumulated depreciation for:					
Buildings	(595,409)	(18,612)			(614,021)
Improvements	(1,139,420)	(180,663)			(1,320,083)
Equipment	(421,615)	(10,634)			(432,249)
Machinery	(241,902)				(241,902)
Rolling stock	(431,252)	(26,885)			(458,137)
Infrastructure	(4,451,084)	(279,415)			(4,730,499)
Total accumulated depreciation	(7,280,682)	(516,209)			(7,796,891)
Total capital assets, being depreciated, net	13,880,331	(440,737)			13,439,594
Governmental activities capital assets, net	$ 26,109,025	$ (111,960)	$ -	$ -	$ 25,997,065

Business-type activities:	Balance at July 1, 2017	Additions	Deletions	Transfers	Balance at June 30, 2018
Capital assets, not being depreciated:					
Land	$ 18,108,769	$ -	$ -	$ -	$ 18,108,769
Construction in progress		30,888			30,888
Total capital assets, not being depreciated	18,108,769	30,888			18,139,657
Capital assets, being depreciated:					
Buildings	28,068,657				28,068,657
Improvements	4,288,696				4,288,696
Equipment	82,806	11,619			94,425
Machinery	235,695				235,695
Infrastructure	19,002,924				19,002,924
Rolling stock	187,921	54,576			242,497
Total capital assets, being depreciated	51,866,699	66,195			51,932,894
Less accumulated depreciation for:					
Buildings	(4,843,350)	(926,694)			(5,770,044)
Improvements	(3,349,861)	(49,963)			(3,399,824)
Equipment	(63,981)	(9,389)			(73,370)
Machinery	(235,695)	(1,694)			(237,389)
Infrastructure	(7,630,900)	(265,307)			(7,896,207)
Rolling stock	(143,714)	(5,425)			(149,139)
Total accumulated depreciation	(16,267,501)	(1,258,472)			(17,525,973)
Total capital assets, being depreciated, net	35,599,198	(1,192,277)			34,406,921
Business-type activities capital assets, net	$ 53,707,967	$ (1,161,389)	$ -	$ -	$ 52,546,578

Details on capital assets, current year additions and construction in progress can be found in the Notes.

The City depreciates all its capital assets over their estimated useful lives, as required by GASB No. 34. The purpose of depreciation is to spread the cost of a capital asset over the years of its useful life so that an allocable portion of the cost of the asset is borne by all users. Additional information on depreciable lives may be found in the Notes to the financial statements.

DEBT ADMINISTRATION

The City issued no new bonded debt in fiscal year 2018. The City made all scheduled repayments of existing debt. The City's debt issues are discussed in detail in Note 7 of the financial statements. The City's debt balances as of June 30 were as follows:

Table 8
LONG-TERM LIABILITIES

	2018	2017
Governmental activities		
Net pension liability	$ 1,695,495	$ 1,487,645
Compensated absences	125,913	61,621
Total governmental activities	$ 1,821,408	$ 1,549,266
Business-type activities		
Water		
Compensated absences	$ 29,070	$ 19,818
Net pension liability	603,328	529,414
Installment Note Payable	1,221,155	1,335,316
Total for water fund	1,853,607	1,884,548
Sewer		
Compensated absences	28,986	22,956
Net pension liability	840,300	737,288
CSWRCB Revolving Loan	13,406,432	14,519,378
Installment Note Payable	4,021,278	4,353,738
Total for sewer fund	18,296,996	19,633,405
Total business-type activities	$ 20,150,603	$ 21,517,953

ECONOMIC CONDITION, OUTLOOK AND ACTIVITY

The City continues to see a mixed economy, with a gradual increase in property tax revenues and decreases in sales and use tax revenues along with increases in operating expenses and PERS unfunded liabilities. Residential building continues at a slow but stable pace within the community. Hughson's diverse land use has helped to continue a growth pattern that has resulted in economic strength for the City and a stable housing market. Overall, the City continues to be in a favorable position to continue attracting jobs and retail establishments. The City continues to reach out to prospective and current business owners to continue to strengthen the City's tax base. With the idling of the Dairy Farmer's of America plant, the City will look for ways to offset the reduction in sewer revenues.

Overall the City's financial position remains in good condition. In the upcoming year, the City estimates the sales tax revenue will see slight declines while property taxes will continue to see a gradual increase with expected increases in operating and personnel costs. The City continues to maintain a fiscally responsible and conservative approach to its fiscal management and will continue to monitor the economic activity of the City.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This Annual Financial Report is intended to provide citizens, taxpayers, and creditors with a general overview of the City's finances. Questions about this report should be directed to the City of Hughson, at PO Box 9, 7018 Pine Street, Hughson, CA 95326.

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CITY OF HUGHSON
Statement of Net Position
June 30, 2018

	Governmental Activities	Business-type Activities	Total
Assets:			
Cash and Investments	$ 8,137,398	$ 10,619,009	$ 18,756,407
Accounts Receivable	416,048	151,941	567,989
Notes Receivable	1,654,849		1,654,849
Interest Receivable	205,178		205,178
Capital Assets, Not Being Depreciated	12,557,471	18,139,657	30,697,128
Capital Assets, Net of Accumulated Depreciation	13,439,594	34,406,921	47,846,515
Total Assets	36,410,538	63,317,528	99,728,066
Deferred Outflows of Resources:			
Pension	508,217	432,739	940,956
Total Deferred Outflows of Resources	508,217	432,739	940,956
Liabilities:			
Accounts Payable	445,332	86,326	531,658
Interest Payable		69,062	69,062
Deposits Payable	9,981	4,442	14,423
Noncurrent Liabilities:			
Due Within One Year	40,000	1,631,571	1,671,571
Due in More Than One Year	1,781,408	18,534,033	20,315,441
Total Liabilities	2,276,721	20,325,434	22,602,155
Deferred Inflow of Resources:			
Pension	96,625	82,276	178,901
Total Deferred Inflow of Resources	96,625	82,276	178,901
Net Position:			
Net Investment in Capital Assets	25,997,065	33,882,712	59,879,777
Restricted for:			
Home Loans	1,498,751		1,498,751
Community Development	947,517		947,517
Streets and Roads	1,109,705		1,109,705
Public Safety	183,858		183,858
Public Facilities	1,186,835		1,186,835
Parks and Recreation	1,115,821		1,115,821
IT Projects	104,177		104,177
Assessment Districts	314,190		314,190
Unrestricted	2,087,490	9,459,845	11,547,335
Total Net Position	$ 34,545,409	$ 43,342,557	$ 77,887,966

The notes to the financial statements are an integral part of this statement.

CITY OF HUGHSON

Statement of Activities

For the Fiscal Year Ended June 30, 2018

Functions	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government:				
Governmental Activities:				
General Government	$ 1,540,525	$ 28,972	$ 1,048,066	$ -
Public Safety	1,293,883	8,155	140,251	
Community Development		108,054		
Public Works	1,261,418	538,414		689,794
Parks and Recreation	101,818	51,238		
Total Governmental Activities	4,197,644	734,833	1,188,317	689,794
Business-type Activities:				
Water	1,089,280	1,898,934		
Sewer	2,423,399	3,751,675		
Community Facilities	83,430	34,750		
Total Business-type Activities	3,596,109	5,685,359		
Total Primary Government	$ 7,793,753	$ 6,420,192	$ 1,188,317	$ 689,794

General Revenues:

Taxes:

Property Taxes

Sales and Use Taxes

Business License Taxes

Other Taxes

Licenses and Permits

Fines and Forfeitures

Special Assessments

Investment Earnings

Other Revenue

Transfers

Total General Revenues and Transfers

Change in net position

Net Position - Beginning of Fiscal Year

Net Position - End of Fiscal Year

The notes to the financial statements are an integral part of this statement.

Net (Expenses) Revenues and Changes in Net Position		
Governmental Activities	Business-type Activities	Total
$ (463,487)	$ -	$ (463,487)
(1,145,477)		(1,145,477)
108,054		108,054
(33,210)		(33,210)
(50,580)		(50,580)
(1,584,700)		(1,584,700)
	809,654	809,654
	1,328,276	1,328,276
	(48,680)	(48,680)
	2,089,250	2,089,250
(1,584,700)	2,089,250	504,550
358,230		358,230
948,939		948,939
24,350		24,350
101,328		101,328
83,081		83,081
70,292		70,292
194,975		194,975
10,480	22,840	33,320
213,787		213,787
(21,380)	21,380	
1,984,082	44,220	2,028,302
399,382	2,133,470	2,532,852
34,146,027	41,209,087	75,355,114
$ 34,545,409	$ 43,342,557	$ 77,887,966

CITY OF HUGHSON
Balance Sheet
Governmental Funds
June 30, 2018

			Special Revenue	
	General	**Home Loan**	**Refuse**
Assets:			
Cash and Investments	$ 3,258,181	$ 75,043	$ 110,160
Accounts Receivable	239,852		23,528
Loans Receivable		1,423,708	
Due from Other Funds	329,388		
Total Assets	$ 3,827,421	$ 1,498,751	$ 133,688
Liabilities and Fund Balances:			
Liabilities:			
Accounts Payable	$ 333,807	$ -	$ 66,909
Deposit Payable	9,981		
Due to Other Funds			
Total Liabilities	343,788		66,909
Fund Balances:			
Restricted for:			
Home loans		1,498,751	
Parks and recreation			
Public Facilities			
Public safety			
Streets and roads			
Community development			66,779
IT Projects			
District Assessments			
Unassigned	3,483,633		
Total Fund Balances	3,483,633	1,498,751	66,779
Total Liabilities and Fund Balances	$ 3,827,421	$ 1,498,751	$ 133,688

The notes to the financial statements are an integral part of this statement.

Capital Projects		
Public Facilities	Nonmajor Governmental Funds	Total Governmental Funds
$ 1,218,495	$ 3,402,216	$ 8,064,095
	152,668	416,048
	231,141	1,654,849
		329,388
$ 1,218,495	$ 3,786,025	$ 10,464,380
$ 31,660	$ 12,956	$ 445,332
		9,981
	329,388	329,388
31,660	342,344	784,701
		1,498,751
	1,115,821	1,115,821
1,186,835		1,186,835
	183,858	183,858
	1,109,705	1,109,705
	880,738	947,517
	104,177	104,177
	314,190	314,190
	(264,808)	3,218,825
1,186,835	3,443,681	9,679,679
$ 1,218,495	$ 3,786,025	$ 10,464,380

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CITY OF HUGHSON
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2018

Total fund balances - governmental funds		$ 9,679,679
In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.		
Capital assets at historical cost	$ 33,793,956	
Accumulated depreciation	(7,796,891)	25,997,065
Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.		
Deferred outflow related to pension		508,217
Deferred inflow related to pension		(96,625)
In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:		
Net pension liability		(1,695,495)
Compensated absences payable		(125,913)
Internal service funds are used by management to charge the costs of certain activities, such as self-insurance, to individual funds. The assets and liabilities of the internal service fund must be added to the statement of net position.		73,303
In governmental funds, certain accrued interest receivable on notes receivable is not available to pay for current period expenditures and, therefore, is not reported in the governmental funds.		205,178
Total net position - governmental activities		$ 34,545,409

The notes to the financial statements are an integral part of this statement.

CITY OF HUGHSON
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Fiscal Year Ended June 30, 2018

		Special Revenue	
	General	**Home Loan**	**Refuse**
Revenues			
Property Taxes	$ 358,230	$ -	$ -
Sales and Use Taxes	948,939		
Business License Taxes	24,350		
Other Taxes	101,328		
Licenses and Permits	83,081		
Fines and Forfeitures	70,292		
Interest	4,698		19
Charges for Services	28,972		504,002
Intergovernmental	1,048,066		
Special Assessments			
Other	204,887		
Total Revenues	2,872,843		504,021
Expenditures			
Current:			
General Government	1,030,544		
Public Safety	1,242,178		
Public Works	360,039		493,576
Parks and Recreation	86,647		
Capital Outlay			
Total Expenditures	2,719,408		493,576
Excess (Deficiency) of Revenues over (under) Expenditures	153,435		10,445
Other Financing Sources (Uses):			
Transfers In	86,876		
Transfers Out	(44,000)		
Total Other Financing Sources (Uses)	42,876		
Net Change in Fund Balances	196,311		10,445
Fund Balances - July 1, 2017	3,287,322	1,498,751	56,334
Fund Balances - June 30, 2018	$ 3,483,633	$ 1,498,751	$ 66,779

The notes to the financial statements are an integral part of this statement.

Capital Projects		
Public Facilities	Nonmajor Governmental Funds	Total Governmental Funds
$ -	$ -	$ 358,230
		948,939
		24,350
		101,328
		83,081
		70,292
2,104	3,659	10,480
96,912	104,947	734,833
	830,045	1,878,111
	194,975	194,975
	8,900	213,787
99,016	1,142,526	4,618,406
		1,030,544
	51,705	1,293,883
	186,180	1,039,795
		86,647
158,024	270,532	428,556
158,024	508,417	3,879,425
(59,008)	634,109	738,981
	15,000	101,876
	(79,256)	(123,256)
	(64,256)	(21,380)
(59,008)	569,853	717,601
1,245,843	2,873,828	8,962,078
$ 1,186,835	$ 3,443,681	$ 9,679,679

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CITY OF HUGHSON

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities

For the Fiscal Year Ended June 30, 2018

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds		$ 717,601
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the costs of those capital assets are allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay was exceeded by depreciation in the current period.		
Capital outlay	$ 404,249	
Depreciation expense	(516,209)	(111,960)
Compensated absence expenditures reported in the statement of activities do not require the use of current financial resources and therefore, are not reported as expenditures in a governmental fund. This is the net change in compensated absences for the current period.		(64,292)
In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This fiscal year, the difference between accrual-basis pension costs and actual employer contributions was:		(141,967)
Change in net position of governmental activities		$ 399,382

The notes to the financial statements are an integral part of this statement.

CITY OF HUGHSON
Statement of Net Position
Proprietary Funds
June 30, 2018

	Business-type Activities-Enterprise Funds				Governmental Activities
	Sewer Fund	Water Fund	Nonmajor Enterprise Funds	Total	Internal Service Fund
Assets					
Current Assets:					
Cash and Investments	$ 8,716,685	$ 1,896,578	$ 5,746	$ 10,619,009	$ 73,303
Accounts Receivable	96,355	55,586		151,941	
Total Current Assets	8,813,040	1,952,164	5,746	10,770,950	73,303
Noncurrent Assets:					
Capital Assets:					
Land	15,075,537	2,928,159	105,073	18,108,769	
Buildings	25,215,708	2,127,666	725,283	28,068,657	
Machinery and Equipment	478,666	93,951		572,617	
Improvements Other Than Buildings	114,514	4,174,182		4,288,696	
Infrastructure	12,900,415	6,102,509		19,002,924	
Construction In Progress		30,888		30,888	
Less:					
Accumulated Depreciation	(10,800,110)	(6,254,429)	(471,434)	(17,525,973)	
Total Noncurrent Assets	42,984,730	9,202,926	358,922	52,546,578	
Deferred Outflow of Resources:					
Pension	251,877	180,862		432,739	
Total Deferred Outflow of Resources	251,877	180,862		432,739	
Total Assets and Deferred Outflows of Resources	52,049,647	11,335,952	364,668	63,750,267	73,303
Liabilities					
Current Liabilities:					
Accounts Payable	30,536	52,337	3,453	86,326	
Interest Payable	57,589	11,473		69,062	
Deposits Payable			4,442	4,442	
Total Current Liabilities	88,125	63,810	7,895	159,830	
Noncurrent Liabilities:					
Compensated Absences	28,986	29,070		58,056	
Net Pension Liability	840,300	603,382		1,443,682	
Due within One Year	1,482,981	148,590		1,631,571	
Due in More Than One Year	15,959,730	1,072,565		17,032,295	
Total Noncurrent Liabilities	18,311,997	1,853,607		20,165,604	
Deferred Inflows of Resources:					
Pension	47,888	34,388		82,276	
Total Deferred Inflows of Resources	47,888	34,388		82,276	
Total Liabilities and Deferred Inflows of Resources	18,448,010	1,951,805	7,895	20,407,710	
Net Position					
Net Investment in Capital Assets	25,542,019	7,981,771	358,922	33,882,712	
Unrestricted	8,059,618	1,402,376	(2,149)	9,459,845	73,303
Total Net Position	$ 33,601,637	$ 9,384,147	$ 356,773	$ 43,342,557	$ 73,303

The notes to the financial statements are an integral part of this statement.

CITY OF HUGHSON

Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
For the Fiscal Year Ended June 30, 2018

	Business-type Activities - Enterprise funds				Governmental Activities
	Sewer Fund	Water Fund	Nonmajor Enterprise Funds	Total	Internal Service Fund
Operating Revenues:					
Charges for Services	$ 3,751,675	$ 1,898,934	$ 34,750	$ 5,685,359	$ -
Total Operating Revenues	3,751,675	1,898,934	34,750	5,685,359	
Operating Expenses:					
Personnel	446,798	404,898		851,696	
Administrative	238,000	164,000	27,161	429,161	
Materials and Supplies	465,120	249,637		714,757	
Maintenance	111,483	18,521	32,093	162,097	
Depreciation	1,027,790	206,506	24,176	1,258,472	
Total Operating Expenses	2,289,191	1,043,562	83,430	3,416,183	
Operating Income (loss)	1,462,484	855,372	(48,680)	2,269,176	
Non-operating Revenues (Expenses):					
Interest Revenue	19,147	3,693		22,840	
Interest Expense	(134,208)	(45,718)		(179,926)	
Total Non-Operating Revenue (Expenses)	(115,061)	(42,025)		(157,086)	
Income (Loss) before transfers	1,347,423	813,347	(48,680)	2,112,090	
Transfers					
Transfers In	2,217,092	154,597	39,000	2,410,689	
Transfers Out	(2,222,092)	(159,597)	(7,620)	(2,389,309)	
Total Transfers	(5,000)	(5,000)	31,380	21,380	
Change in Net Position	1,342,423	808,347	(17,300)	2,133,470	
Net Position - Beginning of Fiscal Year	32,259,214	8,575,800	374,073	41,209,087	73,303
Net Position - End of Fiscal Year	$ 33,601,637	$ 9,384,147	$ 356,773	$ 43,342,557	$ 73,303

The notes to the financial statements are an integral part of this statement.

CITY OF HUGHSON
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For the Fiscal Year Ended June 30, 2018

	Business-type Activities - Enterprise Funds				Governmental Activities
	Sewer Fund	Water Fund	Nonmajor Enterprise Funds	Totals	Internal Service Fund
CASH FLOWS FROM OPERATING ACTIVITIES:					
Cash Received from Users	$ 3,714,448	$ 1,954,795	$ 35,600	$ 5,704,843	$ -
Cash Payments to Suppliers and Contractors	(839,551)	(456,676)	(62,510)	(1,358,737)	
Cash Payments to Employees	(355,410)	(330,124)		(685,534)	
Net Cash Provided (Used) By Operating Activities	2,519,487	1,167,995	(26,910)	3,660,572	
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:					
Transfers In	2,217,092	154,597	39,000	2,410,689	
Transfers Out	(2,222,092)	(159,597)	(7,620)	(2,389,309)	
Net Cash Provided (Used) By Noncapital Financing Activities	(5,000)	(5,000)	31,380	21,380	
CASH FLOWS FROM INVESTING ACTIVITIES:					
Interest Received	19,147	3,693		22,840	
Net Cash Provided (Used) in Investing Activities	19,147	3,693		22,840	
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:					
Acquisition of Property, Plant, and Equipment	(36,384)	(60,699)		(97,083)	
Principal Payments on Debt Borrowings	(1,445,452)	(129,160)		(1,574,612)	
Interest Paid	(134,206)	(45,718)		(179,924)	
Net Cash Provided (Used) In Capital and Related Financing Activities	(1,616,042)	(235,577)		(1,851,619)	
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	917,592	931,111	4,470	1,853,173	
CASH AND CASH EQUIVALENTS, BEGINNING OF FISCAL YEAR	7,799,093	965,467	1,276	8,765,836	73,303
CASH AND CASH EQUIVALENTS, END OF FISCAL YEAR	$ 8,716,685	$ 1,896,578	$ 5,746	$ 10,619,009	$ 73,303
Reconciliation to Statement of Net Position:					
Cash and Investments	$ 8,716,685	$ 1,896,578	$ 5,746	$ 10,619,009	$ 73,303
	$ 8,716,685	$ 1,896,578	$ 5,746	$ 10,619,009	$ 73,303
CASH FLOWS FROM OPERATING ACTIVITIES:					
Operating Income (Loss)	$ 1,462,484	$ 855,372	(48,680)	$ 2,269,176	$ -
Adjustment to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:					
Depreciation	1,027,790	206,506	24,176	1,258,472	
Changes in Assets and Liabilities:					
(Increase) Decrease in Accounts Receivable	(37,227)	55,861		18,634	
Increase (Decrease) in Accounts Payable	(24,948)	(24,518)	(3,256)	(52,722)	
Increase (Decrease) in Compensated Absences	21,030	24,252		45,282	
Increase (Decrease) in Net Pension Liability	70,358	50,522		120,880	
Increase (Decrease) in Deposits Payable			850	850	
Total Adjustments	1,057,003	312,623	21,770	1,391,396	
Net Cash Provided (Used) By Operating Activities	$ 2,519,487	$ 1,167,995	$ (26,910)	$ 3,660,572	$ -

The notes to the financial statements are an integral part of this statement.

FIDUCIARY FUNDS

Agency Funds and Private Purpose Trust Funds are used to account for the receipt and disbursement of various taxes, deposits, deductions, and property collected by the City, acting in the capacity of an agent for distribution to other governmental units or other organizations. The agency fund and private purpose trust fund maintained by the City is presented below.

Water/Sewer Deposits - This fund collects deposits for water and sewer services.

RDA Successor Agency - This fund accounts for the former redevelopment agency.

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CITY OF HUGHSON
FIDUCIARY FUNDS
STATEMENT OF NET POSITION
June 30, 2018

	Private Purpose Trust Fund	Agency Fund
	RDA Successor Agency	Water Deposits
ASSETS		
Cash and investments	$ 300,045	$ 53,455
Loans receivable	67,028	
Capital assets, net of accumulated depreciation	602,457	
Total Assets	969,530	$ 53,455
LIABILITIES		
Accounts payable	$ -	$ 666
Interest payable	21,738	
Deposits payable		52,789
Long-term debt, due within one year	97,628	
Long-term debt, due in more than one year	2,342,303	
Total Liabilities	2,461,669	$ 53,455
NET POSITION		
Held in trust for others	(1,492,139)	
Total Net Position	$ (1,492,139)	

The notes to the financial statements are an integral part of this statement.

CITY OF HUGHSON
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN NET POSITION
For the Fiscal Year Ended June 30, 2018

	Private Purpose Trust Fund
	RDA Successor Agency
Additions:	
Intergovernmental	$ 316,643
Interest	576
Total additions	317,219
Deductions:	
Community Development	7,345
Depreciation	27,490
Interest Expense	89,768
Contribution to City	82,452
Total deductions	207,055
Change in net position	110,164
Net Position - July 1, 2017	(1,602,303)
Net Position - June 30, 2018	$ (1,492,139)

The notes to the financial statements are an integral part of this statement.

NOTES TO BASIC FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The City of Hughson (City) was incorporated in December 1972. The City is a general law city operating under the Council-Manager form of government, with a five member City Council elected for four-year overlapping terms. The City Manager is appointed by the City Council to serve as administrator of the staff and to carry out the Council's policies.

As required by accounting principles generally accepted in the United States of America (USGAAP), these basic financial statements present the City of Hughson (the primary government) and any component units.

Individual Component Unit Disclosures

There are no entities which meet the Governmental Accounting Standards Board (GASB) Statement No.14 as amended by GASB Statement No.39, GASB Statement No. 61, and GASB Statement No. 80 criteria for disclosure within these financial statements.

B. Basis of Presentation

Government-wide Financial Statements

The statement of net position and statement of activities display information about the primary government (the City). These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the governmental and business-type activities of the City. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent, on fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the City and for each function of the City's governmental activities. Direct expenses are those that are specifically associated with a program or function and; therefore, are clearly identifiable to a particular function. Program revenues include 1) charges paid by the recipients of goods or services offered by the programs and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented instead as general revenues.

When both restricted and unrestricted net positions are available, unrestricted resources are used only after the restricted resources are depleted.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation (Continued)

Fund Financial Statements

The fund financial statements provide information about the City's funds, including fiduciary funds. Separate statements for each fund category – *governmental, proprietary, and fiduciary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. All remaining governmental and enterprise funds are separately aggregated and reported as nonmajor funds.

Proprietary funds distinguish *operating* revenues, such as charges for services, and result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Nonoperating* revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

The City reports four major governmental funds:

- The *General Fund* is used to account for all revenues and expenditures necessary to carry out basic governmental activities of the City that are not accounted for through other funds. For the City, the General Fund includes activities such as public protection, public works and facilities, parks and recreation, and community development.

- The *Home Loan Special Revenue Fund* was established to account for all proceeds of grant revenues from the federal government under the First Time Home Buyer federal grant program and from the State of California's CalHome grant program. The expenditures relate to payments made to eligible recipients for buying homes subject to fulfillment of conditions.

- The *Refuse Special Revenue Fund* was established to account for monies collected on behalf of a franchise garbage collection company.

- The *Public Facilities Capital Projects Fund* was established to account for all proceeds from traffic mitigation fees, whose purpose is to defray the actual costs of constructing improvements to mitigate traffic and circulation impacts resulting from proposed new development.

The City reports the following two major enterprise funds:

- The *Sewer Fund* was established to account for the financial activity for the purpose of operation and maintenance of the City's sewer system including the wastewater treatment plant. The costs of providing these services to the general public are financed or recovered through user charges.

- The *Water Fund* was established to account for the financial activity for the purpose of operation and maintenance of City's water utility. The costs of providing these services to the general public are financed or recovered through user charges.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation (Continued)

The City reports the following additional fund types:

Internal Service Fund account for operations that provide services to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis for insurance.

Fiduciary Funds

Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other government units, and/or other funds.

Private Purpose Trust Fund accounts for the operations of the former redevelopment agency.

C. Basis of Accounting and Measurement Focus

The government-wide, proprietary, and fiduciary funds financial statements except for Agency Funds (that have no measurement focus) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the City gives (or receives) value without directly receiving (or giving) equal value in exchange, include property and sales taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenues from sales tax are recognized when the underlying transactions take place. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligible requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers all revenues available if they are collected within 60 days after fiscal year-end. Expenditures are recorded when the related fund liability is incurred, except for debt service expenditures which are recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds from long-term debt and capital leases are reported as other financing sources.

Property taxes, transient occupancy taxes, and interest are susceptible to accrual. Sales taxes collected and held by the state at fiscal year-end on behalf of the City are also recognized as revenue. Other receipts and taxes become measurable and available when cash is received by the City and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Equity

1. Deposits and Investments

In order to maximize the flexibility of its investment program and to aid in cash budgeting, the City pools the cash of all funds, except for monies deposited with fiscal agents in accordance with related bond indentures. The cash and investments balance in each fund represents that fund's equity share of the City's cash and investment pool. As the City places no restrictions on the deposit or withdrawal of a particular fund's equity in the pool, the pool operates like a demand deposit account for the participating funds.

Interest income earned on pooled cash and investments is allocated monthly to the various funds based on month-end balances and is adjusted at fiscal year-end. Interest income on restricted cash and investments with fiscal agents is credited directly to the related fund.

In accordance with the State of California Government Code, the City adopts an investment policy annually that, among other things, authorizes types and concentrations of investments and maximum investment terms.

The City's investments are carried at fair value. The fair value of equity and debt securities is determined based on sales prices or bid-and-asked quotations from SEC-registered securities exchanges or NASDAQ dealers. LAIF determines the fair value of its portfolio quarterly and reports a factor to the City; the City applies that factor to convert its share of LAIF from amortized cost to fair value. Changes in fair value are allocated to each participating fund.

For purposes of the statement of cash flows, the City has defined cash and cash equivalents to be change and petty cash funds, equity in the City's cash and investment pool, and restricted non-pooled investments with initial maturities of three months or less.

Investments are stated at fair value in accordance with GASB Statement No.31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Short-term investments are reported at cost, which approximates fair value. The fair values are based on quoted market prices, if available, or estimated using quoted market prices for similar securities. Securities traded on national or international exchanges are valued at the last reported sales price at current exchange rates. Interest, dividends, and realized and unrealized gains and losses, based on the specific identification method, are included in interest revenue when earned.

2. Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances." Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Equity (Continued)

2. Receivables and Payables (Continued)

The City's property taxes are levied on the first day of January by the County assessor, and are payable to the County tax collector in two installments. The first installment is due November 1st, and is delinquent after December 10th; the second installment is due February 1st and is delinquent after April 10th. Taxes become a lien on the property on January 1st, and on the date of the transfer of the title, and the date of new construction. Article 13A of the California Constitution states: "The maximum amount of any ad valorem tax on real property shall not exceed one percent (1%) of the full cash value of such property. The one percent tax is to be collected by the Counties and apportioned according to law to the districts within the counties." The City has elected under State law (TEETER) to receive all of the annual property assessments in three installments as follows: 55% in December, 40% in April and 5% in June.

3. Inventories and Prepaid Items

Inventories are valued at cost using the first-in/first-out (FIFO) method. The costs of governmental fund-type inventories are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. As a phase 3 government under GASB Statement 34, the City has elected to restate its capital assets as of July 1, 2008, to report infrastructure assets acquired prior to June 30, 2003. The City has determined that it is preferable to report all City infrastructure to provide for more accurate reporting. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are valued at the fair value of the assets on the date on which they were contributed. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized. The City utilizes a capitalization threshold of $5,000.

Depreciation is charged to operations using the straight-line method over the estimated useful lives of the assets as follows:

Buildings and improvements	30 years
Vehicles	5 years
Machinery and equipment	5 to 15 years
Infrastructure	50 to 80 years

5. Compensated Absences

Depending upon length of employment, City employees earn vacation leave, sick leave, accrued holiday and compensated time which may be either used or accumulated until paid upon termination or retirement. Upon termination, the City is obligated to compensate employees for all earned but unused vacation days. Unused sick leave may be accumulated to 125 days. The earned but unused sick leave benefits are not payable in the event of employee termination but 25% of the unused accumulated sick leave is paid upon retirement of employees with more than twenty years of continued service.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, and Equity (Continued)

5. Compensated Absences (Continued)

A liability is accrued for all earned but unused leave benefits in the government-wide and enterprise fund statements. This liability will be liquidated as either additional cash payments in the event of employee termination or as part of budgeted salary expenditures if used by employees as compensated leave time while still employed by the City. In the fund financial statements governmental funds accrue current liabilities for material vacation leave benefits due on demand to governmental fund employees that have terminated prior to year-end. Non-current amounts will be recorded as fund expenditures in the year in which they are paid or become due on demand to terminated employees.

6. Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statements of net position. Debt premiums and discounts are deferred and amortized over the life of the indebtedness using the straight line method. Notes payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize debt premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

7. Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

Net Investment In Capital Assets – This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce the balance in this category.

Restricted Net Position – This category presents external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the City, not restricted for any project or other purpose.

When an expense is incurred for purposes for which both restricted and unrestricted resources are available, the City's policy is to apply restricted resources first.

E. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Balance

In the fund financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the City is bound to honor constraints on how specific amounts can be spent.

- Nonspendable fund balance – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- Restricted fund balance – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed fund balance – amounts that can only be used for specific purposes determined by formal action of the City's highest level of decision-making authority (the City Council) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- Assigned fund balance – amounts that are constrained by the City's intent to be used for specific purposes. The intent can be established at either the highest level of decision making, or by a body or an official designated for that purpose.
- Unassigned fund balance – the residual classification for the City's funds that include amounts not contained in the other classifications.

The City Council establishes, modifies or rescinds fund balance commitments and assignments by passage of an ordinance or resolution.

G. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements.

Statement No. 83	"Certain Asset Retirement Obligations"	The provisions of this statement are effective for fiscal years beginning after June 15, 2018.
Statement No. 84	"Fiduciary Activities"	The provisions of this statement are effective for fiscal years beginning after December 15, 2018.
Statement No. 87	"Leases"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 88	"Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2018.
Statement No. 89	"Accounting for Interest Cost Incurred before the End of a Construction Period"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 90	"Majority Equity Interest-an Amendment of GASB Statements No. 14 and No. 61"	The provisions of this statement are effective for fiscal years beginning after December 15, 2018.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Information

The City Council adopts an Annual Budget no later than the second meeting of June of each year for the fiscal year commencing the following July 1. The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. During May of each year, the City Manager submits to the City Council a proposed operating budget for the next following fiscal year. The operating budget includes proposed revenues and expenditures.

2. After a review by the City Council, a public hearing is conducted and further comment is received from the City Council and the general public.

3. Upon completion of the hearings and modifications, if any, to the proposed budget, it is adopted by the City Council through passage of an appropriate resolution.

4. Generally, the budget is amended in the middle of the year and at the end of the year. All approved additional appropriations are added to the adopted budget and an amended budget is presented to the City Council, which adopts it after due review.

5. The City Manager is authorized to make transfers between operational expenditure categories within certain departments and funds.

6. City Council approval is required for all fund to fund transfers, department to department transfers, fund reserve to appropriations transfers, transfers for new revenue sources with offsetting appropriations, and for transfer to/from the capital expenditure category.

B. Budget/USGAAP Reconciliation

No funds adopted project-length or budgetary basis budgets and, therefore, no schedule reconciling the amounts on the Combined Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget to Actual to the amounts on the Combined Statement of Revenues, Expenditures, and Changes in Fund Balances has been prepared.

C. Excess of Expenditures over Appropriations

For the fiscal year ended June 30, 2018, no fund had an excess of expenditures over appropriations. The Asset Forfeiture, CDBG Grants, Public Safety Augmentation, IT Reserve, and Disability Access funds do not adopt a budget.

D. Deficit Fund Equity

At June 30, 2018, the following funds had an accumulated deficit:

Fund	Amount
Nonmajor Governmental Fund:	
Transportation Capital Projects Fund	$ 264,808
Nonmajor Proprietary Fund:	
USF Community Center Fund	553
Private Purpose Trust Fund:	
RDA Successor Agency	1,492,139

NOTE 3 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2018 are classified in the accompanying financial statements as follows:

Statement of net position:		
Cash and investments	$	18,756,407
Fiduciary funds:		
Cash and investments		353,500
Total cash and investments	$	19,109,907

Cash and investments as of June 30, 2018 consist of the following:

Cash on hand	$	450
Deposits with financial institutions		1,031,648
Investments		18,077,809
Total cash and investments	$	19,109,907

A. Investments Authorized by the California Government Code and the City's Investment Policy

The table below identifies the investment types that are authorized for the City of Hughson (City) by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Bonds issued by the City	N/A	None	None
US Treasury Obligations	5 years	None	None
Federal Agency Issues	5 years	None	None
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Bankers' Acceptances	180 days	40%	30%
Medium Term Notes	5 years	30%	None
Money Market Mutual Funds	N/A	None	10%
Commercial Paper	270 days	25%	None
County Pool Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	$65 Million
Collateralized Bank Deposits	N/A	None	None
Mortgage Pass-through Securities	5 years	20%	None
Shares of Beneficial Interest by a JPA	N/A	None	None

The investment policy allows for the above investments which have equal safety and liquidity as all other allowed investments. Maturity depends on the cash needs of the City.

NOTE 3 – CASH AND INVESTMENTS (Continued)

B. Investments Authorized by Debt Agreements

Investment of debt proceeds held by bond trustees are governed by provisions of the debt agreements rather than the general provisions of the California Government Code or the City's investment policy. The table below identifies the Investment types that are authorized for investments held by bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	N/A	None	None
U.S. Treasury Obligations	N/A	None	None
State Obligations	N/A	None	None
U.S. Government Agency Issues	N/A	None	None
Money Market Mutual Fund	N/A	None	None
Bankers Acceptances	N/A	None	None
Commercial Paper	270 days	None	None
Certificates of Deposit	N/A	None	None
Repurchase Agreements	N/A	None	None
Investment Agreements	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

The investment policy allows for the above investments which have equal safety and liquidity as all other allowed investments. Maturity depends on the cash needs of the City.

C. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City's investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

		Remaining maturity (in Months)			
Investment Type	Totals	12 Months or Less	13 to 24 Months	25-60 Months	More Than 60 Months
State Investment Pool (LAIF)	$ 80,454	$ 80,454	$ -	$ -	$ -
Money Market Funds	15,430,769	15,430,769			
Certificates of Deposit	2,566,586	567,442	653,122	1,346,022	
	$ 18,077,809	$ 16,078,665	$ 653,122	$ 1,346,022	$ -

NOTE 3 – CASH AND INVESTMENTS (Continued)

D. Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations

The City has no investments (including investments held by bond trustees) that are highly sensitive to interest rate fluctuations (to a greater degree than already indicated in the information provided above).

E. Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

				Rating as of Fiscal Year End			
Investment Type	Amount	Minimum Legal Rating	Exempt From Disclosure	AAA	AA	A	Not Rated
State Investment Pool	$ 80,454	N/A	$ -	$ -	$ -	$ -	$ 80,454
Money Market Funds	15,430,769	N/A					15,430,769
Certificates of Deposit	2,566,586	N/A					2,566,586
Total	$ 18,077,809		$ -	$ -	$ -	$ -	$ 18,077,809

F. Concentration of Credit Risk

The investment policy of the City contains limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer (other than money market) that represent *5%* or more of total City's investments.

G. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2018, all of the City's deposits with financial institutions in excess of federal depository insurance limits were held in collateralized accounts.

NOTE 3 – CASH AND INVESTMENTS (Continued)

H. Investment in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

I. Fair Value Measurements

The City categorizes its fair value measurements within the fair value hierarchy establish by generally accepted accounting principles. These principles recognize a three tiered fair value hierarchy as follows: Level 1 – Investments reflect prices quoted in active markets; Level 2 – Investments reflect prices that are based on similar observable asset either directly or indirectly, which may include inputs in markets that are not considered active; and Level 3 – Investments reflect prices based upon unobservable sources. The City did not have any investments applicable to recurring fair value measurements as of June 30, 2018.

NOTE 4 – INTERFUND TRANSACTIONS

A. Interfund Receivables and Payables

During the course of normal operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." The following presents a summary of current interfund balances at June 30, 2018:

Receivable Fund	Amount	Payable Fund	Amount
Major Governmental Fund:		Nonmajor Governmental Fund:	
General Fund	$ 329,388	Transportation Capital Projects Fund	$ 329,388
Totals	$ 329,388	Totals	$ 329,388

B. Transfers between Funds

Transfers are indicative of funding for capital projects, lease payments or debt service, subsidies of various City operations, and re-allocations of special revenues. All inter-fund transfers between individual government funds have been eliminated on the government-wide statements. The following schedule briefly summarizes the City's transfer activity for the fiscal year ended June 30, 2018:

Fund	Transfers-in	Transfers-out
Major Governmental Funds:		
General Fund	$ 86,876	$ 44,000
Major Enterprise Funds:		
Water Fund	154,597	159,597
Sewer Fund	2,217,092	2,222,092
Nonmajor Governmental Funds:		
Gas Tax Special Revenue Fund		59,600
Vehicle Abatement Special Revenue Fund		9,000
Traffic Special Revenue Fund		
Lighting and Landscaping Special Revenue Fund		8,520
Benefit Assessment Special Revenue Fund		2,136
IT Reserve Special Revenue Fund	15,000	
Transportation Special Revenue Fund		
Nonmajor Enterprise Funds:		
Community Center Operations Fund	39,000	
USF Community Center Fund		7,620
Totals	$ 2,512,565	$ 2,512,565

NOTE 5 – CAPITAL ASSETS

Capital Asset activity for the fiscal year ended June 30, 2018 was as follows:

	Balance at July 1, 2017	Additions	Deletions	Transfers	Balance at June 30, 2018
Governmental activities:					
Capital assets, not being depreciated:					
Land	$ 9,197,784	$ -	$ -	$ -	$ 9,197,784
Rights of ways	2,777,617				2,777,617
Construction in progress	253,293	328,777			582,070
Total capital assets, not being depreciated	12,228,694	328,777			12,557,471
Capital assets, being depreciated:					
Buildings	919,905				919,905
Improvements	5,571,522	38,965			5,610,487
Equipment	464,150	36,507			500,657
Machinery	241,902				241,902
Rolling stock	565,675				565,675
Infrastructure	13,397,859				13,397,859
Total capital assets being depreciated	21,161,013	75,472			21,236,485
Less accumulated depreciation for:					
Buildings	(595,409)	(18,612)			(614,021)
Improvements	(1,139,420)	(180,663)			(1,320,083)
Equipment	(421,615)	(10,634)			(432,249)
Machinery	(241,902)				(241,902)
Rolling stock	(431,252)	(26,885)			(458,137)
Infrastructure	(4,451,084)	(279,415)			(4,730,499)
Total accumulated depreciation	(7,280,682)	(516,209)			(7,796,891)
Total capital assets, being depreciated, net	13,880,331	(440,737)			13,439,594
Governmental activities capital assets, net	$ 26,109,025	$ (111,960)	$ -	$ -	$ 25,997,065

Business-type activities:	Balance at July 1, 2017	Additions	Deletions	Transfers	Balance at June 30, 2018
Capital assets, not being depreciated:					
Land	$ 18,108,769	$ -	$ -	$ -	$ 18,108,769
Construction in progress		30,888			30,888
Total capital assets, not being depreciated	18,108,769	30,888			18,139,657
Capital assets, being depreciated:					
Buildings	28,068,657				28,068,657
Improvements	4,288,696				4,288,696
Equipment	82,806	11,619			94,425
Machinery	235,695				235,695
Infrastructure	19,002,924				19,002,924
Rolling stock	187,921	54,576			242,497
Total capital assets, being depreciated	51,866,699	66,195			51,932,894
Less accumulated depreciation for:					
Buildings	(4,843,350)	(926,694)			(5,770,044)
Improvements	(3,349,861)	(49,963)			(3,399,824)
Equipment	(63,981)	(9,389)			(73,370)
Machinery	(235,695)	(1,694)			(237,389)
Infrastructure	(7,630,900)	(265,307)			(7,896,207)
Rolling stock	(143,714)	(5,425)			(149,139)
Total accumulated depreciation	(16,267,501)	(1,258,472)			(17,525,973)
Total capital assets, being depreciated, net	35,599,198	(1,192,277)			34,406,921
Business-type activities capital assets, net	$ 53,707,967	$ (1,161,389)	$ -	$ -	$ 52,546,578

NOTE 5 – CAPITAL ASSETS (Continued)

Depreciation

Depreciation expense was charged to governmental functions as follows:

General Government	$ 279,415
Public Works	221,623
Parks and Recreation	15,171
Total depreciation expense – governmental functions	$ 516,209

Depreciation expense was charged to business-type functions as follows:

Sewer	$ 1,032,450
Water	209,473
Community Facilities	24,176
Total depreciation expense – business-type functions	$ 1,266,099

NOTE 6 – NOTES RECEIVABLE

The City has established a number of housing assistance loan programs using HOME Investment Partnerships Program grant funds. These loans consist of several loans for first-time home buyers assistance and home rehabilitation assistance loans for qualified persons. The City also utilizes Community Development Block Grant (CDBG) to provide business assistance loans and home rehabilitation loans to qualified persons.

NOTE 7 – LONG-TERM LIABILITIES

The following is a schedule of long-term liabilities for Governmental Activities and Business-type Activities for the fiscal year ended June 30, 2018:

	Balance at June 30, 2017	Additions	Repayments	Balance at June 30, 2018	Due Within One Year
Governmental Activities:					
Compensated absences	$ 61,621	$ 87,413	$ (23,121)	$ 125,913	$ 40,000
Net pension liability	1,487,645	207,850		1,695,495	
Total	$ 1,549,266	$ 295,263	$ (23,121)	$ 1,821,408	$ 40,000
Business-type Activities:					
Compensated absences	$ 42,774	$ 60,527	$ (15,245)	$ 88,056	$ 30,000
Installment note payable - Water	1,335,316		(129,160)	1,206,156	133,590
Installment note payable - Sewer	4,353,784		(332,506)	4,021,278	343,907
Net pension liability	1,266,702	176,980		1,443,682	
CSWRCB Revolving Loan	14,519,378		(1,112,946)	13,406,432	1,124,074
Total	$ 21,517,954	$ 237,507	$ (1,589,857)	$ 20,165,604	$ 1,631,571

NOTE 7 – LONG-TERM LIABILITIES (Continued)

1. Business -type Activities – Installment Notes Payable

On February 27, 2006 the City executed an installment note agreement with Municipal Finance Corporation for the acquisition and construction of a 750,000 gallon water storage tank to meet fire flow requirements. The note bears interest at 3.4%, with principal payments varying from $37,010 to $85,287, payable semi-annually beginning September 29, 2006, and continuing until March 29, 2026. The balance outstanding at June 30, 2018 is $1,206,156.

On March 7, 2008, the City executed an installment note agreement with Municipal Finance Corporation for the acquisition and construction for a wastewater treatment plant in the amount of $6,750,000, later amended to $6,780,000. The note bears interest at 3.4%, with principal payments varying from $126,472 to $234,873, payable semi-annually beginning September 7, 2008, and continuing until March 7, 2028. The balance outstanding at June 30, 2018 is $4,021,278.

Annual debt service requirements for the Installment Notes Payable are shown below:

Fiscal Year Ended June 30,	Installment Notes Payable - Water		
	Principal	Interest	Total
2019	133,590	39,884	$ 173,474
2020	138,170	35,303	173,473
2021	142,908	30,565	173,473
2022	147,808	25,664	173,472
2023	152,876	20,597	173,473
2024-2026	490,804	29,614	520,418
	$ 1,206,156	$ 181,627	$ 1,387,783

Fiscal Year Ended June 30,	Installment Notes Payable - Sewer		
	Principal	Interest	Total
2019	343,907	167,312	$ 511,219
2020	355,699	153,100	508,799
2021	367,896	138,284	506,180
2022	380,511	122,838	503,349
2023	393,558	106,739	500,297
2024-2028	2,179,707	267,228	2,446,935
	$ 4,021,278	$ 955,501	$ 4,976,779

NOTE 7 – LONG-TERM LIABILITIES (Continued)

3. Business -type Activities – California State Water Resources Control Board Revolving Loan

On September 10, 2009, the City entered into a project finance agreement with the California State Water Resource Control Board (Water Control Board). Through the use of ARRA funds, the Water Control Board provided funding assistance in the amount of $23,100,000 for the rehabilitation and upgrade of the wastewater treatment plant. The City must repay the project funds at an interest rate of 1% per annum. The term of the agreement is June 16, 2009, to June 7, 2031. The balance outstanding at June 30, 2018 is $13,406,432. Annual debt service requirements for the CSWRCB Loan are shown below:

Fiscal Year Ended June 30,	CSWRCB Loan		
	Principal	Interest	Total
2019	$ 1,124,074	$ 134,064	$ 1,258,138
2020	1,135,315	122,823	1,258,138
2021	1,146,668	111,470	1,258,138
2022	1,158,134	100,004	1,258,138
2023	1,169,716	88,422	1,258,138
2024-2028	6,026,393	264,297	6,290,690
2029-2030	1,646,132	20,505	1,666,637
	$ 13,406,432	$ 841,585	$ 14,248,017

4. Compensated Absences

The City's policy relating to compensated absences is described in Note (1). Compensated absences are liquidated primarily by the general fund and proprietary funds. The total amount outstanding at June 30, 2018, was $125,913 for governmental activities and $88,056 for business-type activities.

NOTE 8 – RISK MANAGEMENT

Central San Joaquin Valley Risk Management Authority

The City participates with other public entities in a joint exercise of powers agreement which establishes the Central San Joaquin Valley Risk Management Authority (CSJVRMA). The relationship between the City and CSJVRMA is such that CSJVRMA is not a component unit of the City for financial reporting purposes.The City is covered for the first $1,000,000 of each general liability claim and $500,000 of each workers' compensation claim through the CSJVRMA. The City has the right to receive dividends or the obligation to pay assessments based on a formula which, among other expenses, charges the City's account for liability losses under $10,000 and worker's compensation losses under $10,000. The CSJVRMA participates in an excess pool which provides general liability coverage from $1,000,000 to $10,000,000. The CSJVRMA participates in an excess pool which provides workers' compensation coverage from $350,000 to $500,000 and purchases excess insurance above the $500,000 to the statutory limit. The CSJVRMA is a consortium of fifty-five (55) cities in the San Joaquin Valley of California. It was established under the provisions of California Government Code Section 6500 et seq. The CSJVRMA is governed by a Board of Directors, which meets 3-4 times per year, consisting of one member appointed by each member city. The day-to-day business is handled by a management group employed by the CSJVRMA.

NOTE 7 – LONG-TERM LIABILITIES (Continued)

1. Business -type Activities – Installment Notes Payable

On February 27, 2006 the City executed an installment note agreement with Municipal Finance Corporation for the acquisition and construction of a 750,000 gallon water storage tank to meet fire flow requirements. The note bears interest at 3.4%, with principal payments varying from $37,010 to $85,287, payable semi-annually beginning September 29, 2006, and continuing until March 29, 2026. The balance outstanding at June 30, 2018 is $1,206,156.

On March 7, 2008, the City executed an installment note agreement with Municipal Finance Corporation for the acquisition and construction for a wastewater treatment plant in the amount of $6,750,000, later amended to $6,780,000. The note bears interest at 3.4%, with principal payments varying from $126,472 to $234,873, payable semi-annually beginning September 7, 2008, and continuing until March 7, 2028. The balance outstanding at June 30, 2018 is $4,021,278.

Annual debt service requirements for the Installment Notes Payable are shown below:

Fiscal Year Ended June 30,	Installment Notes Payable - Water		
	Principal	Interest	Total
2019	$ 133,590	$ 39,884	$ 173,474
2020	138,170	35,303	173,473
2021	142,908	30,565	173,473
2022	147,808	25,664	173,472
2023	152,876	20,597	173,473
2024-2026	490,804	29,614	520,418
	$ 1,206,156	$ 181,627	$ 1,387,783

Fiscal Year Ended June 30,	Installment Notes Payable - Sewer		
	Principal	Interest	Total
2019	$ 343,907	$ 167,312	$ 511,219
2020	355,699	153,100	508,799
2021	367,896	138,284	506,180
2022	380,511	122,838	503,349
2023	393,558	106,739	500,297
2024-2028	2,179,707	267,228	2,446,935
	$ 4,021,278	$ 955,501	$ 4,976,779

NOTE 7 – LONG-TERM LIABILITIES (Continued)

3. Business -type Activities – California State Water Resources Control Board Revolving Loan

On September 10, 2009, the City entered into a project finance agreement with the California State Water Resource Control Board (Water Control Board). Through the use of ARRA funds, the Water Control Board provided funding assistance in the amount of $23,100,000 for the rehabilitation and upgrade of the wastewater treatment plant. The City must repay the project funds at an interest rate of 1% per annum. The term of the agreement is June 16, 2009, to June 7, 2031. The balance outstanding at June 30, 2018 is $13,406,432. Annual debt service requirements for the CSWRCB Loan are shown below:

Fiscal Year Ended June 30,	CSWRCB Loan		
	Principal	Interest	Total
2019	$ 1,124,074	$ 134,064	$ 1,258,138
2020	1,135,315	122,823	1,258,138
2021	1,146,668	111,470	1,258,138
2022	1,158,134	100,004	1,258,138
2023	1,169,716	88,422	1,258,138
2024-2028	6,026,393	264,297	6,290,690
2029-2031	1,646,132	20,505	1,666,637
	$ 13,406,432	$ 841,585	$ 14,248,017

4. Compensated Absences

The City's policy relating to compensated absences is described in Note (1). Compensated absences are liquidated primarily by the general fund and proprietary funds. The total amount outstanding at June 30, 2018, was $125,913 for governmental activities and $88,056 for business-type activities.

NOTE 8 – RISK MANAGEMENT

Central San Joaquin Valley Risk Management Authority

The City participates with other public entities in a joint exercise of powers agreement which establishes the Central San Joaquin Valley Risk Management Authority (CSJVRMA). The relationship between the City and CSJVRMA is such that CSJVRMA is not a component unit of the City for financial reporting purposes.The City is covered for the first $1,000,000 of each general liability claim and $500,000 of each workers' compensation claim through the CSJVRMA. The City has the right to receive dividends or the obligation to pay assessments based on a formula which, among other expenses, charges the City's account for liability losses under $10,000 and worker's compensation losses under $10,000. The CSJVRMA participates in an excess pool which provides general liability coverage from $1,000,000 to $10,000,000. The CSJVRMA participates in an excess pool which provides workers' compensation coverage from $350,000 to $500,000 and purchases excess insurance above the $500,000 to the statutory limit. The CSJVRMA is a consortium of fifty-five (55) cities in the San Joaquin Valley of California. It was established under the provisions of California Government Code Section 6500 et seq. The CSJVRMA is governed by a Board of Directors, which meets 3-4 times per year, consisting of one member appointed by each member city. The day-to-day business is handled by a management group employed by the CSJVRMA.

NOTE 9 – PROPRIETARY FUNDS INFORMATION

The City maintains four enterprise funds. The Water and Sewer funds account for the provision of basic utility services to all citizens. The Community Center Operations fund and USF Community Center fund are utilized to maintain the operations and maintenance of the City's community center.

NOTE 10 – CONTINGENT LIABILITIES

The City is subject to litigation arising in the normal course of business. In the opinion of the City's management, there is no pending litigation that is likely to have a material adverse effect on the financial position of the City.

NOTE 11 – OTHER POST EMPLOYMENT BENEFITS

The City does not offer any other post-employment benefits.

NOTE 12 – PENSION PLAN

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plans and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

A. General Information about the Pension Plan

Plan Descriptions - All qualified employees are eligible to participate in the City's separate Safety (police and fire) and Miscellaneous (all other) Plans, cost sharing defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

NOTE 12 – PENSION PLAN (Continued)

A. General Information about the Pension Plan (Continued)

The Plans' provisions and benefits in effect at June 30, 2018, are summarized as follows:

	City Misc Plan		City Safety Plan
Hire date	Prior to January 1, 2013	On or after January 1, 2013	Prior to January 1, 2013
Benefit formula	2.7% @ 55	2% @ 62	3.0% @ 50
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age	55	62	50
Monthly benefits, as a % of eligible compensation	2% to 2.7%	2.00%	3.0%
Required employee contribution rates	8%*	6.25%	n/a
Required employer contribution rates	11.634%	6.555%	n/a

* City made 2% contribution on behalf of employees

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2018, the City reported net pension liabilities for its proportionate share of the net pension liability of the Plan as follows:

Proportionate Share of Net Pension Liability	
Misc. Plan	Safety Plan
$ 2,348,102	$ 791,075

NOTE 12 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2017, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016 rolled forward to June 30, 2017 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Plan as of June 30, 2016 and 2017 was as follows:

	City Miscellaneous Plan	City Safety Plan
Proportion - June 30, 2016	0.05926%	0.01343%
Proportion - June 30, 2017	0.05957%	0.01324%
Change - Increase (Decrease)	0.00031%	-0.00019%

For the fiscal year ended June 30, 2018, the City recognized pension expense of $250,403. At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	$ 270,473	$ -
Net differences between projected and actual earnings on pension plan investments	104,001	
Differences based on actual experience	10,626	(42,540)
Differences based on change of assumptions	463,918	(35,428)
Differences between actual vs proportionate contribution	9,612	(60,264)
Adjustment due to differences in proportions	82,326	(40,669)
Total	$ 940,956	$ (178,901)

$270,473 reported as deferred outflows of resources related to contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and will be recognized as pension expense as follows:

Fiscal Year Ended June 30,	
2019	$ 133,418
2020	263,866
2021	155,832
2022	(61,534)
Total	$ 491,582

NOTE 12 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

The City's net pension liability for each Plan is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of each of the Plans is measured as of June 30, 2017, using an annual actuarial valuation as of June 30, 2016 rolled forward to June 30, 2017 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown below.

Actuarial Assumptions - The total pension liabilities in the June 30, 2017 actuarial valuations were determined using the following actuarial assumptions:

	Miscellaneous	Safety
Valuation Date	June 30, 2016	June 30, 2016
Measurement Date	June 30, 2017	June 30, 2017
Actuarial Cost Method	Entry-Age Normal Cost Method	
Actuarial Assumptions:		
Discount Rate	7.15%	7.15%
Inflation	2.75%	2.75%
Payroll Growth	3.00%	3.00%
Projected Salary Increase	3.30%-14.20% (1)	3.30%-14.20% (1)
Investment Rate of Return	7.50% (2)	7.50% (2)
Mortality	Derived using CalPERS' Membership Data for all Funds	

(1) Depending on age, service and type of employment
(2) Net of pension plan investment expenses, including inflation

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2016 valuation were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

Discount Rate - The discount rate used to measure the total pension liability was 7.15% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

NOTE 12 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Year 1 - 10(a)	Real Return Years 11+(b)
Global Equity	51.00%	5.25%	5.71%
Global Fixed Income	20.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure and Forestland	2.00%	4.50%	5.09%
Liquidity	1.00%	-0.55%	-1.05%
Total	100.00%		

NOTE 12 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate -The following presents the net pension liability of the Local Government for each Plan, calculated using the discount rate for each Plan, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	Miscellaneous	Safety
1% Decrease	6.15%	6.15%
Net Pension Liability	$3,504,470	$1,164,736
Current Discount Rate	7.15%	7.15%
Net Pension Liability	$2,348,102	$791,075
1% Increase	8.15%	8.15%
Net Pension Liability	$1,390,376	$485,626

Pension Plan Fiduciary Net Position - Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE 13 - SUCCESSOR AGENCY TRUST FOR ASSETS OF FORMER REDEVELOPMENT AGENCY

On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 ("the Bill") that provides for the dissolution of all redevelopment agencies in the State of California. This action impacted the reporting entity of the City of Hughson (City) that previously had reported a redevelopment agency within the reporting entity of the City as a blended component unit.

The Bill provides that upon dissolution of a redevelopment agency, either the city or other unit of local government will agree to serve as the "successor agency" to hold the assets units until they are distributed to other units of state and local government. On January 10, 2012, the City Council elected to become the Successor Agency for the former redevelopment agency in accordance with the Bill as part of the City resolution number 2012-04.

After enactment of the law, which occurred on June 28, 2011, redevelopment agencies in the State of California cannot enter into new projects, obligations or commitments. Subject to the control of a newly established oversight board, remaining assets can only be used to pay enforceable obligations in existence as of the date of the dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments).

Successor agencies will only be allocated revenue in the amount that is necessary to pay the estimated annual installment payments on enforceable obligations of former redevelopment agency until all enforceable obligations of the prior redevelopment agency have been paid in full and all assets have been liquidated.

NOTE 13 - SUCCESSOR AGENCY TRUST FOR ASSETS OF FORMER REDEVELOPMENT AGENCY (CONTINUED)

A. Capital assets of the Successor Agency as of June 30, 2018 consisted of the following:

	July 1, 2017 Balance	Additions	Deletions	June 30, 2018 Balance
Capital assets, being depreciated:				
Buildings and Improvements	$ 795,929	$ -	$ -	$ 795,929
Infrastructure	47,930			47,930
Total capital assets, being depreciated	843,859			843,859
Less accumulated depreciation for:				
Buildings and Improvements	(204,322)	(26,531)		(230,853)
Infrastructure	(9,590)	(959)		(10,549)
Total accumulated depreciation, net	(213,912)	(27,490)		(241,402)
Total capital assets, net	$ 629,947	$ (27,490)	$ -	$ 602,457

B. Long-term debt of the Successor Agency as of June 30, 2018, consisted of the following:

	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018	Due within one year
Tax Allocation Bonds	$ 2,580,000	$ -	$ (95,000)	$ 2,485,000	$ 100,000
Original Issuance Discount	(47,441)		2,372	(45,069)	(2,372)
Totals	$ 2,532,559	$ -	$ (92,628)	$ 2,439,931	$ 97,628

Tax Allocation Bonds – Series 2006

The former redevelopment agency issued $3,200,000 of tax allocation refunding bonds on February 1, 2006. The principal balance outstanding at June 30, 2018 was $2,485,000. The remaining annual debt service requirements as of June 30, 2018 are as follows:

Fiscal Year Ended June 30,	2006 Tax Allocation Bonds		
	Principal	Interest	Total
2019	$ 100,000	$ 85,500	$ 185,500
2020	100,000	83,500	183,500
2021	105,000	81,450	186,450
2022	105,000	78,825	183,825
2023	110,000	75,600	185,600
2024-2028	590,000	325,925	915,925
2029-2033	705,000	206,900	911,900
2034-2037	670,000	55,200	725,200
	$ 2,485,000	$ 992,900	$ 3,477,900

REQUIRED SUPPLEMENTAL INFORMATION

OTHER SUPPLEMENTAL INFORMATION

FINANCIAL SECTION

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CITY OF HUGHSON
SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
Revenues				
Property Taxes	$ 301,500	$ 301,500	$ 358,230	$ 56,730
Sales and Use Taxes	895,496	895,396	948,939	53,543
Business License Taxes	21,000	21,000	24,350	3,350
Other Taxes	4,500	4,500	101,328	96,828
Licenses and Permits	79,299	79,299	83,081	3,782
Fines and Forfeitures	123,500	123,500	70,292	(53,208)
Interest	2,100	2,100	4,698	2,598
Charges for Services	39,000	39,000	28,972	(10,028)
Intergovernmental	796,728	796,728	1,048,066	251,338
Other	547,900	547,900	204,887	(343,013)
Total Revenues	2,811,023	2,810,923	2,872,843	61,920
Expenditures				
Current				
General Government	2,592,858	2,592,858	1,030,544	1,562,314
Public Safety	75,511	75,511	1,242,178	(1,166,667)
Public Works	53,725	53,725	360,039	(306,314)
Parks and Recreation	39,600	39,600	86,647	(47,047)
Total Expenditures	2,761,694	2,761,694	2,719,408	42,286
Excess (Deficiency) of Revenues Over (Under) Expenditures	49,329	49,229	153,435	104,206
Other Financing Sources (uses):				
Transfers In			86,876	86,876
Transfers Out	(39,000)	(39,000)	(44,000)	(5,000)
Total Other Financing Sources (Uses)	(39,000)	(39,000)	42,876	81,876
Net Change in Fund Balance	10,329	10,229	196,311	186,082
Fund Balance - July 1, 2017	3,287,322	3,287,322	3,287,322	
Fund Balance - June 30, 2018	$ 3,297,651	$ 3,297,551	$ 3,483,633	$ 186,082

CITY OF HUGHSON
SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
REFUSE SPECIAL REVENUE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual	Positive (Negative)
Revenues				
Interest	$ -	$ -	$ 19	$ 19
Charges for Services	495,000	495,000	504,002	9,002
Total Revenues	495,000	495,000	504,021	9,021
Expenditures				
Current:				
Public Works	495,155	495,155	493,576	1,579
Total Expenditures	495,155	495,155	493,576	1,579
Net Change in Fund Balance	(155)	(155)	10,445	10,600
Fund Balance - July 1, 2017	56,334	56,334	56,334	
Fund Balance - June 30, 2018	$ 56,179	$ 56,179	$ 66,779	$ 10,600

Cost Sharing Defined Benefit Pension Plans

Schedule of the City's Proportionate Share of the Net Pension Liability – Last 10 Years*

	June 30, 2018		June 30, 2017		June 30, 2016		June 30, 2015	
	Misc Plan	Safety Plan	Misc Plan	Safety Plan	Misc Plan	Safety Plan	Misc Plan	Safety Plan
Proportion of the net pension liability	0.05957%	0.01324%	0.05926%	0.01343%	0.06043%	0.01375%	0.05317%	0.01233%
Proportionate share of the net pension liability	$ 2,348,102	$ 791,075	$ 2,058,690	$ 695,657	$1,657,967	$ 566,466	$ 1,313,993	$ 462,568
Covered-employee payroll	$ 915,771	n/a	$ 920,504	n/a	$ 819,730	n/a	$ 838,193	n/a
Proportionate Share of the net pension liability as a percentage of covered-employee payroll	256.41%	n/a	223.65%	n/a	202.26%	n/a	156.76%	n/a
Plan's fiduciary net position	$ 6,192,955	$ 2,008,496	$ 5,495,601	$ 1,704,840	$5,367,605	$ 1,778,871	$ 5,521,563	$1,959,516
Plan's total pension liability	$ 8,541,057	$ 2,799,571	$ 7,554,291	$ 2,400,497	$7,025,572	$ 2,345,337	$ 6,835,556	$2,422,084
Plan fiduciary net position as a percentage of total pension liability	72.51%	71.74%	72.75%	71.02%	76.40%	75.85%	80.78%	80.90%

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a Golden Handshakes).

Change in Assumptions: In 2017, the accounting discount rate reduced from 7.65% to 7.15%.

*Fiscal year 2015 was the 1st year of implementation, therefore only four years are shown.

CITY OF HUGHSON
REQUIRED SUPPLEMENTAL INFORMATION
JUNE 30, 2018

Cost Sharing Defined Benefit Pension Plans

Schedule of Contributions – Last 10 Years*

	June 30, 2018		June 30, 2017		June 30, 2016		June 30, 2015	
	Misc Plan	Safety Plan	Misc Plan	Safety Plan	Misc Plan	Safety Plan	Misc Plan	Safety Plan
Contractual required contribution (actuarially determined)	$ 218,712	$31,691	$ 192,328	$26,718	$ 149,103	$ 29,542	$ 127,295	$ 22,606
Contributions in relation to the actuarially determined contributions	(218,712)	(31,691)	(192,328)	(26,718)	(149,103)	(29,542)	(127,295)	(22,606)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Covered employee payroll	$ 915,771	n/a	$ 920,504	n/a	$ 819,730	n/a	$ 838,193	n/a
Contributions as a percentage of covered employee payroll	23.88%	n/a	20.89%	n/a	18.19%	n/a	15.19%	n/a

Notes to Schedule

Actuarial Cost Method	Entry Age Normal
Amortization Method/Period	For detail, see June 30, 2012 Funding Valuation Report
Assets Valuation Method	Actuarial Value of Assets. For details, see June 30, 2012 Funding Valuation Report.
Inflation	2.75%
Salary Increases	Varies by Entry Age and Service
Payroll Growth	3.00%
Investment Rate of Return	7.50% Net of Pension Plan Investment and Administrative Expenses; includes Inflation.
Retirement Age	The probabilities of Retirement are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007.
Mortality	The probabilities of mortality are based on the 2010 CalPERS Experience Study for the period from 1997 to 2007. Pre-retirement and Post-retirement mortality rates included 5 years of projected mortality improvement using Scale AA published by the Society of Actuaries.

***Fiscal year 2015 was the 1st year of implementation, therefore only four years are shown.**

CITY OF HUGHSON
PUBLIC FACILITIES CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 500	$ 2,104	$ 1,604
Charges for Services	85,812	96,912	11,100
Total Revenues	86,312	99,016	12,704
Expenditures:			
Capital Outlay	223,256	158,024	65,232
Total Expenditures	223,256	158,024	65,232
Net Change in Fund Balance	(136,944)	(59,008)	77,936
Fund Balance - July 1, 2017	1,245,843	1,245,843	
Fund Balance - June 30, 2018	$ 1,108,899	$ 1,186,835	$ 77,936

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NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

The Asset Forfeiture Fund was established to account for monies received from asset seizures in the City's jurisdiction. The monies are to be spent on police protection and enforcement.

The Gas Tax Fund was established to account for state gas tax revenues based on population. The revenues may be expended only for street and road repair, maintenance, design, construction, and traffic signal design and installation.

The Vehicle Abatement Fund was established to account for vehicle abatement fees, revenues, and expenditures.

The CDBG Rehab Fund was established to account for federal grants under the Housing and Community Development Act, to assist low and moderate income groups in obtaining loans to rehabilitate or revitalize their homes.

The CDBG Grants Fund was established to account for federal planning grants under the Housing and Community Development Act.

The Community Enhancement Fund was established to bridge the gap between old development and new development where Landscaping and Lighting Districts are not set up.

The Local Transportation Fund was established to account for revenues received and expenditures made for traffic improvements.

The Storm Drain Fund was established to account for storm drain revenues.

The SLESF Fund established to account for revenues received and expenditures made for Special Law Enforcement Services.

The Lighting and Landscaping Fund was established to account for the lighting and landscaping of specified zones in the City.

The Benefit Assessment Fund was established to account for assessments applied to certain districts within the City.

The Trench Cut Fund was established to account for trench cutting costs to be paid with specified charges designed for that specific use.

The Public Safety Realignment Fund was established to account for public safety costs to be paid from a special intergovernmental funding source.

The IT Reserve Fund was established to account for amounts set aside and transferred from all City funds for future IT upgrades.

The Measure L Sales Tax Fund was established to account for Measure L sales tax revenues and expenditures.

The SB-1 Roads Fund was established to account for SB-1 roads funds received from the State.

The Disability Access and Education Fund was established to account for fees per SB 1186 that are applied to the sale of business licenses and renewals.

CAPITAL PROJECTS FUNDS

Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

The Transportation Fund was established to account for street reconstruction.

The Municipal Park Fund was established to account for future expansion of City parks.

The Parks Development Impact Fees Fund was established to account for developer assessments on new home construction, with the monies to be used for construction of parks.

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CITY OF HUGHSON
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
June 30, 2018

	Special Revenue Funds				
	Asset Forfeiture	Gas Tax	Vehicle Abatement	CDBG Rehab	CDBG Grants
Assets					
Cash and Investments	$ 1,660	$ 196,608	$ 16,261	$ 431,050	$ 93,999
Accounts Receivable					
Loans Receivable				231,141	
Total Assets	$ 1,660	$ 196,608	$ 16,261	$ 662,191	$ 93,999
Liabilities					
Accounts Payable	$ -	$ 7,788	$ -	$ -	$ -
Due To Other Funds					
Total Liabilities		7,788			
Fund Balances (Deficits)					
Restricted	1,660	188,820	16,261	662,191	93,999
Unassigned					
Total Fund Balances (Deficits)	1,660	188,820	16,261	662,191	93,999
Total Liabilities and Fund Balances	$ 1,660	$ 196,608	$ 16,261	$ 662,191	$ 93,999

Special Revenue Funds

Community Enhancement	Local Transportation	Storm Drain	SLESF	Lighting and Landscaping	Benefit Assessment	Trench Cut
$ 124,494	$ 94,877	$ 405,853	$ 130,566	$ 121,882	$ 193,539	$ 77,400
				1,114	606	
$ 124,494	$ 94,877	$ 405,853	$ 130,566	$ 122,996	$ 194,145	$ 77,400
$ -	$ -	$ -	$ 351	$ 2,951	$ -	$ -
			351	2,951		
124,494	94,877	405,853	130,215	120,045	194,145	77,400
124,494	94,877	405,853	130,215	120,045	194,145	77,400
$ 124,494	$ 94,877	$ 405,853	$ 130,566	$ 122,996	$ 194,145	$ 77,400

Continued

CITY OF HUGHSON
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
June 30, 2018
(CONTINUED)

	Special Revenue Funds				
	Public Safety Realignment	IT Reserve	Measure L Sales Tax	SB-1 Roads	Disability Access and Education
Assets					
Cash and Investments	$ 35,722	$ 104,177	$ 230,828	$ 27,418	$ 61
Accounts Receivable			61,784	22,725	
Loans Receivable					
Total Assets	$ 35,722	$ 104,177	$ 292,612	$ 50,143	$ 61
Liabilities					
Accounts Payable	$ -	$ -	$ -	$ -	$ 7
Due to Other Funds					
Total Liabilities					7
Fund Balances (Deficits)					
Restricted	35,722	104,177	292,612	50,143	54
Unassigned					
Total Fund Balances (Deficits)	35,722	104,177	292,612	50,143	54
Total Liabilities and Fund Balances	$ 35,722	$ 104,177	$ 292,612	$ 50,143	$ 61

Capital Projects Funds			Total
Transportation	Municipal Park	Parks Development Impact Fees	Nonmajor Governmental Funds
$ -	$ 657,323	$ 458,498	$ 3,402,216
66,439			152,668
			231,141
$ 66,439	$ 657,323	$ 458,498	$ 3,786,025
$ 1,859	$ -	$ -	$ 12,956
329,388			329,388
331,247			342,344
	657,323	458,498	3,708,489
(264,808)			(264,808)
(264,808)	657,323	458,498	3,443,681
$ 66,439	$ 657,323	$ 458,498	$ 3,786,025

CITY OF HUGHSON
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2018

	Special Revenue Funds				
	Asset Forfeiture	Gas Tax	Vehicle Abatement	CDBG Rehab	CDBG Grants
Revenues:					
Interest	$ -	$ 62	$ -	$ 652	$ -
Charges for Services			8,155		
Intergovernmental		158,713			
Special Assessments					
Other				8,900	
Total Revenues		158,775	8,155	9,552	
Expenditures:					
Current:					
Public Safety					
Public Works		62,065			
Capital Outlay					
Total Expenditures		62,065			
Excess (Deficiency) of Revenues over (Under) Expenditures		96,710	8,155	9,552	
Other Financing Sources (Uses):					
Transfers In					
Transfers Out		(59,600)	(9,000)		
Total Other Financing Sources (Uses)		(59,600)	(9,000)		
Net Change in Fund Balances		37,110	(845)	9,552	
Fund Balances - July 1, 2017	1,660	151,710	17,106	652,639	93,999
Fund Balances - June 30, 2018	$ 1,660	$ 188,820	$ 16,261	$ 662,191	$ 93,999

Special Revenue Funds						
Community Enhancement	Local Transportation Fund	Storm Drain	SLESF	Lighting and Landscaping	Benefit Assessment	Trench Cut
$ 181	$ 116	$ 594	$ 200	$ -	$ -	$ -
11,088		33,638				774
			140,251			
				135,834	59,141	
11,269	116	34,232	140,451	135,834	59,141	774
			51,705			
	15,600			85,423	23,092	
	19,413		36,507			
	35,013		88,212	85,423	23,092	
11,269	(34,897)	34,232	52,239	50,411	36,049	774
				(8,520)	(2,136)	
				(8,520)	(2,136)	
11,269	(34,897)	34,232	52,239	41,891	33,913	774
113,225	129,774	371,621	77,976	78,154	160,232	76,626
$ 124,494	$ 94,877	$ 405,853	$ 130,215	$ 120,045	$ 194,145	$ 77,400

Continued

CITY OF HUGHSON
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Fiscal Year Ended June 30, 2018
(CONTINUED)

	Special Revenue Funds				
	Public Safety Realignment	IT Reserve	Measure L Sales Tax	SB-1 Roads	Disability Access and Education
Revenues:					
Interest	$ -	$ 40	$ 141	$ -	$ -
Charges for Services					54
Intergovernmental			362,204	50,143	
Special Assessments					
Other					
Total Revenues		40	362,345	50,143	54
Expenditures:					
Current:					
Public Safety					
Public Works					
Capital Outlay		23,063	69,733		
Total Expenditures		23,063	69,733		
Excess (Deficiency) of Revenues over (Under) Expenditures		(23,023)	292,612	50,143	54
Other Financing Sources (Uses):					
Transfers In		15,000			
Transfers Out					
Total Other Financing Sources (Uses)		15,000			
Net Change in Fund Balances		(8,023)	292,612	50,143	54
Fund Balances - July 1, 2017	35,722	112,200			
Fund Balances - June 30, 2018	$ 35,722	$ 104,177	$ 292,612	$ 50,143	$ 54

Capital Project Funds			Total
Transportation	Municipal Park	Parks Development Impact Fees	Nonmajor Governmental Funds
$ -	$ 994	$ 679	$ 3,659
	21,901	29,337	104,947
118,734			830,045
			194,975
			8,900
118,734	22,895	30,016	1,142,526
			51,705
			186,180
121,816			270,532
121,816			508,417
(3,082)	22,895	30,016	634,109
			15,000
			(79,256)
			(64,256)
(3,082)	22,895	30,016	569,853
(261,726)	634,428	428,482	2,873,828
$ (264,808)	$ 657,323	$ 458,498	$ 3,443,681

CITY OF HUGHSON
GAS TAX SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 50	$ 62	$ 12
Intergovernmental	155,770	158,713	2,943
Total Revenues	155,820	158,775	2,955
Expenditures:			
Current:			
Public Works	42,000	62,065	(20,065)
Capital Outlay	59,000		59,000
Total Expenditures	101,000	62,065	38,935
Excess (Deficiency) of Revenues Over (Under) Expenditures	54,820	96,710	41,890
Other Financing Sources (Uses):			
Transfers Out	(59,600)	(59,600)	
Total Other Financing Sources (Uses)	(59,600)	(59,600)	
Net Change in Fund Balance	(4,780)	37,110	41,890
Fund Balance - July 1, 2017	151,710	151,710	
Fund Balance - June 30, 2018	$ 146,930	$ 188,820	$ 41,890

CITY OF HUGHSON
VEHICLE ABATEMENT SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Charges For Services	$ 9,000	$ 8,155	$ (845)
Total Revenues	9,000	8,155	(845)
Other Financing Sources (Uses):			
Transfers Out	(9,000)	(9,000)	
Total Other Financing Sources (Uses)	(9,000)	(9,000)	
Net Change in Fund Balance		(845)	(845)
Fund Balance - July 1, 2017	17,106	17,106	
Fund Balance - June 30, 2018	$ 17,106	$ 16,261	$ (845)

CITY OF HUGHSON
CDBG REHAB SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 350	$ 652	$ 302
Other Revenue	3,000	8,900	5,900
Total Revenues	3,350	9,552	6,202
Net Change in Fund Balance	3,350	9,552	6,202
Fund Balance - July 1, 2017	652,639	652,639	
Fund Balance - June 30, 2018	$ 655,989	$ 662,191	$ 6,202

CITY OF HUGHSON
COMMUNITY ENHANCEMENT SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 50	$ 181	$ 131
Charges For Services	12,096	11,088	(1,008)
Total Revenues	12,146	11,269	(877)
Net Change in Fund Balance	12,146	11,269	(877)
Fund Balance - July 1, 2017	113,225	113,225	
Fund Balance - June 30, 2018	$ 125,371	$ 124,494	$ (877)

CITY OF HUGHSON
LOCAL TRANSPORTATION SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ -	$ 116	$ 116
Other	5,311		(5,311)
Total Revenues	5,311	116	(5,195)
Expenditures:			
Current:			
Public Works	25,000	15,600	9,400
Capital Outlay	19,414	19,413	1
Total Expenditures	44,414	35,013	9,401
Net Change in Fund Balance	(39,103)	(34,897)	4,206
Fund Balance - July 1, 2017	129,774	129,774	
Fund Balance - June 30, 2018	$ 90,671	$ 94,877	$ 4,206

CITY OF HUGHSON
STORM DRAIN SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 150	$ 594	$ 444
Charges for Services	33,768	33,638	(130)
Total Revenues	33,918	34,232	314
Net Change in Fund Balance	33,918	34,232	314
Fund Balance - July 1, 2017	371,621	371,621	
Fund Balance - June 30, 2018	$ 405,539	$ 405,853	$ 314

CITY OF HUGHSON
SLESF SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ -	$ 200	$ 200
Intergovernmental	100,000	140,251	40,251
Total Revenues	100,000	140,451	40,451
Expenditures:			
Current:			
Public Safety	65,093	51,705	13,388
Capital Outlay	36,507	36,507	
Total Expenditures	101,600	88,212	13,388
Net Change in Fund Balance	(1,600)	52,239	53,839
Fund Balance - July 1, 2017	77,976	77,976	
Fund Balance - June 30, 2018	$ 76,376	$ 130,215	$ 53,839

CITY OF HUGHSON
LIGHTING AND LANDSCAPING SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Special Assessments	$ 132,287	$ 135,834	$ 3,547
Total Revenue	132,287	135,834	3,547
Expenditures:			
Current:			
Public works	123,398	85,423	37,975
Total Expenditures	123,398	85,423	37,975
Excess (Deficiency) of Revenues Over (Under) Expenditures	8,889	50,411	41,522
Other Financing Sources (Uses)			
Transfers Out	(8,520)	(8,520)	
Total Other financing Sources (Uses)	(8,520)	(8,520)	
Net Change in Fund Balance	369	41,891	41,522
Fund Balance - July 1, 2017	78,154	78,154	
Fund Balance - June 30, 2018	$ 78,523	$ 120,045	$ 41,522

CITY OF HUGHSON
BENEFIT ASSESSMENT SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Special Assessments	$ 58,550	$ 59,141	$ 591
Total Revenue	58,550	59,141	591
Expenditures:			
Current:			
Public Works	27,820	23,092	4,728
Total Expenditures	27,820	23,092	4,728
Excess (Deficiency) of Revenues Over (Under) Expenditures	30,730	36,049	5,319
Other Financing Sources (Uses)			
Transfers Out	(2,137)	(2,136)	1
Total Other financing Sources (Uses)	(2,137)	(2,136)	1
Net Change in Fund Balance	28,593	33,913	5,320
Fund Balance - July 1, 2017	160,232	160,232	
Fund Balance - June 30, 2018	$ 188,825	$ 194,145	$ 5,320

CITY OF HUGHSON
TRENCH CUT SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Charges for Services	$ 200	$ 774	$ 574
Total Revenue	200	774	574
Net Change in Fund Balance	200	774	574
Fund Balance - July 1, 2017	76,626	76,626	
Fund Balance - June 30, 2018	$ 76,826	$ 77,400	$ 574

CITY OF HUGHSON
MEASURE L SALES TAX SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ -	$ 141	$ 141
Intergovernmental	316,232	362,204	45,972
Total Revenues	316,232	362,345	46,113
Expenditures:			
Capital Outlay	316,232	69,733	246,499
Total Expenditures	316,232	69,733	246,499
Net Change in Fund Balance		292,612	292,612
Fund Balance - July 1, 2017			
Fund Balance - June 30, 2018	$ -	$ 292,612	$ 292,612

CITY OF HUGHSON
SB-1 ROADS SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Intergovernmental	$ 41,232	$ 50,143	$ 8,911
Total Revenues	41,232	50,143	8,911
Expenditures:			
Capital Outlay	41,232		41,232
Total Expenditures	41,232		41,232
Net Change in Fund Balance		50,143	50,143
Fund Balance - July 1, 2017			
Fund Balance - June 30, 2018	$ -	$ 50,143	$ 50,143

CITY OF HUGHSON
TRANSPORTATION CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Intergovernmental	$ 542,974	$ 118,734	$ (424,240)
Total Revenues	542,974	118,734	(424,240)
Expenditures:			
Capital Outlay	474,552	121,816	352,736
Total Expenditures	474,552	121,816	352,736
Excess (Deficiency) of Revenues Over (Under) Expenditures	68,422	(3,082)	(71,504)
Net Change in Fund Balance	68,422	(3,082)	(71,504)
Fund Balance (Deficit) - July 1, 2017	(261,726)	(261,726)	
Fund Balance (Deficit) - June 30, 2018	$ (193,304)	$ (264,808)	$ (71,504)

CITY OF HUGHSON
MUNICIPAL PARK CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 500	$ 994	$ 494
Charges for Services	23,892	21,901	(1,991)
Total Revenues	24,392	22,895	(1,497)
Net Change in Fund Balance	24,392	22,895	(1,497)
Fund Balance - July 1, 2017	634,428	634,428	
Fund Balance - June 30, 2018	$ 658,820	$ 657,323	$ (1,497)

CITY OF HUGHSON
PARKS DEVELOPMENT IMPACT FEES CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL
For the Fiscal Year Ended June 30, 2018

	Final Budget	Actual Amount	Variance with Final Budget Positive (Negative)
Revenues:			
Interest	$ 200	$ 679	$ 479
Charges for Services	32,004	29,337	(2,667)
Total Revenues	32,204	30,016	(2,188)
Net Change in Fund Balance	32,204	30,016	(2,188)
Fund Balance - July 1, 2017	428,482	428,482	
Fund Balance - June 30, 2018	$ 460,686	$ 458,498	$ (2,188)

NONMAJOR PROPRIETARY FUNDS

PROPRIETARY FUNDS

Proprietary funds are used to account for operations that are financed and operated in a manner similar to private business enterprises - for these funds, it is the intent of the City Council that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Community Center Operations - This fund is used to account for revenues and expenses associated with the maintenance and operations of the City's Community Centers.

USF Community Center - This fund is used to account for funds designated for maintenance and operations of the City's Community Centers.

CITY OF HUGHSON
NONMAJOR PROPRIETARY FUNDS
COMBINING STATEMENT OF NET POSITION
June 30, 2018

	Enterprise Funds		
	Community Center Operations Fund	USF Community Center Fund	Total Nonmajor Enterprise Funds
Assets			
Current Assets:			
Cash and Investments	$ 5,803	$ (57)	$ 5,746
Total Current Assets	5,803	(57)	5,746
Noncurrent Assets:			
Capital Assets:			
Land	105,073		105,073
Buildings	725,283		725,283
Less:			
Accumulated Depreciation	(471,434)		(471,434)
Total Noncurrent Assets	358,922		358,922
Total Assets	364,725	(57)	364,668
Liabilities			
Current Liabilities:			
Accounts Payable	2,977	476	3,453
Deposits Payable	4,442		4,442
Total Current Liabilities	7,419	476	7,895
Total Liabilities	7,419	476	7,895
Net Position			
Net Investment in Capital Assets	358,922		358,922
Unrestricted	(1,616)	(533)	(2,149)
Total Net Position	$ 357,306	$ (533)	$ 356,773

CITY OF HUGHSON
NONMAJOR PROPRIETARY FUNDS
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	Enterprise Funds		
	Community Center Operations Fund	USF Community Center Fund	Total Nonmajor Enterprise Funds
Operating Revenues			
Charges for Services	$ 19,958	$ 14,792	$ 34,750
Total Operating Revenues	19,958	14,792	34,750
Operating Expenses			
Administrative	20,997	6,164	27,161
Maintenance	30,291	1,802	32,093
Depreciation	24,176		24,176
Total Operating Expenses	75,464	7,966	83,430
Operating Income (Loss)	(55,506)	6,826	(48,680)
Income (Loss) Before Transfers	(55,506)	6,826	(48,680)
Transfers			
Transfers In	39,000		39,000
Transfers Out		(7,620)	(7,620)
Changes in Net Position	(16,506)	(794)	(17,300)
Net Position - Beginning of Fiscal Year	373,812	261	374,073
Net Position - End of Fiscal Year	$ 357,306	$ (533)	$ 356,773

CITY OF HUGHSON
NONMAJOR PROPRIETARY FUNDS
COMBINING STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	Enterprise Funds		
	Community Center Operations Fund	USF Community Center Fund	Total Nonmajor Enterprise Funds
CASH FLOWS FROM OPERATING ACTIVITIES:			
Cash Received from Users	$ 20,808	$ 14,792	$ 35,600
Cash Payments to Suppliers and Contractors	(52,786)	(9,724)	(62,510)
Net Cash Provided (Used) By Operating Activities	(31,978)	5,068	(26,910)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Transfers in (out)	39,000	(7,620)	31,380
Interfund Borrowing	(1,219)	1,219	
Net Cash Provided (Used) By Noncapital Financing Activities	37,781	(6,401)	31,380
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	5,803	(1,333)	4,470
CASH AND CASH EQUIVALENTS, BEGINNING OF FISCAL YEAR		1,276	1,276
CASH AND CASH EQUIVALENTS, END OF FISCAL YEAR	$ 5,803	$ (57)	$ 5,746
Reconciliation to Statement of Net Position:			
Cash and Cash Equivalents	$ 5,803	$ (57)	$ 5,746
CASH FLOWS FROM OPERATING ACTIVITIES:			
Operating Income (Loss)	$ (55,506)	$ 6,826	$ (48,680)
Adjustment to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Depreciation Expense	24,176		24,176
Changes in Assets and Liabilities:			
Increase (Decrease) in Accounts Payable	(1,498)	(1,758)	(3,256)
Increase (Decrease) in Deposits Payable	850		850
Total Adjustments	23,528	(1,758)	21,770
Net Cash Provided (Used) By Operating Activities	$ (31,978)	$ 5,068	$ (26,910)

CITY OF HUGHSON
PERSONNEL MANUAL

ADOPTED JUNE 27, 2016
(RESOLUTION NO. 16-22)

38060-18300 06/27/16

303521-9

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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 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: _____

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 compliant 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. Delegation 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, dismissal, demotion, reduction in pay, suspension or termination of an employee for punitive reasons and not for any non-punitive reasons.

2.16. 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 thereof 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 over 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 applicant 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 a 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.

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

B. Except as otherwise provided by the City Manager or 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) (Management will identify and select one member of Public Works who will receive the QAL incentive pay.)	1%

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%).

The maximum incentive pay an employee can receive for the combination of qualified certificates and degress is five percent (5%).

Proof of certification must be presented to the City Manager for approval. The incentive pay will be included on the payroll following approval by the City Manager. It is the responsibility of the employee to provide certification.

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 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 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.

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.

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 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) minute 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.

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 to serve on an inquest or on a jury or grand jury or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, as required by law, 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.

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 has 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 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-workday. 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 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' service = 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)
Christmas Day - 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 or 26 weeks for Military FMLA leave in 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.

A. 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.

B. 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 (1½) 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 with 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 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.

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 therefore 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 therefore 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 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.

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 , 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.

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. Dismissal for Violation.

Any violation of this Section 12 may result in discipline, up to and including 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.

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; laptop computers; mini and mainframe computers; computer hardware such as disk drives, 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; email; 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 email 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 email 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 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 email 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 email 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, email 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 email 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). Email: Email is backed-up and archived. Although email is password protected, an authorized administrator can reset the password and read email.

(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 email 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 email 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 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.