



CITY OF HUGHSON
CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
(VIA VIDEOCONFERENCE)
7018 Pine Street, Hughson, CA

AGENDA
MONDAY, APRIL 27, 2020 – 7:00 P.M.

SPECIAL NOTICE
Coronavirus COVID-19

MEMBERS OF THE PUBLIC MAY REMOTELY OBSERVE THE MEETING AND ADDRESS THE COUNCIL VIA VIDEOCONFERENCE. THIS MEETING WILL NOT INCLUDE IN PERSON PUBLIC ATTENDANCE.

This meeting will be held in accordance with the Governor's Stay at Home Executive Order N-33-20 and will not include in person public attendance. Members of the public may observe the meeting and provide comments to the Council as described below.

**INFORMATION REGARDING ATTENDANCE AT THE CITY COUNCIL MEETING
IN RESPONSE TO THE LOCAL PUBLIC HEALTH EMERGENCY:**

How to observe the Meeting:

- You can observe the meeting by calling Deputy City Clerk, Ashton Gose at 209-883-4054, or e-mailing AGOSE@HUGHSON.ORG by 4:00 p.m. on Monday, April 27, 2020.
- In addition, recorded City Council meetings are posted on the City's website the first business day following the meeting. Recorded videos can be accessed with the following link: <http://hughson.org/our-government/city-council/#council-agenda>

How to submit Public Comment:

- If you wish to provide comment during the Public Comment Period, or on a specific agenda item, please submit your comments via email by 4:00 p.m. on Monday, April 27, 2020 prior to the Council meeting. Please email your comment to the Deputy City Clerk at AGOSE@HUGHSON.ORG and include either "Public Comment 4/27" or the Agenda Item Number in the subject line of the email. Your written comment will be distributed to the City Council, read aloud during the meeting, and kept on file as part of official record of the Council meeting.

CALL TO ORDER: Mayor Jeramy Young

ROLL CALL: Mayor Jeramy Young
Mayor Pro Tem George Carr
Councilmember Ramon Bawan
Councilmember Harold Hill
Councilmember Michael Buck

FLAG SALUTE: Mayor Jeramy Young

INVOCATION: Hughson Ministerial Association

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

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

2. PRESENTATIONS:

2.1: Development Impact Fee Nexus Study – Presented by Bartle Wells Associates.

3. CONSENT CALENDAR:

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

3.1: Approve the Minutes of the Regular Meeting of March 23, 2020.

3.2: Approve the Warrants Register.

3.3: Adopt Resolution No. 2020-16, Calling and Giving Notice of the Holding of a General Municipal Election on Tuesday, November 3, 2020, for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities and Requesting Consolidation of the Election with Stanislaus County.

- 3.4: Approval to Waive the Second Reading and Adopt Ordinance No. 2020-05, Amending Chapter 13.08, of the Hughson Municipal Code Concerning the Disconnection for Nonpayment of Residential Water Service.
- 3.5: Adopt Resolution No. 2020-17, Amending the City of Hughson's Conflict of Interest Code and Revise the Titles of Existing Positions, Delete Titles of Positions That Have Been Abolished and/or Positions That No Longer Make or Participate in Making Governmental Decisions and Amend the "Terms of Code".
- 3.6: Approval of Amendment to the Hughson City Manager Second Amended Employment Contract.
- 3.7: Consideration of Recommendation of Lieutenant Fidel Landeros for Hughson Chief of Police.
- 3.8: Proclaim April 19-25, 2020 as National Library Week.
- 3.9: Proclaim April 19-25, 2020 as Administrative Professionals Week.
- 3.10: Adopt Resolution No. 2020-18, Supporting the Approval of the Fiscal Years 2020-2025 Consolidated Plan (Con Plan), Fiscal Year 2020-2021 Community Development Block Grant (CDBG) Annual Action Plan (AAP), and the Fiscal Years 2020-2025 Analysis of Impediments to Fair Housing Choice (AI).
- 3.11: Adopt Resolution No. 2020-19, Approving the "Designation of Applicant's Resolution for Non-State Agencies" Designating Agents Authorized to Execute Applications for and on Behalf of the City of Hughson for Financial Assistance from the Federal Emergency Management Agency and the California Governor's Office of Emergency Services for Recovering Costs Associated with Declared Emergencies.
- 3.12: Adopt Resolution No. 2020-20, Approving the Professional Services Agreement with CSG Consultants for Building Plan Review and Building Inspection Services.
- 3.13: Update on Local Emergency Coronavirus/COVID-19.
- 3.14: Review and Approve the City of Hughson Treasurer's Investment Portfolio Reports for November and December 2019.

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

6.1: Approval to Conduct Sole Source Procurement for the Well No. 7 Replacement Project, Phase II and Related Actions.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

Deputy City Clerk:

Community Development Director:

Director of Finance and Admin Services:

Police Services:

City Attorney:

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

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

9. CLOSED SESSION TO DISCUSS THE FOLLOWING:

9.1: PUBLIC EMPLOYMENT
Title: City Manager

9.2: CONFERENCE WITH LABOR NEGOTIATORS
City Designated Representatives: Mayor Young
Unrepresented Employee: City Manager

9.3 CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Raul Mendez, City Manager
Employee Organization: Operating Engineers Local Union 3

ADJOURNMENT:

WAIVER WARNING

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

UPCOMING EVENTS:

May 11	▪ City/School 2+2 Committee Meeting, City Hall Chambers, 5:30 P.M. Tentative
May 11	▪ City Council Meeting, City Hall Chambers, 7:00 P.M. Tentative
May 12	▪ Parks, Recreation and Entertainment Commission Meeting, City Hall Chambers, 6:00 P.M. Tentative
May 19	▪ Planning Commission Meeting, City Hall Chambers, 6:00 P.M. Tentative
May 25	▪ Memorial Day – City Hall Closed
May 26	▪ Economic Development Committee Meeting, City Hall Chambers, 5:30 P.M. Tentative
May 26	▪ City Council Meeting, City Hall Chambers, 7:00 P.M. Tentative

AFFIDAVIT OF POSTING

DATE: April 24, 2020 **TIME:** 5:00 p.m.
NAME: Ashton Gose **TITLE:** Deputy City Clerk

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

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

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

Notice Regarding Non-English Speakers:

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this Agenda will be made available at the City Clerk’s counter at City Hall located at 7018 Pine Street, Hughson, CA. 5

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

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

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

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



CITY COUNCIL AGENDA ITEM NO. 2.1

SECTION 2: PRESENTATIONS

Meeting Date: April 27, 2020
Subject: Presentation by Bartle Wells Associates of the Development Impact Fee Nexus Study
Presented By: Lea C. Simvoulakis, Community Development Director

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a solid black horizontal line.

Approved By: _____

Background and Overview:

In 2006, the City of Hughson Contracted with Bartle Wells Associates (Bartle Wells) to develop a nexus study for developer impact fees (DIFs). Development impact fees are fees charged by a local government agency in connection with a development project for the purpose of defraying all, or a portion of the cost of public facilities related to the development of the project. DIFs are not a tax or special assessment; rather they are voluntary fees that must be reasonably related (“nexus”) to the cost of the service provided by the local agency. If a development impact fee does not relate to the impact created by the development or exceeds the reasonable cost of providing the public service, then the fee may be declared a special tax and require voter approval. A well-planned fee program should generate sufficient funds to allow the city to adequately mitigate impacts created by the new development.

To ensure that the City’s fees bear a reasonable relationship or nexus to anticipated impacts and their intended mitigation, these fees should be reviewed periodically. In 2018, City staff were directed to have this nexus study reviewed and revised accordingly. On December 10, 2018, the City Council approved the resolution to enter into a professional services agreement with Bartle Wells to complete a second Development Impact Fee Nexus Study. The work on the study began in May 2019 with a draft study ready at the end of 2019. Bartle Wells is giving a presentation on their findings at this time, but no formal action is being recommended by the Council at this time.

Bartle Wells has worked with City staff to update the City’s development impact fees and to provide an analysis and nexus for the existing fees and the associated fund balances for each development impact fee. The update will include a review of the projects included in the 2006 study with updated costing analysis and additional

projects will be added to correlate with the Capital Improvement Programs (CIP). This report outlines the basis for the development impact fees, the relationship between each fee and the development paying the fee and will clearly demonstrate that the fees are proportionate to the costs of the projects being funded.

The presentation by Bartle Wells Associates of the Development Impact Fee Nexus Study is the first step in looking at the recommended changes and an opportunity to ask questions and seek clarification. City staff anticipates bringing this item back later for formal City Council action. The proposed nexus study will need to be formally adopted by the City Council prior to any changes in development impact fees taking effect.

Fiscal Impact:

The fee for the nexus study was \$14,900. The original contract was not included in the 2018-2019 budget but was brought forward at the mid-year 2018-2019 budget review. Since the funds were not spent by the end of the 2018-2019 fiscal year, they were reallocated and placed in the 2019-2020 budget.



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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Berkeley, CA 94703
510 653 3399 fax: 510 653 3769
www.bartlewells.com

March 17th, 2020

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

DRAFT REPORT

RE: Development Impact Fees Study

Bartle Wells Associates (BWA) is pleased to submit the attached *Development Impact Fees Study*. The report develops updated Development Impact Fees that are designed to equitably recover the costs of infrastructure and assets benefiting new development.

The City's current Development Impact Fees are based on a fee studies conducted in 2006 and 2007. BWA's proposed fees are based on existing City asset valuations and cost estimates for future park land development.

We enjoyed working with the City on this assignment and appreciate the input and assistance received from City staff throughout the project. Please contact us anytime if you have questions about this report or related impact fee issues.

BARTLE WELLS ASSOCIATES

Douglas Dove, PE, CIPFA
Principal/President

Michael DeGroot
Consultant

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Appendices

Appendix A - Fixed Asset Lists & Valuation
Appendix B - Regional Impact Fee Survey

1. Background, Objectives, & Government Code

Background

The City of Hughson is an agricultural community located in Stanislaus County with an estimated population of 7,500.

Objectives

Key objectives of the study include:

- Review the City's current fees.
- Ensure that new development is adequately funding the costs of facilities that benefit them.
- Review the various proposed fee methodologies with City staff for conceptual agreement.

Development Impact Fee Government Code

Development impact fees are governed by California Government Code Section 66000 et. seq. commonly known as AB1600. The Code refers to impact fees as *capacity charges* since their purpose is to recover an equitable share of costs for capacity in infrastructure.

Section 66013 of the Code specifically governs water and sewer capacity charges and states that the fee "*shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed*" unless approved by a two-thirds vote.

The Code also states that "*Capacity charge means a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged.*" The Code does not detail any specific method for determining an appropriate fee.

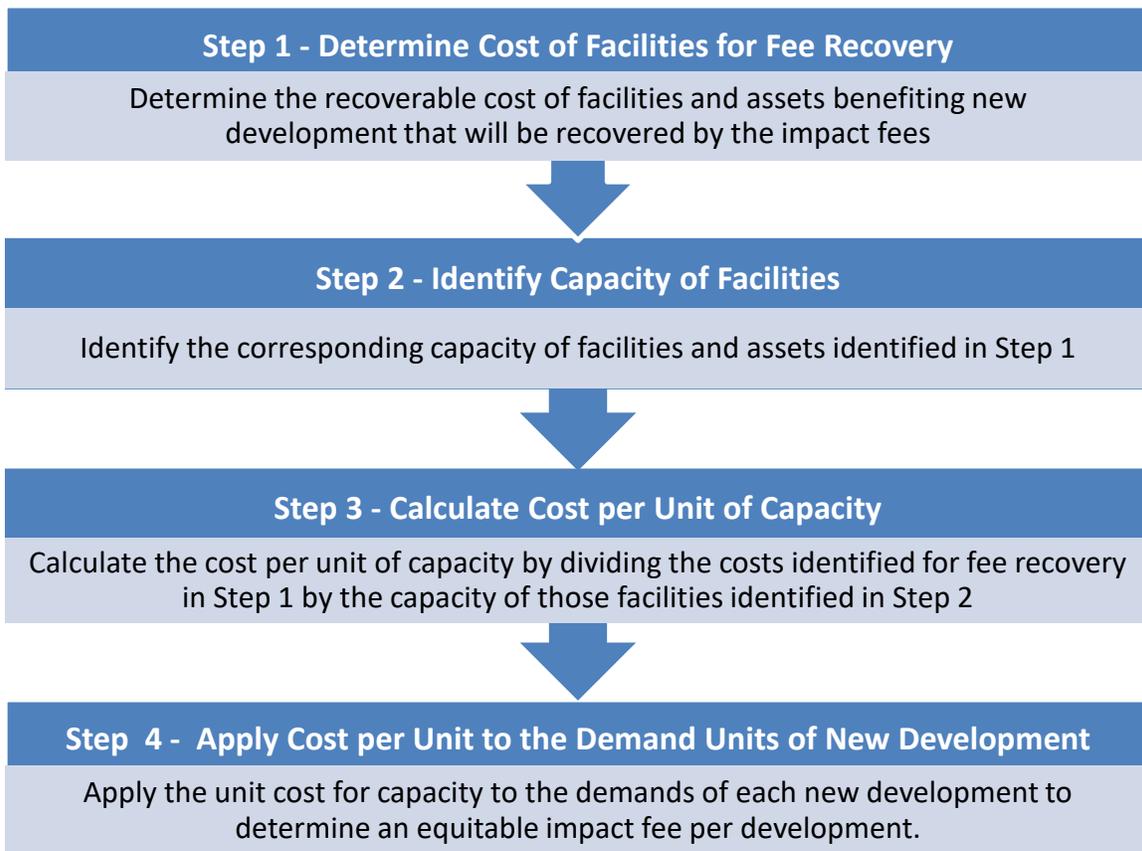
Section 66013 also identifies various accounting requirements for capacity fee revenues, notably that such revenues cannot be co-mingled with other City revenues and must be used solely for the purpose for which the fee was imposed.

2. Impact Fees

This section details the calculation of updated impact fees under the buy-in only approach. The fees were calculated and designed to be simple and straightforward to implement.

Impact Fee Methodology

There are many methods for calculating impact fees. The general methodology used in this report is summarized below.



Facility Cost Valuation

The fees (with exception to park in lieu and park development) are based on existing capital facilities, as identified in by the City's fixed asset list. Public Facilities includes one future project: a \$500,000 general plan update and Water includes \$5.6 MM of future projects identified to provide reliable water service through a 15-20 year planning period. Park fees are calculated based on the estimated cost per acre to develop future park land. All other fees are calculated based on a buy-in only methodology. Under this approach, the fee is based on the cost of existing facilities and assets (in current dollars) divided by the capacity of the system that would benefit from these assets.

Current Impact Fees

Table 1 shows the City's current impact fees. The fees were last updated in 2006 and 2007. Under the current structure, residential customers are charged a flat rate per unit, while nonresidential customers are charged a rate per one thousand square feet of new development. Water fees for nonresidential are charged based on meter size.

Table 1
City of Hughson
Summary of Current Fees

	<u>Current (SFD)</u>	<u>Current (MFD)</u>	<u>Current (Industrial) - per 1k Sq. Ft.</u>
Public Facility Fee	\$3,050	\$3,050	\$1,017
Storm Drain Fee	\$2,814	\$2,189	\$1,781
Sewer/Wastewater Fee	\$13,755	\$9,628	\$6,465
Water fee	\$3,803	\$2,282	\$9,508 (1" Meter)
Streets Fee	\$4,101	\$2,778	\$2,760
Park Development Fee	\$2,667	\$1,600	N/A
Park In-Lieu Fee	\$1,991	\$1,194	N/A
Community Enhancement Fee	<u>\$1,008</u>	<u>\$605</u>	\$336
	\$33,189	\$23,326	

Projected Customer Base

Table 2 shows the City's current and projected customer base. The customer base is currently comprised of 2,350 residential units (including 275 multifamily units). Non-residential customers floor area amounts to approximately 630,162 square feet. BWA estimates 1,700 commercial, 3,000 square foot of industrial or 2,000 square footage of public floor area to be equivalent to one residential dwelling unit. BWA equates the impact of one multifamily dwelling unit to be 65% of a single family unit based on 2015 U.S. Census data for Stanislaus County showing that multifamily units have 65% of the number of occupants than single family units on average. Based on these ratios, the existing customer base is 2,525 equivalent dwelling units (EDUs). BWA projects the customer base growing at approximately 2% per year over the next 20 years based on City projections, resulting in 3,492 residential units and 936,388 nonresidential square footage or 3,753 EDUs at buildout in 2039.

Table 2
City of Hughson
Existing and Projected Development - Full Sphere of Influence

	Existing Development		Projected New Development (20 Year, 2% Annual Growth)		Total Projected Development	
	Dwelling Units	Square Feet	Dwelling Units	Square Feet	Dwelling Units	Square Feet
Single family / mobile home	2,075		1,008		3,083	
Multi-family	275		134		409	
Commercial		225,766		109,710		335,476
Industrial		379,740		184,534		564,274
Public		24,656		11,982		36,638
Subtotal	2,350	630,162	1,142	306,226	3,492	936,388
Total	2,350	272	1,142	132	3,492	404
Total EDUs (1) (2)	2,525		1,227		3,753	

(1) - Single family @ 1 D.U. = 1 EDU; Multi-family @ 1 D.U. = .65 EDUs

(2) - Commercial @ 1,700 sq. ft. = 1 EDU; industrial @ 3,000 sq. ft. = 1 EDU.; public @ 2,000 sq. ft. = 1 EDU

Table 3 shows the City's current and projected water meters by meter size. The customer base is currently comprised of 1,972 metered connections or 2,341 equivalent 5/8" meters. The meter equivalents are based on American Water Works Association (AWWA) standard flow ratios. BWA projects total 5/8" meter equivalents of 3,479 in 20 years based on a 2% estimated annual growth rate.

Table 3
City of Hughson
Water Meter Count and Equivalent Meters

Meter Type	AWWA*			Projected Meter Equivalents Distribution (20 Years, 2% Growth)	
	Total	Meter Ratio	Equivalents		
5/8 or 3/4"	1,911	1.0	1,911	82%	2,840
1"	13	1.7	22	1%	32
1 1/2"	11	3.3	37	2%	54
2"	24	5.3	128	5%	190
2 & 3/4"	1	6.3	6	0%	9
4"	5	16.7	83	4%	124
6"	1	33.3	33	1%	50
6" Fire Protection	1	3.3	3	0%	5
8"	2	53.3	107	5%	158
8" Fire Protection	2	5.3	11	0%	16
Total Meters	1,972		2,341	100%	3,479

*American Water Works Association

Fee Calculations

Table 4 shows the existing valuation of the City's existing assets by department. The total cost of existing system assets at historical purchase prices is approximately \$117 MM. BWA adjusted the purchase cost to

today's dollars using the Engineering News-Record Construction Cost Index (ENR CCI). The current value of City assets in today's dollars excluding depreciation is estimated to be \$223 MM. Taking out accrued depreciation, the replacement cost less depreciation (RCNLD) of City assets is estimated to be \$145 MM. Appendix A shows detailed asset lists and valuations for each of the City's departments. To calculate capacity fees, BWA divided the RCNLD of City assets by the estimated 2039 meter equivalents for water and sewer and total dwelling units for all other fees.

Table 4
City of Hughson
Existing Asset Valuation

<u>Fee Category</u>	<u>Orig Cost</u>	<u>Current \$¹</u>	<u>RCNLD²</u>	<u>Projected EDUs / Meter Equivalents (2039)</u>	<u>\$/EDU or Meter Equivalent³</u>
Water	\$26,001,287	\$50,375,929	\$28,242,931	3,479	\$8,119
Sewer	41,546,971	68,352,419	50,935,539	3,479	\$14,642
Storm	12,248,901	45,003,784	24,984,051	3,753	\$6,658
Community Enhancement	1,674,215	2,671,695	1,395,728	3,753	\$372
Public Facilities	13,770,741	19,055,249	16,919,509	3,753	\$4,509
<u>Streets</u>	<u>21,688,532</u>	<u>37,689,760</u>	<u>22,739,747</u>	3,753	\$6,060
Total	\$116,930,647	\$223,148,836	\$145,217,504		

1 Valued in current dollars by Engineering News-Record Construction Cost Index (ENR CCI)

2 Replacement Cost New Less Depreciation.

3 Fees for Water & Sewer based on meter size, all other based on equivalent dwelling units (EDU)

Table 5 shows the calculation for the Park In-Lieu Fee. The Quimby Act allows the City to require that new development set aside some amount of land (between 3 and 5 acres / 1,000 people) for the purposes of providing park land. Developers have the choice of physically securing suitable land for this set-aside or paying a park "in-lieu" fee calculated such that the City can use those funds to procure the land itself. For the purposes of this study, we estimate that the cost of providing this land, in-lieu of dedicating it directly, would be approximately \$300,000 per acre. We estimate that 10.52 acres of park land would cost approximately \$3.2 MM. With 1,089 new residential EDUs being added, the cost per EDU is \$2,898.

Table 5
 City of Hughson
 Park In-Lieu Fee

	Area	Cost / acre	Total Cost	Allocation to growth
Future Park Land Requirements				
Future park land purchases ¹	<u>10.52</u>	\$300,000	<u>\$3,154,537</u>	<u>100%</u>
	10.52		\$3,154,537	100%
Total allocated value to growth			\$3,154,537	
Projected future residential EDUs ²			1,089	
Projected park in-lieu fee (single family residence)			\$2,898	
Projected park in-lieu fee (multi-family residence)			\$1,884	

1 - BWA estimated cost

2 - Assumes population growth in city limits of 3,505 and desired ratio of 3 acres/1,000 residents

Table 6 shows the calculation for the Park Development Impact Fee. The park development impact fee is assessed to recover the costs of providing parks for future residents. Based on criteria outlined in the Quimby Act, we estimate that the City of Hughson will add 3 acres of developed park for every 1,000 new residents.

BWA estimates that the City will add approximately 1,089 new EDUs and 3,505 residents within the City limits. At this desired ratio, this means the City will need to provide approximately 10.52 acres of new parks for these residents. Rough cost estimates suggest that the cost of developing these parks (exclusive of the cost of purchasing land, see Park In-Lieu Impact Fee), will average around \$750,000 per acre. This means total park development costs could approach \$7.9 MM. Approximately \$3.9 million of this amount is allocable to future development.

These parks will be used almost exclusively for the purposes of providing recreation to City residents and as such, are not allocable to commercial development. Divided among the estimated 1,089 residential EDUs expected within the City limits (with multi-family residences being assessed the fee at 0.65 EDU), the single family residential park development impact fee is \$3,623.

Table 6
 City of Hughson
 Park Development Impact Fee

	<u>Area</u>	<u>Cost / acre¹</u>	<u>Total cost</u>	<u>Allocation to growth</u>
Future Park Development				
Future park development	<u>10.52</u>	\$750,000	<u>\$7,886,343</u>	50%
	10.52		\$7,886,343	
Total allocated value to growth			\$3,943,172	
Projected future residential EDUs			1,089	
Projected parks development fee (single family residence)			\$3,623	
Projected parks development fee (multi-family residence)			\$2,355	

1 - BWA estimated cost

Proposed Fees

Table 7 shows the proposed development impact fee schedule for each customer class. BWA recommends charging commercial and industrial based on water meter size for sewer rather than square footage to better align with wastewater flows. Proposed fees are based on the following standard ratios: one single family EDU = 0.65 multifamily dwelling units, 1,700 square foot of commercial floor area and 3,000 square foot of industrial floor area.

Table 7
City of Hughson
Proposed Fees

Proposed Fee Based on Meter Size	SFD		MFD		Non Residential	
	Current	Proposed	Current (per DU)	Proposed MFD (Per DU)	Current	Proposed by Meter Size (\$/1" Meter Shown)
Water	\$3,803	\$8,119	\$2,282	\$5,277	\$9,508 (1" Meter)	\$13,623
Sewer	\$13,755	\$14,642	\$9,628	\$9,517	\$19,395 (per 3,000 sq. ft.)	\$24,569
Proposed Fee Based on Equivalent Dwelling Unit	SFD		MFD		Industrial (1 DU = 3,000 Sq. Ft.)*	
	Current	Proposed	Current (per DU)	Proposed MFD (Per DU)	Current (per 1k Sq Ft.)	Proposed (per 1k Sq Ft.)
Storm Drain	\$2,814	\$6,658	\$2,189	\$4,327	\$1,781	\$2,219
Public Facility Fee	\$3,050	\$4,509	\$3,050	\$2,931	\$1,017	\$1,503
Community Enhancement Fee	\$1,008	\$372	\$605	\$242	\$336	\$124
Streets	\$4,101	\$6,060	\$2,778	\$3,939	\$2,760	\$2,020
Park Development Fee	\$2,667	\$3,623	\$1,600	\$2,355	N/A	N/A
Park In-Lieu Fee	\$1,991	\$2,898	\$1,194	\$1,884	N/A	N/A
Total	\$33,189	\$46,879	\$23,326	\$30,471	\$46,585	\$55,790
% Increase		41%		31%		20%

*Commerical @ 1,700 sq. ft. = 1 SFD; industrial @ 3,000 sq. ft. = 1 SFD.; public @ 2,000 sq. ft. = 1 SFD

Table 8 shows the full schedule of water and sewer fees based on meter size. Private fire meters are recommended to be charged 10% of the regular meter fee to reflect the benefits private customers receive such as saving lives and extinguishing fires more quickly. The nature of this capacity differs from a regular meter capacity because it is on standby and not used except in emergencies. Additionally, private fire meters provide benefits to the public at large by preventing the spreading of fires. Therefore, the fee for private fire meters should be a fraction of the fee for a standard meter. Industry standard capacity fees for fire meters range from 0% to 25% of the standard meter capacity fee.

Table 8
 City of Hughson
 Full Schedule of Fees Based on Meter Size

Meter Type	Meter Ratio	Water Fee	Sewer Fee
3/4" & Below & Residential	1.0	\$8,119	\$14,642
1"	1.7	\$13,623	\$24,569
1 1/2"	3.3	\$27,061	\$48,804
2"	5.3	\$43,295	\$78,082
2 & 3/4"	6.3	\$51,414	\$92,723
4"	16.7	\$135,302	\$244,014
6"	33.3	\$270,607	\$488,034
8"	53.3	\$432,970	\$780,852
6" Fire Protection*	3.3	\$27,061	N/A
8" Fire Protection*	5.3	\$43,297	N/A

*Fire meter ratio 10% of regular meter

APPENDIX A

Fixed Asset Lists & Valuation

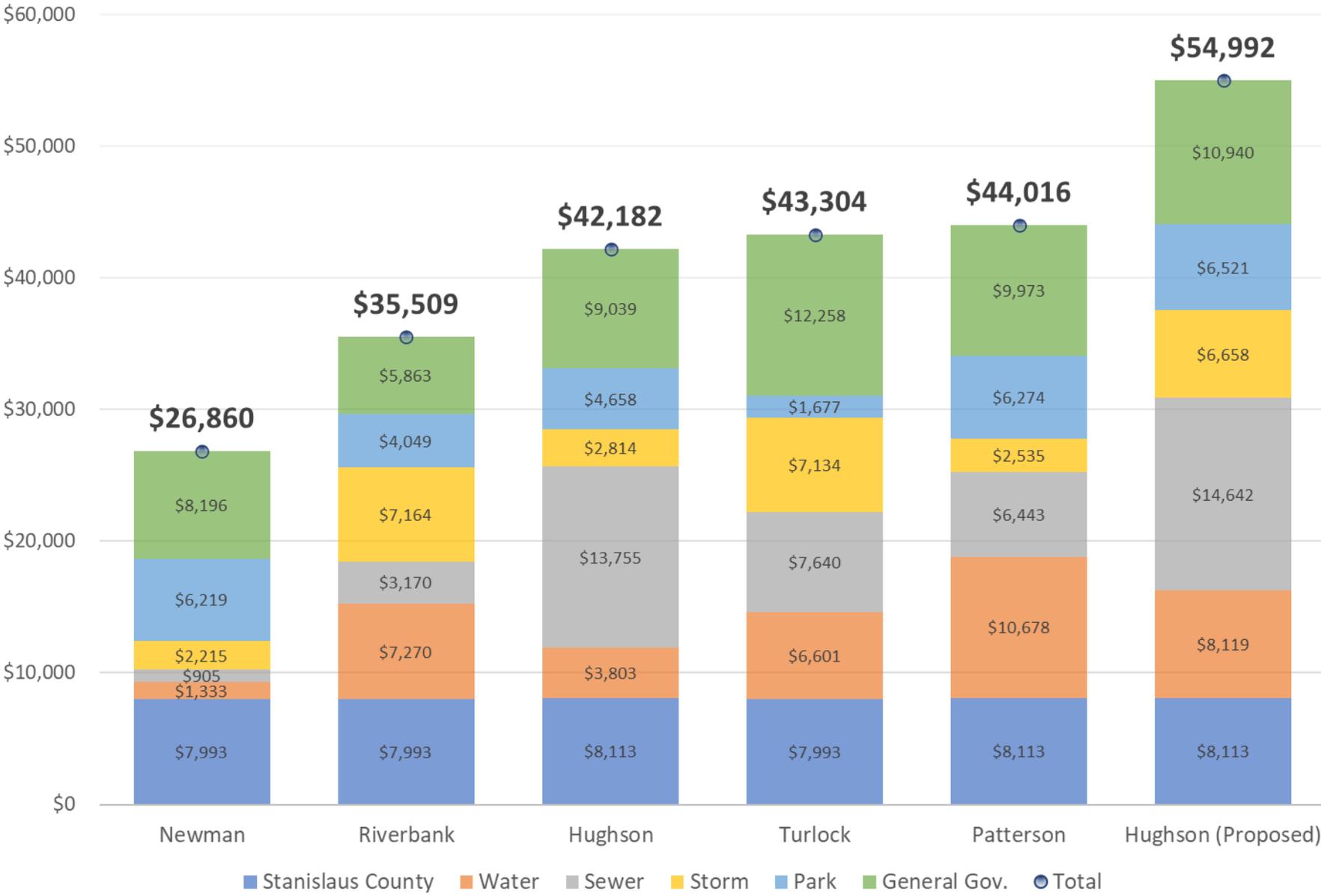
Hughson Existing Asset Valuation, 2020			
	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Water			
Buildings	\$2,127,666	\$3,009,737	\$1,805,842
Equipment	43,130	48,501	19,044
Improvements	4,174,182	14,279,915	1,452,899
Land	2,928,159	4,527,708	4,527,708
Vehicles	50,822	54,745	24,814
Water Lines	5,961,172	16,971,975	9,463,036
Well #9	4,697,319	4,697,319	4,697,319
Water Conservation Program (Future)	1,700,000	1,700,000	1,700,000
Non-Potable Irrigation System (Future)	1,900,000	1,900,000	1,900,000
Conveyance System Improvements (Future)	1,750,000	1,750,000	1,750,000
Water Master Plan (Future)	250,000	250,000	250,000
Water Meter Radios	21,983	21,983	21,983
Smart Water Meters	250,000	250,000	250,000
Kubota RTV (1/3)	5,517	5,517	5,517
<u>Well</u>	<u>141,337</u>	<u>908,530</u>	<u>374,769</u>
Grand Total	\$26,001,287	\$50,375,929	\$28,242,931
Sewer & Storm	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Buildings	\$25,215,708	\$30,213,618	\$23,502,209
Equipment	51,295	63,734	2,008
Improvements	114,514	124,821	112,339
Land	15,075,537	30,432,598	30,432,598
Lift Station	219,667	332,435	270,381
Machinery	235,695	486,261	0
Sewer Lines	8,065,453	21,784,365	11,801,455
Storm Drain Lines	4,615,295	29,667,632	9,747,936
Vehicles	191,675	239,706	39,630
Grand Total	\$53,784,839	\$113,345,170	\$75,908,556
Sewer			
Buildings	\$25,215,708	\$30,213,618	\$23,502,209
Equipment	51,295	63,734	2,008
Improvements	114,514	124,821	112,339
Land (1/2)	7,537,769	15,216,299	15,216,299
Lift Station	219,667	332,435	270,381
Machinery	235,695	486,261	0
Sewer Lines	8,065,453	21,784,365	11,801,455
Kubota RTV (2/3)	11,033	11,033	11,033
<u>Vehicles (1/2)</u>	<u>95,837</u>	<u>119,853</u>	<u>19,815</u>
Grand Total	\$41,546,971	\$68,352,419	\$50,935,539
Storm			
Land (1/2)	7,537,769	15,216,299	15,216,299
Storm Drain Lines	4,615,295	29,667,632	9,747,936
<u>Vehicles (1/2)</u>	<u>95,837</u>	<u>119,853</u>	<u>19,815</u>
Grand Total	\$12,248,901	\$45,003,784	\$24,984,051
Community/Senior Center (Community Enhancement)	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Buildings	\$725,283	\$1,348,876	\$449,625
<u>Land</u>	<u>105,073</u>	<u>195,414</u>	<u>195,414</u>
Grand Total	\$830,356	\$1,544,289	\$645,039
RDA (Community Enhancement)	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Buildings	\$300,891	\$425,632	\$255,379
Improvements	495,038	633,973	443,781
<u>Statue</u>	<u>47,930</u>	<u>67,800</u>	<u>51,528</u>
Grand Total	\$843,859	\$1,127,405	\$750,688
Community Services (Public Facilities)	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Buildings	\$455,181	\$615,209	\$394,197
Improvements	5,508,058	6,952,617	5,037,888
General Plan Update (Future)	500,000	500,000	500,000
Lebright Field Purchase (1/2)	149,886	149,886	149,886
<u>Land</u>	<u>7,157,617</u>	<u>10,837,538</u>	<u>10,837,538</u>
Grand Total	\$13,770,741	\$19,055,249	\$16,919,509

General Government (Streets)	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Buildings	\$258,266	\$969,119	\$0
Equipment	362,360	507,822	29,732
Improvements	102,430	134,462	82,291
Land	1,923,308	3,325,595	3,325,595
Machinery	58,013	103,965	0
Roadways	2,777,617	4,246,654	4,246,654
POD Cameras for LE	42,841	42,841	42,841
Vehicles	74,508	124,614	0
Grand Total	\$5,599,343	\$9,455,072	\$7,727,113
Public Works (Streets)	Original Cost	Original Cost, Current \$	Replacement Cost New Less Depreciation
Bridges	\$1,696,265	\$3,457,095	\$1,678,185
Buildings	206,457	514,817	0
Curb & Gutter	2,371,196	4,058,408	2,430,780
Equipment	138,297	183,853	23,182
Land	116,859	196,717	196,717
Machinery	183,889	269,214	0
Pavement	7,541,218	13,373,151	7,392,434
Pump Station	233,183	339,004	283,916
Sidewalk	1,074,859	1,684,849	1,060,107
Soundwalls	313,700	869,386	243,428
Street Lights	167,439	1,076,317	64,579
Mowers	12,500	12,500	12,500
Santa Fe S Overlay (FY 19/20)	362,600	362,600	362,600
Santa Fe N Overlay (FY 18/19)	477,898	477,898	477,898
2nd St Project	342,945	342,945	342,945
Locust Street Widening	208,832	208,832	208,832
Lebright Field Purchase (1/2)	149,886	149,886	149,886
Vehicles	491,167	657,216	84,646
Grand Total	\$16,089,189	\$28,234,688	\$15,012,634

APPENDIX B

Regional Impact Fee Survey

DIF SURVEY - SFR





DRAFT



2020 Development Impact Fee Study

April 2020



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Summary of Key Points

- Current development impact fees last updated in 2006 and 2007
- Most fees are currently charged by dwelling unit for residential customers and square footage of floor area for commercial and industrial customers
- New sewer development impact fees are recommended to be charged based on water meter size for nonresidential customers to better match wastewater flow potential

Current Development Impact Fees

	<u>Current (SFD)</u>	<u>Current (MFD)</u>	<u>Current (Industrial) - per 1k Sq. Ft.</u>
Public Facility Fee	\$3,050	\$3,050	\$1,017
Storm Drain Fee	\$2,814	\$2,189	\$1,781
Sewer/Wastewater Fee	\$13,755	\$9,628	\$6,465
Water fee	\$3,803	\$2,282	\$9,508 (1" Meter)
Streets Fee	\$4,101	\$2,778	\$2,760
Park Development Fee	\$2,667	\$1,600	N/A
Park In-Lieu Fee	\$1,991	\$1,194	N/A
Community Enhancement Fee	<u>\$1,008</u>	<u>\$605</u>	\$336
	\$33,189	\$23,326	



Summary of Key Points (Continued)

- Proposed fees (with exception to park in lieu and park development) are based on existing capital facilities, as identified in by the City's fixed asset list. Public Facilities includes a future project: a \$500,000 general plan update. Water includes \$5.6 MM of future projects identified to provide reliable water service through a 20-year planning period.
- Park fees are calculated based on the estimated cost per acre to develop future park land. All other fees are calculated based on a buy-in only methodology.
- The proposed fee is based on the cost of existing facilities and assets (in current dollars) divided by the capacity of the system that would benefit from these assets.

Current & Proposed Fees

Proposed Fee Based on Meter Size	SFD		MFD		Non Residential	
	Current	Proposed	Current (per DU)	Proposed MFD (Per DU)	Current	Proposed by Meter Size (\$/1" Meter Shown)
Water	\$3,803	\$8,119	\$2,282	\$5,277	\$9,508 (1" Meter)	\$13,623
Sewer	\$13,755	\$14,642	\$9,628	\$9,517	\$19,395 (per 3,000 sq. ft.)	\$24,569
Proposed Fee Based on Equivalent Dwelling Unit	SFD		MFD		Industrial (1 DU = 3,000 Sq. Ft.)*	
	Current	Proposed	Current (per DU)	Proposed MFD (Per DU)	Current (per 1k Sq Ft.)	Proposed (per 1k Sq Ft.)
Storm Drain	\$2,814	\$6,658	\$2,189	\$4,327	\$1,781	\$2,219
Public Facility Fee	\$3,050	\$4,509	\$3,050	\$2,931	\$1,017	\$1,503
Community Enhancement Fee	\$1,008	\$372	\$605	\$242	\$336	\$124
Streets	\$4,101	\$6,060	\$2,778	\$3,939	\$2,760	\$2,020
Park Development Fee	\$2,667	\$3,623	\$1,600	\$2,355	N/A	N/A
Park In-Lieu Fee	\$1,991	\$2,898	\$1,194	\$1,884	N/A	N/A
Total	\$33,189	\$46,879	\$23,326	\$30,471	\$46,585	\$55,790
% Increase		41%		31%		20%

*Commerical @ 1,700 sq. ft. = 1 SFD; industrial @ 3,000 sq. ft. = 1 SFD.; public @ 2,000 sq. ft. = 1 SFD

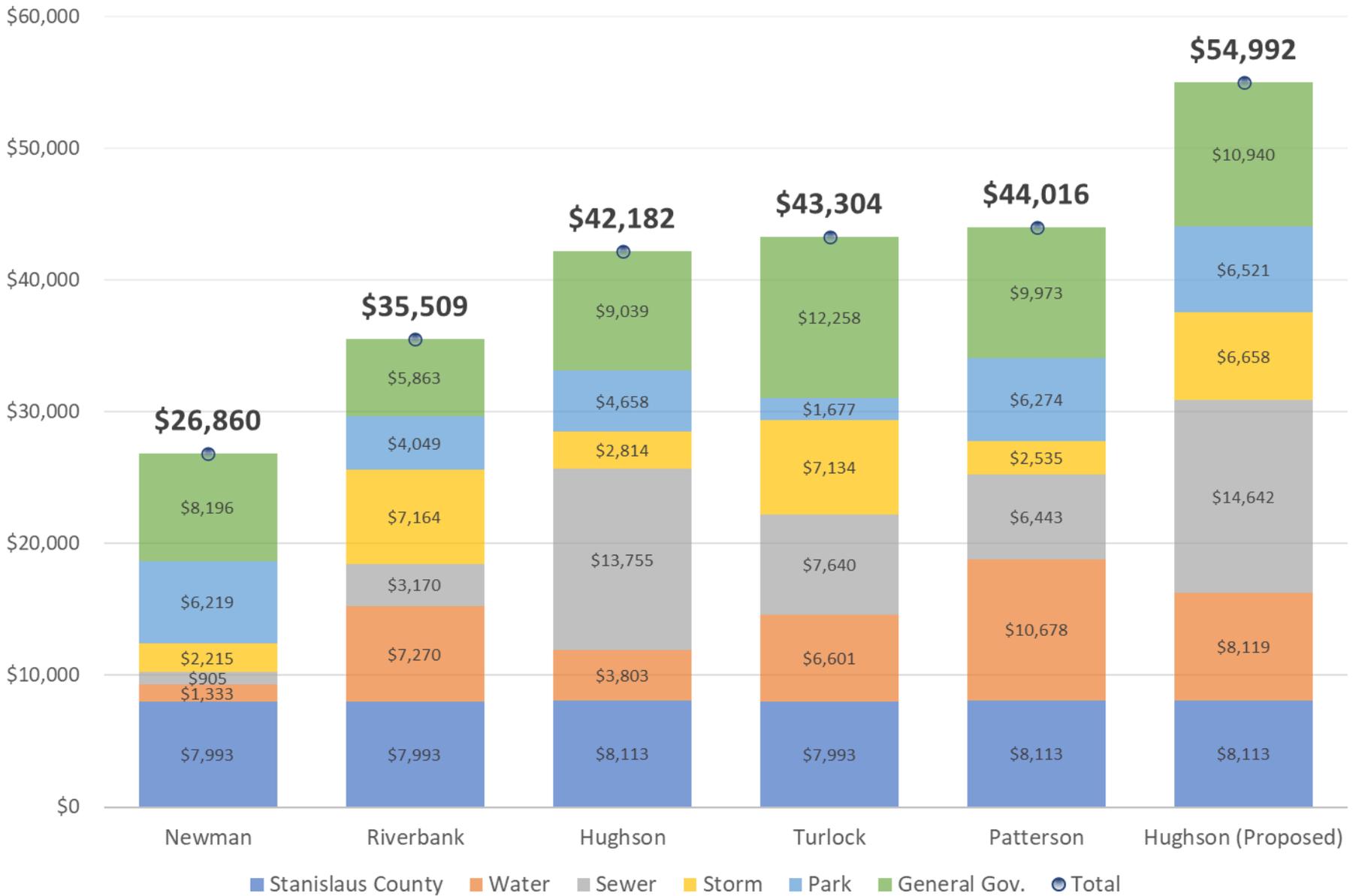


Proposed Fees by Meter Size

Meter Type	Meter Ratio	Water Fee	Sewer Fee
3/4" & Below & Residential	1.0	\$8,119	\$14,642
1"	1.7	\$13,623	\$24,569
1 1/2"	3.3	\$27,061	\$48,804
2"	5.3	\$43,295	\$78,082
2 & 3/4"	6.3	\$51,414	\$92,723
4"	16.7	\$135,302	\$244,014
6"	33.3	\$270,607	\$488,034
8"	53.3	\$432,970	\$780,852
6" Fire Protection*	3.3	\$27,061	N/A
8" Fire Protection*	5.3	\$43,297	N/A

*Fire meter ratio 10% of regular meter

DIF SURVEY - SFR



Questions and Comments?





CITY COUNCIL AGENDA ITEM NO. 3.1 SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval of the City Council Minutes
Presented By: Ashton Gose, Deputy City Clerk

A handwritten signature in blue ink, appearing to be "Ashton Gose", is written over a horizontal line.

Approved By: _____

Staff Recommendation:

Approve the Minutes of the Regular Meeting of March 23, 2020.

Background and Overview:

The draft minutes of the March 23, 2020 meeting are prepared for the Council's review.



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

**MINUTES
MONDAY, MARCH 23, 2020 – 7:00 P.M.**

**SPECIAL NOTICE
Coronavirus COVID-19**

In accordance with the Governor’s Executive Order N-25-20, some City of Hughson Council Members attended this meeting via teleconference.

CALL TO ORDER: Mayor Jeramy Young

ROLL CALL:

Present: Mayor Jeramy Young
Mayor Pro Tem George Carr (via teleconference)
Councilmember Harold Hill (via teleconference)
Councilmember Ramon Bawanan (via teleconference)
Councilmember Michael Buck (via teleconference)

Staff Present: Raul Mendez, City Manager
Daniel Schroeder, City Attorney
Larry Seymour, Chief of Police
Ashton Gose, Deputy City Clerk
Lea Simvoulakis, Community Development Director (via teleconference)
Merry Mayhew, Director of Finance and Admin Services (via teleconference)

FLAG SALUTE: Mayor Jeramy Young

INVOCATION: Mayor Jeramy Young

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

NONE.

2. PRESENTATIONS: **NONE.**

3. CONSENT CALENDAR:

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

- 3.1:** Approve the Minutes of the Regular Meeting of February 24, 2020.
- 3.2:** Approve the Warrants Register.
- 3.3:** Adopt Resolution No. 2020-12, Accepting the 2019 Annual General Plan Report and the 2019 Annual Housing Element Progress Report.
- 3.4:** Adopt Resolution No. 2020-13, Approving the City of Hughson 2020 Senate Bill 1, Road Repair and Accountability Act, Local Streets and Roads Annual Reporting Program Project List.
- 3.5:** Adopt Resolution No. 2020-14, Adjusting the Fiscal Year 2019-2020 Operating Budget at Mid-Year.
- 3.6:** Acceptance of the Fiscal Year 2018-2019 City of Hughson Financial Audit.
- 3.7:** Adopt Resolution No. 2020-15, Ratifying the City Manager/Director of Emergency Services Proclamation of Existence of a Local Emergency Coronavirus/COVID-19.
- 3.8:** Acceptance of the Hughson Police Services 2019 Year-End Report.

YOUNG/HILL 5-0-0-0 motion passes to approve the Consent Calendar as presented.

4. UNFINISHED BUSINESS: **NONE.**

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING:

- 5.1:** Introduce and Waive the First Reading of Ordinance No. 2020-05, Amending Section 13-08-520 of Chapter 13.08 of Title 13 of the Hughson Municipal Code – Public Services.

City Attorney Schroeder presented the staff report on this item.

Mayor Young opened the public hearing on this item at 7:11 PM. There was no public comment. Mayor Young closed the public hearing at 7:11 PM.

BAWANAN/YOUNG 5-0-0-0 motion passes to introduce and waive the first reading of Ordinance No. 2020-05, Amending Section 13.08.520 of Chapter 13.08 of Title 13 of the Hughson Municipal Code – Public Services.

6. NEW BUSINESS: NONE.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

City Manager Mendez provided an update to the Council regarding COVID-19 in Stanislaus County. He also informed the Council that staff would be updating City social media outlets daily regarding the pandemic.

Community Development Director:

Director Simvoulakis informed the City Council that emergency building permits are still being issued, and previously scheduled building inspections are still being conducted during the closure of City Hall due to COVID-19.

Police Services:

Chief Seymour provided the City Council with the latest Crime Statistic Report.

City Attorney:

City Attorney Schroeder provided information to the City Council regarding the Brown Act, from a recent Executive Order issued by Governor Gavin Newsom in relation to COVID-19.

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

Councilmember Bawanán thanked City staff for continuing to keep the City running during this difficult time. He also thanked the City Manager for providing detailed COVID-19 updates. He thanked Hughson Police Services for everything they do for the City.

Councilmember Hill thanked City staff for continuing to keep the City running during this difficult time.

Councilmember Buck thanked City staff for continuing to keep the City running during this difficult time.

Mayor Pro Tem Carr urged all to follow CDC guidelines regarding COVID-19 to stay healthy and safe.

Mayor Young attended a StanCOG Executive Committee meeting on March 9, 2020. He will be participating in daily conference calls with every Mayor in Stanislaus County regarding COVID-19. He also emphasized the current COVID-19 information should be accessed on Stanislaus County's website.

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: NONE.

ADJOURNMENT:

YOUNG/CARR 5-0-0-0 motion passes to adjourn the meeting at 7:30 P.M.

JERAMY YOUNG, Mayor

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.2

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Lisa Whiteside, Finance Manager

A handwritten signature in blue ink, appearing to be "Lisa Whiteside", is written over a horizontal line.

Approved By: _____

Staff Recommendation:

Approve the Warrants Register as presented.

Background and Overview:

The warrants register presented to the City Council is a listing of all expenditures paid from March 19, 2020 to April 23, 2020.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 03/19/2020 - 04/23/2020

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: Payable Bank-Payable Bank							
00183 156619	C.H. WILLIAMS & SONS INC. Invoice	03/13/2020	03/19/2020 Welding tank rentals	Regular	0.00 0.00	120.00 120.00	52725
01536 29301	California Landscape Supply, Inc. Invoice	03/18/2020	03/19/2020 Bark for Starn and Fontana Parks	Regular	0.00 0.00	1,337.87 1,337.87	52726
00284 0054047031020	CHARTER COMMUNICATION Invoice	03/10/2020	03/19/2020 IP ADDRESS- 1ST	Regular	0.00 0.00	89.67 89.67	52727
00305 INVO003443	CITY OF HUGHSON Invoice	03/01/2020	03/19/2020 LLDS & STARN PARK	Regular	0.00 0.00	2,031.59 2,031.59	52728
00310 25401359 25416491	CLARK'S PEST CONTROL Invoice Invoice	03/11/2020 03/11/2020	03/19/2020 PEST CONTROL PEST CONTROL	Regular	0.00 0.00 0.00	175.00 110.00 65.00	52729
00364 RMA-2020-0339	CSJVRMA Invoice	03/17/2020	03/19/2020 4th Qtr Deposits	Regular	0.00 0.00	30,646.00 30,646.00	52730
00462 2829348 2829348*	EWING IRRIGATION PRODUCTS Invoice Invoice	03/17/2020 03/17/2020	03/19/2020 Irrigation Parts BLANKET P.O. EWING	Regular	0.00 0.00 0.00	932.30 633.80 298.50	52731
00463 23701232	EXPRESS PERSONNEL SERVICE Invoice	03/04/2020	03/19/2020 Extra Help- PW	Regular	0.00 0.00	632.32 632.32	52732
00614 H326812 H326815 H327242 H327243 H327267 H327526 H327894 H328165 H328333 H328339 H328359	HUGHSON FARM SUPPLY Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Credit Memo Invoice	03/03/2020 03/03/2020 03/06/2020 03/06/2020 03/06/2020 03/09/2020 03/11/2020 03/13/2020 03/16/2020 03/17/2020 03/16/2020	03/19/2020 Small equipment Blanket P.O. Hughson Farm Small equipment Small equipment Small equipment Blanket P.O. Hughson Farm Small equipment Small equipment Small equipment Small equipment First Aid Kits	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,155.05 38.82 55.53 65.31 29.03 20.67 13.34 144.50 44.61 470.97 -258.88 531.15	52733
00627 274284 274404 275612 275779 275798 277176 CM0000070	HUGHSON NAPA AUTO & TRUCK Invoice Invoice Invoice Invoice Invoice Invoice Credit Memo	02/03/2020 02/05/2020 02/21/2020 02/25/2020 02/25/2020 03/13/2020 02/19/2020	03/19/2020 BLANKET P.O. FLEET MAINTENANCE Small auto parts Small auto parts Small auto parts Small auto parts BLANKET P.O. FLEET MAINTENANCE Small auto parts	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	101.16 17.01 1.50 9.03 4.09 3.53 127.02 -61.02	52734
01543 INVO003447	Julianna Fernandez Invoice	03/14/2020	03/19/2020 Park Deposit Refund- Fernandez	Regular	0.00 0.00	100.00 100.00	52735
01459 INVO003448	Merry Mayhew Invoice	03/17/2020	03/19/2020 Ads for City Manager job CSMFO & Gov't	Regular	0.00 0.00	450.00 450.00	52736
00611 113769 113844	Mid Valley Publications Invoice Invoice	03/13/2020 03/11/2020	03/19/2020 Notices Legal #7355	Regular	0.00 0.00	567.62 185.22 143.40	52737

Check Report

Date Range: 03/19/2020 - 04/23/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
113845	Invoice	03/11/2020	Legal #7354	0.00	131.45	
113847	Invoice	03/11/2020	Legal #7352	0.00	107.55	
00775	MISSION UNIFORM SERVICE	03/19/2020	Regular	0.00	441.12	52738
511947923	Invoice	03/02/2020	Uniform service	0.00	32.47	
511947925	Invoice	03/02/2020	Uniform service	0.00	118.59	
511947927	Invoice	03/02/2020	Uniform service	0.00	30.00	
511995708	Invoice	03/09/2020	Uniform service	0.00	32.47	
511995709	Invoice	03/09/2020	Uniform service	0.00	74.73	
511995710	Invoice	03/09/2020	Uniform service	0.00	30.00	
512046565	Invoice	03/16/2020	Uniform service	0.00	35.97	
512046567	Invoice	03/16/2020	Uniform service	0.00	56.89	
512046568	Invoice	03/16/2020	Uniform service	0.00	30.00	
00879	PG & E	03/19/2020	Regular	0.00	230.30	52739
INV0003444	Invoice	03/05/2020	UTILITIES	0.00	230.30	
00914	QUICK N SAVE	03/19/2020	Regular	0.00	206.00	52740
1010212	Invoice	02/28/2020	Fuel	0.00	20.30	
1012129	Invoice	03/03/2020	Fuel	0.00	85.68	
1015682	Invoice	03/10/2020	Fuel	0.00	100.02	
01541	Raul Gallegos	03/19/2020	Regular	0.00	500.00	52741
INV0003445	Invoice	03/07/2020	Senior Center Deposit Refund- Gallegos	0.00	500.00	
01493	Salonen Electrical Inc dba Technical Electrical	03/19/2020	Regular	0.00	2,420.91	52742
2095	Invoice	03/13/2020	Well 4	0.00	1,836.56	
2096	Invoice	03/13/2020	Well 3 repairs	0.00	398.69	
2097	Invoice	03/13/2020	Hatch rd Station	0.00	185.66	
01006	SHARPENING SHOP/	03/19/2020	Regular	0.00	236.36	52743
316508	Invoice	03/03/2020	Mower parts	0.00	236.36	
01009	SHRED-IT USA LLC	03/19/2020	Regular	0.00	165.08	52744
8129367376	Invoice	03/07/2020	Shredding	0.00	165.08	
01034	STANISLAUS COUNTY DEPT	03/19/2020	Regular	0.00	-384.00	52745
01034	STANISLAUS COUNTY DEPT	03/19/2020	Regular	0.00	384.00	52745
IN0014684	Invoice	03/13/2020	Corp Yard Permit	0.00	384.00	
01110	TESCO CONTROLS, INC	03/19/2020	Regular	0.00	1,600.00	52746
0069692-IN	Invoice	03/13/2020	Calibrations	0.00	1,600.00	
01542	Turlock Irrigation District- Mike Kavarian	03/19/2020	Regular	0.00	675.00	52747
INV0003446	Invoice	03/26/2020	Senior Center Rental Refund- Kavarian	0.00	675.00	
01162	UNITED WAY OF STANISLAUS	03/19/2020	Regular	0.00	100.00	52748
INV0003313	Invoice	02/14/2020	United Way Contribution-EE	0.00	50.00	
INV0003356	Invoice	02/28/2020	United Way Contribution-EE	0.00	50.00	
01206	WARDEN'S OFFICE	03/19/2020	Regular	0.00	98.68	52749
2023857-0	Invoice	03/12/2020	MISC OFFICE SUPPLIES	0.00	28.81	
2023864-0	Invoice	03/12/2020	MISC OFFICE SUPPLIES	0.00	64.71	
2023984-0	Invoice	03/12/2020	MISC OFFICE SUPPLIES	0.00	5.16	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	03/23/2020	Regular	0.00	40.12	52750
INV0003430	Invoice	03/16/2020	INCOME WITHHOLDING FOR CHILD SUPP	0.00	40.12	
01540	Reliable Translations, Inc	03/23/2020	Regular	0.00	1,063.72	52751
17043	Invoice	03/16/2020	SB998 Discontinuation Policy Translation	0.00	1,063.72	
00016	ABS PRESORT	03/31/2020	Regular	0.00	1,543.32	52754
122549	Invoice	03/09/2020	BILL PRINTING- March	0.00	1,543.32	
01548	Amy Beasley	03/31/2020	Regular	0.00	150.00	52755

Check Report

Date Range: 03/19/2020 - 04/23/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0003493	Invoice	05/02/2020	Park Refund Cancelled (Covid-19)- Beasle	0.00	150.00	
01550	Breana Arellano	03/31/2020	Regular	0.00	150.00	52756
INV0003495	Invoice	04/12/2020	Park Refund Cancelled (Covid-19)- Arellan	0.00	150.00	
00258	CENTRAL SANITARY SUPPLY	03/31/2020	Regular	0.00	339.98	52757
1057091	Invoice	03/18/2020	BLANKET P.O. Central Sanitary Supply	0.00	339.98	
01280	CHRISTI AGUIAR	03/31/2020	Regular	0.00	135.00	52758
INV0003497	Invoice	04/11/2020	Park Refund Cancelled (Covid-19)- Aguiar	0.00	135.00	
00324	CODE PUBLISHING COMPANY	03/31/2020	Regular	0.00	1,044.25	52759
66045	Invoice	02/07/2020	Municipal Code- Jan 2020	0.00	592.75	
66332	Invoice	03/14/2020	Municipal Code- Web Update	0.00	451.50	
00332	CONDOR EARTH TECHNOLOGIES	03/31/2020	Regular	0.00	717.50	52760
81572	Invoice	03/25/2020	MS4 Permit	0.00	717.50	
01546	Daniel Juarez	03/31/2020	Regular	0.00	500.00	52761
INV0003489	Invoice	06/06/2020	Sr. Center Refund Cancelled (Covid-19) - J	0.00	500.00	
01452	Domitila Maldonado	03/31/2020	Regular	0.00	150.00	52762
INV0003491	Invoice	03/28/2020	Park Refund Cancelled (Covid-19)- Maldo	0.00	150.00	
00463	EXPRESS PERSONNEL SERVICE	03/31/2020	Regular	0.00	731.12	52763
23728192	Invoice	03/24/2020	Extra Help- PW	0.00	731.12	
01551	Frances Corona	03/31/2020	Regular	0.00	150.00	52764
INV0003498	Invoice	04/04/2020	Park Refund Cancelled (Covid-19)- Corona	0.00	150.00	
00614	HUGHSON FARM SUPPLY	03/31/2020	Regular	0.00	223.29	52765
H326860	Invoice	03/03/2020	Small equipment	0.00	5.38	
H327684	Invoice	03/10/2020	Blanket P.O. Hughson Farm	0.00	1.10	
H328846	Invoice	03/19/2020	Small equipment	0.00	110.42	
H328896	Invoice	03/20/2020	Blanket P.O. Hughson Farm	0.00	46.26	
H328996	Invoice	03/20/2020	Blanket P.O. Hughson Farm	0.00	38.57	
H329041	Invoice	03/23/2020	Small equipment	0.00	21.56	
00627	HUGHSON NAPA AUTO & TRUCK	03/31/2020	Regular	0.00	197.88	52766
277631	Invoice	03/19/2020	Small auto parts	0.00	4.00	
277944	Invoice	03/23/2020	BLANKET P.O. FLEET MAINTENANCE	0.00	155.89	
277952	Credit Memo	03/23/2020	BLANKET P.O. FLEET MAINTENANCE	0.00	-19.42	
277978	Invoice	03/24/2020	BLANKET P.O. FLEET MAINTENANCE	0.00	57.41	
01547	Jack Cochran	03/31/2020	Regular	0.00	150.00	52767
INV0003490	Invoice	03/21/2020	Park Refund Cancelled (Covid-19)- Cochra	0.00	150.00	
00755	MCR ENGINEERING, INC	03/31/2020	Regular	0.00	10,572.00	52768
15049	Invoice	03/24/2020	Well No. 9 Tank	0.00	10,572.00	
01549	Melissa Voss	03/31/2020	Regular	0.00	150.00	52769
INV0003494	Invoice	04/25/2020	Park Refund Cancelled (Covid-19)- Voss	0.00	150.00	
01277	MICHELL MUNOZ	03/31/2020	Regular	0.00	130.00	52770
INV0003496	Invoice	04/11/2020	Park Refund Cancelled (Covid-19)- Munoz	0.00	130.00	
00611	Mid Valley Publications	03/31/2020	Regular	0.00	597.50	52771
113874	Invoice	03/19/2020	Legal #7356	0.00	597.50	
00775	MISSION UNIFORM SERVICE	03/31/2020	Regular	0.00	89.36	52772
512095181	Invoice	03/23/2020	Uniform service	0.00	32.47	
512095182	Invoice	03/23/2020	Uniform service	0.00	56.89	
01338	MONICA AVINA	03/31/2020	Regular	0.00	150.00	52773
INV0003492	Invoice	05/30/2020	Park Refund Cancelled (Covid-19)- Avina	0.00	150.00	

Check Report

Date Range: 03/19/2020 - 04/23/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00837	NORTHSTAR CHEMICAL	03/31/2020	Regular	0.00	4,980.51	52774
165254	Invoice	03/18/2020	Blanket P.O. Northstar chemical	0.00	4,980.51	
00884	PITNEY BOWES	03/31/2020	Regular	0.00	539.99	52775
INVO003484	Invoice	03/13/2020	POSTAGE	0.00	539.99	
00914	QUICK N SAVE	03/31/2020	Regular	0.00	83.64	52776
1012071	Invoice	03/24/2020	Fuel	0.00	83.64	
01540	Reliable Translations, Inc	03/31/2020	Regular	0.00	759.00	52777
INVO003517	Invoice	03/23/2020	Translation for new SB998	0.00	759.00	
01493	Salonen Electrical Inc dba Technical Electrical	03/31/2020	Regular	0.00	1,741.81	52778
2079	Invoice	03/23/2020	Electrician for lights at USF	0.00	1,381.81	
2102	Invoice	03/23/2020	Electrician for lights at USF	0.00	360.00	
01040	STANISLAUS COUNTY SHERIFF	03/31/2020	Regular	0.00	102,296.59	52779
1920-146	Invoice	03/17/2020	LAW ENFORCEMENT SERVICES- FEB	0.00	102,296.59	
01090	SUTTER HEALTH PLUS	03/31/2020	Regular	0.00	16,091.30	52780
1173698	Invoice	03/02/2020	MEDICAL INSURANCE- APRIL	0.00	16,091.30	
01092	SWRCB ACCOUNTING OFFICE	03/31/2020	Regular	0.00	1,258,138.31	52781
INVO003485	Invoice	03/24/2020	CWSRF Financing Agreement	0.00	1,258,138.31	
01149	TURLOCK IRRIGATION DIST.	03/31/2020	Regular	0.00	25,439.92	52782
INVO003486	Invoice	03/24/2020	ELECTRIC	0.00	23,960.32	
INVO003487	Invoice	03/01/2020	Irrigation Fixed Water Charge- 1st/2nd Ins	0.00	1,479.60	
01162	UNITED WAY OF STANISLAUS	03/31/2020	Regular	0.00	50.00	52783
INVO003435	Invoice	03/16/2020	United Way Contribution-EE	0.00	50.00	
01545	Veronica Olivares	03/31/2020	Regular	0.00	600.00	52784
INVO003488	Invoice	05/30/2020	Sr. Center Refund Cancelled (Covid-19)- OI	0.00	600.00	
01192	VISION SERVICE PLAN	03/31/2020	Regular	0.00	532.84	52785
809006173	Invoice	03/19/2020	MEDICAL INSURANCE WITHHELD-APRIL	0.00	532.84	
00168	W.H. BRESHEARS	03/31/2020	Regular	0.00	802.53	52786
375956	Invoice	03/18/2020	Fuel	0.00	802.53	
01206	WARDEN'S OFFICE	03/31/2020	Regular	0.00	77.98	52787
2023857-1	Invoice	03/20/2020	MISC OFFICE SUPPLIES-Gloves	0.00	11.88	
2024594-0	Invoice	03/19/2020	MISC OFFICE SUPPLIES	0.00	40.67	
2024629-0	Invoice	03/19/2020	MISC OFFICE SUPPLIES	0.00	25.43	
	Void	03/31/2020	Regular	0.00	0.00	52788
	Void	03/31/2020	Regular	0.00	0.00	52789
	Void	03/31/2020	Regular	0.00	0.00	52790
	Void	03/31/2020	Regular	0.00	0.00	52791
	Void	03/31/2020	Regular	0.00	0.00	52792
	Void	03/31/2020	Regular	0.00	0.00	52793
	Void	03/31/2020	Regular	0.00	0.00	52794
	Void	03/31/2020	Regular	0.00	0.00	52795
	Void	03/31/2020	Regular	0.00	0.00	52796
	Void	03/31/2020	Regular	0.00	0.00	52797
	Void	03/31/2020	Regular	0.00	0.00	52798
00094	AT&T MOBILITY	03/31/2020	Regular	0.00	215.74	52799
287249079959X0	Invoice	03/19/2020	PHONES	0.00	215.74	
00310	CLARK'S PEST CONTROL	03/31/2020	Regular	0.00	175.00	52800
25541296	Invoice	03/19/2020	PEST CONTROL	0.00	110.00	
25556591	Invoice	03/19/2020	PEST CONTROL	0.00	65.00	
01538	Colonial Life	03/31/2020	Regular	0.00	446.48	52801

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Date Range: 03/19/2020 - 04/23/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5405907-030100	Invoice	03/18/2020	Colonial Life	0.00	446.48	
00528	GILTON SOLID WASTE MANAGE	03/31/2020	Regular	0.00	41,959.24	52802
INV0003524	Invoice	02/01/2020	GARBAGE SERVICE- MARCH	0.00	41,959.24	
00677	JORGENSEN & CO.	03/31/2020	Regular	0.00	164.52	52803
5865916	Invoice	03/25/2020	Kitchen hood annual service (senior cente	0.00	164.52	
01256	JOSEPHINE'S SPECIALTIES	03/31/2020	Regular	0.00	-107.14	52804
01256	JOSEPHINE'S SPECIALTIES	03/31/2020	Regular	0.00	107.14	52804
000392	Invoice	03/06/2020	City Shirts	0.00	107.14	
01360	SHORELINE ENVIRONMENTAL ENGINEERING	03/31/2020	Regular	0.00	1,470.00	52805
847	Invoice	11/01/2019	Parkwood Subdivision	0.00	1,470.00	
01033	STANISLAUS COUNTY	03/31/2020	Regular	0.00	11,684.00	52806
R19-517727	Invoice	03/19/2020	4th Quarter Debt Service	0.00	1,190.00	
R19-517728	Invoice	03/19/2020	19/20 4th Quarter Operational Cost	0.00	10,494.00	
01152	TYLER TECHNOLOGIES	03/31/2020	Regular	0.00	3,270.00	52807
2019-97459	Invoice	11/15/2019	Water Meter Replacement	0.00	3,270.00	
01206	WARDEN'S OFFICE	03/31/2020	Regular	0.00	11.88	52808
2024965-0	Invoice	03/30/2020	MISC OFFICE SUPPLIES	0.00	11.88	
01225	WILLDAN ENGINEERING	03/31/2020	Regular	0.00	2,595.64	52809
00330643	Invoice	10/17/2019	ENGINEERING SERVICES	0.00	1,095.64	
00331034	Invoice	11/22/2019	ENGINEERING SERVICES	0.00	1,500.00	
01257	1ST SECURITY & SOUND INC	04/14/2020	Regular	0.00	149.85	52810
0161430	Invoice	04/01/2020	MONITORING	0.00	149.85	
00019	ACCOMTEMP	04/14/2020	Regular	0.00	2,180.00	52811
55636107	Invoice	04/01/2020	Finance Extra Help	0.00	1,090.00	
55659280	Invoice	04/07/2020	Finance Extra Help	0.00	1,090.00	
00049	ALLIED ADMINISTRATORS	04/14/2020	Regular	0.00	2,070.66	52812
INV0003548	Invoice	04/07/2020	DELTA DENTAL	0.00	2,070.66	
00104	AYERA TECHNOLOGIES INC.	04/14/2020	Regular	0.00	168.00	52813
201590	Invoice	04/01/2020	Blanket P.O. Ayera Tech. Internet	0.00	168.00	
00284	CHARTER COMMUNICATION	04/14/2020	Regular	0.00	238.35	52814
0013555040120	Invoice	04/01/2020	IP ADDRESS- PINE ST	0.00	238.35	
00305	CITY OF HUGHSON	04/14/2020	Regular	0.00	2,531.05	52815
INV0003552	Invoice	04/01/2020	LLDS & STARN PARK	0.00	2,531.05	
01340	DIVISION OF THE STATE ARCHITECT	04/14/2020	Regular	0.00	40.80	52816
INV0003559	Invoice	04/09/2020	Disability Access & Education Fee Qtr	0.00	40.80	
00463	EXPRESS PERSONNEL SERVICE	04/14/2020	Regular	0.00	1,580.80	52817
23759998	Invoice	03/18/2020	Extra Help- PW	0.00	790.40	
23779579	Invoice	03/24/2020	Extra Help- PW	0.00	790.40	
00464	EZ NETWORK SOLUTIONS	04/14/2020	Regular	0.00	4,114.39	52818
38042	Invoice	03/31/2020	IT SERVICES	0.00	493.49	
IS38114	Invoice	04/01/2020	IT SERVICES	0.00	3,620.90	
00474	FERGUSON ENTERPRISES,INC	04/14/2020	Regular	0.00	473.30	52819
1519867	Invoice	01/13/2020	Blanket P.O. Ferguson	0.00	344.46	
1533271	Invoice	03/27/2020	Blanket P.O. Ferguson	0.00	128.84	
00527	GIBBS MAINTENANCE CO	04/14/2020	Regular	0.00	845.00	52820
6677	Invoice	03/31/2020	JANITOR SERVICES	0.00	845.00	

Check Report

Date Range: 03/19/2020 - 04/23/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00528	GILTON SOLID WASTE MANAGE	04/14/2020	Regular	0.00	1,848.84	52821
HUGHSS-044	Invoice	04/01/2020	STREET SWEEPING	0.00	1,848.84	
00546	GRANITE TELECOMMUNICATION	04/14/2020	Regular	0.00	1,366.78	52822
480850655	Invoice	04/01/2020	PHONES	0.00	1,366.78	
00614	HUGHSON FARM SUPPLY	04/14/2020	Regular	0.00	385.82	52823
H329283	Invoice	03/25/2020	Blanket P.O. Hughson Farm	0.00	14.22	
H329321	Invoice	03/25/2020	Small equipment	0.00	211.22	
H329377	Invoice	03/26/2020	Small equipment	0.00	46.55	
H329388	Invoice	03/26/2020	Small equipment	0.00	31.04	
H329389	Invoice	03/26/2020	Small equipment	0.00	18.09	
H329638	Invoice	03/30/2020	Small equipment	0.00	64.70	
00824	NEUMILLER & BEARDSLEE	04/14/2020	Regular	0.00	13,444.65	52824
306219	Invoice	03/23/2020	LEGAL SERVICES	0.00	1,600.00	
306711	Invoice	03/23/2020	LEGAL SERVICES	0.00	11,844.65	
00879	PG & E	04/14/2020	Regular	0.00	260.18	52825
INV0003558	Invoice	03/26/2020	UTILITIES	0.00	260.18	
00931	RAY A. MORGAN COMPANY	04/14/2020	Regular	0.00	611.55	52826
26743559	Invoice	03/26/2020	LEASE	0.00	611.55	
01454	Ray Morgan Company	04/14/2020	Regular	0.00	1,022.81	52827
2916911	Invoice	03/19/2020	COPIES	0.00	1,022.81	
00967	RUSH, SAM	04/14/2020	Regular	0.00	5,579.20	52828
INV0003557	Invoice	04/01/2020	Unused Sick Leave	0.00	5,579.20	
01360	SHORELINE ENVIRONMENTAL ENGINEERING	04/14/2020	Regular	0.00	560.00	52829
864	Invoice	04/01/2020	Consolidation Project	0.00	560.00	
01048	STANISLAUS COUNTY DEPARTM	04/14/2020	Regular	0.00	384.00	52830
IN0014684384	Invoice	03/30/2020	corp yard permit	0.00	384.00	
01069	STEELEY, JARED WATER & WA	04/14/2020	Regular	0.00	3,770.00	52831
8176	Invoice	04/02/2020	BLANKET PO	0.00	3,770.00	
01090	SUTTER HEALTH PLUS	04/14/2020	Regular	0.00	10,378.40	52832
1204059	Invoice,	04/01/2020	MEDICAL INSURANCE- MAY	0.00	10,378.40	
01115	THE HOME DEPOT CRC	04/14/2020	Regular	0.00	122.48	52833
4015138	Invoice	03/24/2020	Misc Material- Blanket PO	0.00	122.48	
01264	VERIZON WIRELESS	04/14/2020	Regular	0.00	456.12	52834
9851211303	Invoice	03/24/2020	MIFI DEVICES/ CAMERAS	0.00	152.04	
9851211304	Invoice	03/24/2020	MIFI DEVICES/ CAMERAS	0.00	228.06	
9851211305	Invoice	03/24/2020	TABLETS FOR SCADA	0.00	76.02	
01206	WARDEN'S OFFICE	04/14/2020	Regular	0.00	159.22	52835
2025672-0	Invoice	04/03/2020	MISC OFFICE SUPPLIES	0.00	159.22	
01225	WILLDAN ENGINEERING	04/14/2020	Regular	0.00	8,155.57	52836
00331925	Invoice	04/03/2020	Engineering Services	0.00	225.00	
00331927	Invoice	04/03/2020	WHITMORE AVE SIDEWALK	0.00	1,531.18	
00331929	Invoice	04/03/2020	Walker Place Apartments	0.00	1,499.39	
00331938	Invoice	04/03/2020	Hughson Euclid South Subdivision	0.00	3,705.00	
00331939	Invoice	04/03/2020	Parkwood Subdivision	0.00	1,195.00	
00016	ABS PRESORT	04/16/2020	Regular	0.00	6,538.86	52837
122869	Invoice	04/08/2020	BILL PRINTING- APRIL	0.00	1,538.86	
MP-20200309	Invoice	03/09/2020	Postage	0.00	5,000.00	
00019	ACCONTEMPS	04/16/2020	Regular	0.00	872.00	52838

Check Report

Date Range: 03/19/2020 - 04/23/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
55688498	Invoice	04/14/2020	Finance Extra Help	0.00	872.00	
00116	BARTLE WELLS ASSOCIATES,I	04/16/2020	Regular	0.00	1,874.00	52839
1004N	Invoice	03/23/2020	DIF Nexus Study	0.00	1,874.00	
00463	EXPRESS PERSONNEL SERVICE	04/16/2020	Regular	0.00	790.40	52840
23807763	Invoice	04/01/2020	Extra Help- PW	0.00	790.40	
00468	FARMERS BROTHERS COFFEE	04/16/2020	Regular	0.00	198.96	52841
1707486	Invoice	04/10/2020	COFFEE	0.00	198.96	
00513	GARTON TRACTOR	04/16/2020	Regular	0.00	4,492.46	52842
ST22001	Invoice	04/13/2020	Kubota engine replacement	0.00	4,492.46	
01459	Merry Mayhew	04/16/2020	Regular	0.00	106.92	52843
INVO003573	Invoice	04/14/2020	Purchased 1 year Cisco Webex Subscriptio	0.00	106.92	
01435	North Valley Labor Compliance Services	04/16/2020	Regular	0.00	712.50	52844
004584	Invoice	03/31/2020	Phase II - Tank Construction	0.00	712.50	
01552	Opportunity Stanislaus	04/16/2020	Regular	0.00	1,000.00	52845
SSB-104	Invoice	04/07/2020	Support Stanislaus Business 2020	0.00	1,000.00	
00879	PG & E	04/16/2020	Regular	0.00	115.53	52846
INVO003570	Invoice	04/03/2020	UTILITIES	0.00	115.53	
00901	PREFERRED ALLIANCE, INC.	04/16/2020	Regular	0.00	78.54	52847
0156701-IN	Invoice	03/31/2020	OFF-SITE PARTICIPANT	0.00	78.54	
01000	SEEGER'S	04/16/2020	Regular	0.00	212.51	52848
0133962-IN	Invoice	04/10/2020	OFFICE SUPPLIES	0.00	212.51	
01206	WARDEN'S OFFICE	04/16/2020	Regular	0.00	19.42	52849
2024967-0	Invoice	04/10/2020	MISC OFFICE SUPPLIES	0.00	19.42	
01224	WILBUR-ELLIS COMPANY	04/16/2020	Regular	0.00	395.15	52850
13318022	Invoice	03/25/2020	Weed Killer	0.00	395.15	
01093	SYNAGRO WEST, LLC	04/16/2020	Regular	0.00	13,802.09	52851
13128	Invoice	02/29/2020	SLUDGE REMOVAL	0.00	6,362.59	
13158	Invoice	03/05/2020	SLUDGE REMOVAL	0.00	2,380.81	
13718	Invoice	03/31/2020	SLUDGE REMOVAL	0.00	5,058.69	
01479	BB Prints It	04/17/2020	Regular	0.00	1,067.96	52852
20148	Invoice	04/07/2020	Business and Community Signs COVID-19	0.00	1,067.96	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	187	115	0.00	1,633,780.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	-491.14
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	187	128	0.00	1,633,289.11

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	187	115	0.00	1,633,780.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	-491.14
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	187	128	0.00	1,633,289.11

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	3/2020	1,538,113.99
999	POOLED CASH/CONSOLIDATED CASH	4/2020	95,175.12
			1,633,289.11



CITY COUNCIL AGENDA ITEM NO. 3.3 SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval to Adopt Resolution No. 2020-16, Calling and Giving Notice of the Holding of a General Municipal Election on Tuesday, November 3, 2020, for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities and requesting Consolidation of the Election with Stanislaus County.

Enclosures: General Election Cost Estimate
Presented By: Ashton Gose, Deputy City Clerk

A handwritten signature in blue ink, appearing to be "Ashton Gose", written over a horizontal line.

Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2020-16, calling and giving notice of the holding of a General Municipal Election on Tuesday, November 3, 2020, for the election of certain officers as required by the provisions of the laws of the State of California relating to general law cities and requesting consolidation of the election with Stanislaus County.

Background:

The California Elections Code requires the City Council to order the General Municipal Election and request the Stanislaus County Board of Supervisors to approve the consolidation of the City's Election with the Statewide General Election being held on Tuesday, November 3, 2020.

The City of Hughson's General Municipal Elections are required to be held in November on the even numbered years. California Election Code §10403 sets forth the procedures for cities to request that the Board of Supervisors approve the consolidation of the Municipal Election with the Statewide Election. California Elections Code §10403.5 requires the Board of Supervisors to approve the request for consolidation of the election.

A notice announcing the 2020 General Municipal Election and the Offices to be filled will be published in the Hughson Chronicle on July 7, 2020. The Candidate Nomination Period will begin July 13, 2020 and will close on August 7, 2020. During this time, candidate packets will be available for any interested party seeking to run for an office. Candidates must be a registered voter in Stanislaus County and live within the city limits to be eligible to run for an office. If an eligible incumbent does not file for his/her office, the nomination period for that specific office will be extended to Wednesday, August 12, 2020, at 5:00pm for anyone other than the incumbent.

The Offices scheduled for the November 3, 2020 General Municipal Election are as follows:

Office	Incumbent	Compensation	Term
Mayor	Jeremy Young	\$300.00/mo.	2-year term
Council Member	Ramon Bawanan	\$250.00/mo.	4-year term
Council Member	Michael Buck	\$250.00/mo.	4-year term

Fiscal Impact:

For Fiscal Year 2020-2021, the maximum estimated cost for election services and publication notice is \$15,200. This anticipated expense will be included in the City's Fiscal Year 2020-2021 Proposed Budget.

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2020-16

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL
ELECTION ON TUESDAY, NOVEMBER 3, 2020, FOR THE ELECTION OF CERTAIN
OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE
OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND REQUESTING
CONSOLIDATION OF THIS ELECTION WITH STANISLAUS COUNTY**

WHEREAS, Under the provisions of the laws relating to General Law cities in the State of California, a General Municipal Election shall be held on Tuesday, November 3, 2020, for the Election of Municipal Officers; and

WHEREAS, the California Statewide General Election will be held on Tuesday, November 3, 2020; and

WHEREAS, in accordance with section 10403 of the California Elections Code, it is desirable that the Election of Municipal Officers be consolidated with the California Statewide General Election and held on the same date and that within the City the precincts, polling places, and election officers of the two elections be the same, and that the County Election Department canvass the returns of the Election of Municipal Officers and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby declare, determine, and order as follows:

1. That pursuant to the requirements of the laws of the State of California relating to General Law cities, there is called and ordered to be held in the City of Hughson, Stanislaus County, California, on Tuesday, November 3, 2020, a General Municipal Election for the following purpose of:
 - a. Electing a Mayor for a term of two (2) years and electing two (2) Council members each for a term of four (4) years; and
2. That pursuant to the requirements of section 10403 of the California Elections Code, the Board of Supervisors of the County of Stanislaus is hereby requested to consent and agree to the consolidation of an Election of Municipal Officers with the Statewide General Election on Tuesday, November 3, 2020, for the purpose of electing the Mayor of the City of Hughson for a term of two (2) years and electing two (2) Council members each for a term of four (4) years; and,
3. That pursuant to section 10002 of the California Elections Code the Board of Supervisors of the County of Stanislaus is requested to issue instructions to the

County Election Official to take any and all steps necessary for the holding of the consolidated election; and

4. Pursuant to section 14018 of the Elections Code that the consolidated election shall be held and conducted, election boards appointed, voting precincts designated, candidates nominated, ballots printed, polls opened and closed, voter challenges determined, ballots counted and returned, returns canvassed, results declared, certificates of election issued, recounts conducted, election contests presented, and all other proceedings incidental to and connected with the election shall be regulated and done in accordance with the provisions of law regulating the statewide election; and
5. That the City of Hughson recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for such costs; and,
6. That the polls for the election shall open at seven o'clock am (7:00 a.m.) of the day of the election and shall remain open continuously from that time until eight o'clock pm (8:00 p.m.), except as provided in §14401 of the Elections Code of the State of California; and,
7. Pursuant to §13307(c) of the Elections Code of the State of California, candidates shall be required to pay, in advance, for the pro rata cost of printing the candidate statement in the voter pamphlet; and,
8. Candidate statements will be limited to no more than 200 words; and,
9. A \$750.00 deposit shall be required at the time of filing of the nomination paper of those candidates who wish to submit a statement for printing in the voter pamphlet; and,
10. The amount of the deposit is based upon an estimated cost and candidates will be required to pay the actual cost of printing, and the City Clerk is directed to bill candidates for additional actual expenses or refund any excess amount paid depending upon the actual cost of printing of the candidate statement in the voter pamphlet; and,
11. That in all particulars not recited in this Resolution, the Election shall be held and conducted as provided by law for holding Municipal Elections; and,
12. That Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law; and,

13. That the City Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and the County Election Division of the County of Stanislaus.

PASSED AND ADOPTED by the City Council of the City of Hughson at a regular meeting held on this 27th day of April 2020, by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

NOTICE OF ELECTION

CITY OF HUGHSON

NOTICE IS HEREBY GIVEN that a General Municipal Election will be held in the City of Hughson on Tuesday, the 3rd day of November 2020, for the following Officers:

One (1) Mayor (Full term of two years)

Two (2) Members of the City Council (Full term of four years)

The Nomination Period for these offices begins on Monday, July 13, 2020, and closes on Friday, August 7, 2020.

If nomination papers for an incumbent officer of the City are not filed by 5:00 p.m. on Friday, August 7, 2020 (the 88th day before the Election), the voters shall have until the 83rd day before the election, Wednesday, August 12, 2020, to nominate candidates for that incumbent's elective office.

If no one or only one person is nominated for an elective office, appointment to the elective office may be made as prescribed by §10229, Elections Code of the State of California.

The polls will be open between the hours of 7:00 a.m. and 8:00 p.m.

Nomination papers can be secured from the City Clerk's Office. Please call City Hall at 209-883-4054 or visit the City of Hughson website at www.hughson.org.

ATTEST:

Ashton Gose
Deputy City Clerk
April 27, 2020



November 3, 2020 General Election Cost Estimate

City of Hughson Mayor and Two City Council Seats

Estimates Include costs associated with:

Printing
Publications
Polls
Personnel
Information Technology Support
Mailings
Miscellaneous

MAYOR

Number of Voters **3,772-3,800 (projected estimate)**

Cost to conduct a City-wide polling place and vote by mail election in consolidation with the Nov. 3, 2020 regularly scheduled general election. (Costs can increase based on the number of candidate statements and participation by other cities, districts, etc.)

1. County ROV services to conduct City-wide election for Mayor on Nov. 3, 2020 **\$1.00 - \$2.00 per voter**

CITY COUNCIL

Number of Voters **3,772-3,800 (projected estimate)**

Cost to conduct a District-wide polling place and vote by mail election in consolidation with the Nov. 3, 2020 regularly scheduled general election. (Costs can increase based on the number of candidate statements and participation by other cities, districts, etc.)

1. County ROV services to conduct District-wide election for Hughson City Council on Nov. 3 **\$1.00 - \$2.00 per voter**

A handwritten signature in blue ink, reading "Donna Linder", positioned above a horizontal line.

Donna Linder, County Clerk / Recorder / Registrar of Voters
April 6, 2020



CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Waive the Second Reading and Adopt Ordinance No. 2020-05, Amending Chapter 13.08, of the Hughson Municipal Code Concerning the Disconnection for Nonpayment of Residential Water Service
Presented By: Merry Mayhew, Director of Finance and Admin Services
Daniel J. Schroeder, City Attorney

A handwritten signature in blue ink, appearing to be "Merry Mayhew", is written over a horizontal line.

Approved By: _____

Staff Recommendation:

Waive the second reading and adopt Ordinance No. 2020-05, amending Chapter 13.08 of the Hughson Municipal Code concerning the disconnection for nonpayment of residential water service.

Background and Discussion:

Adopted in 2018, SB 998 Water Shutoff Protection Act is codified in the CA Health and Safety Code to provide additional procedural protections and expand upon the existing safeguards related to utility service disconnections in the Public Utilities Code and Government Code. Under SB 998, public water systems with more than 200 connections are required to adopt a written policy on residential water service shut off for nonpayment, applicable to all residential water customers. As a public water system with more than 200 connections, the City must comply with SB 998.

At the March 9, 2020 City Council meeting, City staff presented, and the City Council adopted the Residential Water Discontinuation Policy (Resolution No. 2020-11). SB 998 necessitates changes to the Hughson Municipal Code to address the changes in law and in the newly adopted Residential Water Discontinuation Policy.

All the code changes related to disconnection for nonpayment, for residential water service, are presented in Ordinance No. 2020-05 and the public hearing was noticed in the newspaper on March 10, 2020. The following are the ordinance changes related to disconnection for nonpayment:

Disconnection for nonpayment: Section 13.08.520

“If a water bill is not paid on or before the last day of the month during which the bill is sent, then at least 15 days prior to service discontinuance, the customer will be sent a final notice informing the customer that discontinuance will be enforced if payment is not made within the time specified in the notice.”

“Notwithstanding anything in this Ordinance to the contrary, the provisions of this Ordinance Section 13.08.520 are inapplicable to discontinuation of residential water service for nonpayment, and the City may only discontinue residential water service for nonpayment according to the terms of the City’s Residential Water Discontinuation Policy adopted by the City Council of the City of Hughson by resolution.”

SB 998 is applicable to residential water service only; therefore, the current process of discontinuation of water service in commercial settings remains the same.

On March 23, 2020, the Hughson City Council waived the first reading of the proposed ordinance changes and held a public hearing. The City Council had an opportunity to ask questions and seek clarification from City staff regarding the ordinance and its elements. There were no public comments provided during the public hearing.

Fiscal Impact:

The fiscal impact associated with the ordinance changes is currently unknown. It is anticipated that a small number of residential accounts may leave account balances that the City will write off as uncollectible.

**CITY OF HUGHSON
CITY COUNCIL
ORDINANCE NO. 2020-05**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUGHSON, AMENDING
SECTION 13.08.520 OF CHAPTER 13.08 OF TITLE 13 OF THE
HUGHSON MUNICIPAL CODE – PUBLIC SERVICES**

WHEREAS, the City of Hughson Municipal Code Chapter 13.08.520 currently provides regulations regarding discontinuation of water service for nonpayment; and

WHEREAS, the Governor of the State of California did approve Senate Bill No. 998 on September 28, 2018, whereby new rules were enacted for the discontinuation of residential water service, effective in early 2020; and

WHEREAS, the City of Hughson City Council desires to comply fully with the requirements of SB 998;

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

Section 1 Section 13.08.520 of Chapter 13.08 of Title 13 of the Hughson Municipal Code is amended to read as follows:

“13.08.520 Disconnection for nonpayment

Service may be discontinued for nonpayment of bills in the following manner:

If a water bill is not paid on or before the last day of the month during which the bill is sent, then at least 15 days prior to service discontinuance, the customer will be sent a final notice informing the customer that discontinuance will be enforced if payment is not made within the time specified in the notice. A customer’s water service may be discontinued if water service furnished at a previous location is not paid for within the time fixed in this chapter for the payment of bills. If a customer receives water service at more than one location and the bill for service at any one location is not paid within the time provided for payment, water service at all locations may be turned off. Notwithstanding anything in this Ordinance to the contrary, the provisions of this Ordinance Section 13.08.520 are inapplicable to discontinuation of residential water service for nonpayment, and the City may only discontinue residential water service for nonpayment according to the terms of the City’s Residential Water Discontinuation Policy adopted by the City Council of the City of Hughson by resolution.

Section 2 If any provision of this Ordinance or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the

provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the validity of any particular portion thereof.

Section 3 This Ordinance is not intended to and shall not be construed or given effect in a manner that imposes upon the City or any officer or employee thereof a mandatory duty of care toward persons and property within or without the city so as to provide a basis of civil liability for damages, except as otherwise imposed by law.

Section 4 Within fifteen (15) days after its final passage, the City Clerk shall cause a summary of this Ordinance to be published in accordance with California Government Code section 36933.

Section 5 This Ordinance shall become effective thirty (30) days from and after its final passage and adoption, provided it is published in a newspaper of general circulation at least fifteen (15) days prior to its effective date.

The foregoing Ordinance was introduced, and the title thereof read at the regular meeting of the City Council of the City of Hughson held on March 23, 2020, and by a vote of the Council members present, further reading was waived.

On motion of Councilperson _____, seconded by _____, the foregoing Ordinance was passed by the City Council of the City of Hughson at a regular meeting held on April 27, 2020, by the following votes:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.5

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval to Adopt Resolution No. 2020-17, Performing the Biennial Review of and Amending of the City of Hughson's Conflict of Interest Code.
Enclosures: Exhibit "A" Conflict of Interest Code.
Presented By: Ashton Gose, Management Analyst

A handwritten signature in blue ink, appearing to be "Ashton Gose", is written over a horizontal line.

Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2020-17, performing the biennial review of and amending the City of Hughson's Conflict of Interest Code.

Background and Overview:

The Political Reform Act (Government Code Sections 81000-91014) requires every local governmental agency to review its Conflict of Interest Code biennially. A notice must be submitted to the reviewing body indicating whether or not an amendment is necessary. The code reviewing body for the City of Hughson is the City Council. The Political Reform Act requires governmental officials and certain employees to publicly disclose their personal assets and income. They are also restricted from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the State of Economic Interest, Form 700, and for interpreting the law's provisions. The Form 700 is the document that those subject to the Conflict of Interest Code are required to fill out annually and identify their financial interests.

Persons holding the position of Mayor, City Councilmember, Planning Commissioner, City Manager, City Attorney, and City Treasurer are required to annually file a Form 700 pursuant to Government Code §87200 directly with the FPPC. In addition, local government agencies must adopt a local Conflict of Interest Code (Code). This Code must designate positions that make or participate in the making of decisions which may foreseeably have a material effect on any financial interest. The Code must be reviewed biennially to determine if amendments are required.

The Hughson City Council last amended the Conflict of Interest Code on May 29, 2018 with the adoption of Resolution No. 2018-21. City staff recommends amending the Code to comply with State law and the as well as amending Appendix A designates City employee's disclosure categories of the attached Conflict of Interest Code. Attached is the Resolution amending the Conflict of Interest Code for the City of Hughson together with the amended City of Hughson Conflict of Interest Code attached thereto as Exhibit A.

Fiscal Impact:

There is no fiscal impact to the City associated with approval of this item. The City's Deputy City Clerk is responsible for ensuring the proper annual filing of the Form 700 by appropriate City officials as required and per the specified deadline.

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2020-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON REVIEWING
AND AMENDING THE CITY OF HUGHSON CONFLICT OF INTEREST CODE**

WHEREAS, the Hughson City Council adopted a Conflict of Interest Code pursuant to the Political Reform Act of 1974, Government Code Section 81000, et seq; and,

WHEREAS, the Hughson City Council last amended the Conflict of Interest Code on May 29, 2018, by adopting Resolution 2018-21; and,

WHEREAS, pursuant to Government Code Section 87306.5, each local government agency must review its Conflict of Interest Code on a biennial basis and either amend the code or report that the Code is not in need of amendment; and

WHEREAS, the City Council desires to amend the Conflict of Interest Code to, among other reasons, update Appendix "A" to remove, change, and include the current designated positions; and

WHEREAS, the City of Hughson will continue to incorporate by reference Title 2, California Administrative Code Section 18730 and amendments to it, adopted by the Fair Political Practices Commission (FPPC), which will save time and money by minimizing the actions required of the Council to keep its code in conformity with the Reform Act.

NOW THEREFORE BE IT RESOLVED by the City Council for the City of Hughson as follows:

1. The City of Hughson hereby adopted the City of Hughson Conflict of Interest Code attached hereto as Exhibit A.
2. Persons holding designated positions shall file Statements of Economic Interest, Form 700, pursuant to the Code with the Deputy City Clerk, who shall be deemed the Filing Officer and who shall make the statements available to the public for inspection and reproduction.

PASSED AND ADOPTED by the City Council of the City of Hughson at its regular meeting held on this 27th day of April 2020 by the following roll call votes:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

EXHIBIT "A"

CONFLICT OF INTEREST CODE FOR THE CITY OF HUGHSON

The Political Reform Act, Government Code section 81000, et seq., requires each state and local government agency to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Section 18730, and any amendments to it duly adopted by the Fair Political Practices commission, hereby incorporated by this reference, and the following attached Appendix shall constitute the Conflict of Interest Code of the City of Hughson:

Appendix A "Designated Positions Requiring Disclosure,"

Appendix B "Disclosure Categories for Designated Positions,"

Appendix C "Place of Filing."

Designated positions shall file statements of economic interests with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these statements to the place of filing.

APPENDIX "A"

CITY OF HUGHSON
CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS REQUIRING DISCLOSURE

<u>Positions Designated to Report</u>	<u>Disclosure Category</u>
Department	
ADMINISTRATION	
City Clerk	2
City Clerk/Assistant to the City Manager	2
Management Analyst/ Deputy City Clerk	2
Director of Administration	2
BOARDS/COMMISSIONS/COMMITTEES	
Administrative Appeals Board	1
Budget and Finance and Audit Subcommittee Members	1
Parks, Recreation and Entertainment Commissioners	1
Successor Agency to the RDA Committee Members	1
COMMUNITY DEVELOPMENT DEPARTMENT	
Director of Community Development	1
CITY ATTORNEY'S OFFICE	
City Attorney	1
Deputy City Attorney	1
FINANCE DEPARTMENT	
Director of Finance & Administrative Services	1
Accounting Manager	4
PUBLIC WORKS	
Director of Parks and Recreation	1
Parks and Recreation Manager	4
City Engineer	1
Public Works Superintendent	4
Utilities Superintendent	4

**** Consultants and Contractual Consultants ****

This disclosure category reads:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The City Manager may determine in writing that a particular consultant, although a "designated positions." is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager shall forward a copy of this determination to the City Council. Nothing herein excuses any such consultant from any other provision of the Conflict of Interest Code.

APPENDIX B
CITY OF HUGHSON
CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS

DEFINITION

"Unit" as used in this text means the department, board, committee, commission, office or other entity using the disclosure category.

DISCLOSURE CATEGORY

1. All investments and business positions in business, entities, sources of income and interests in real property.
2. Investments and business positions in business entities, and all sources of income.
3. Interests in real property.
4. Investments and business positions in business entities, and sources of income from "entities providing bids, supplies, services, vehicles, equipment or machinery, or engaged in construction, development, acquisition or sale of real property, or public works or other City-related projects, of the type used by the designated employee's unit."

APPENDIX C
CITY OF HUGHSON
CONFLICT OF INTEREST CODE

PLACE OF FILING

PART I – DESIGNATED EMPLOYEES

Each employee filing a Form 700 – Annual Statement of Economic Interests shall file it with the City Clerk.

Where: Deputy City Clerk
City of Hughson
7018 Pine Street
Hughson, CA 95326

PART II – BOARDS, COMMITTEES AND COMMISSIONS

The City of Hughson Deputy City Clerk shall furnish to each designated member, upon their appointment and termination, a Form 700 – Annual Statement of Economic Interest and each completed form shall be filed with the Deputy City Clerk.

Where: Deputy City Clerk
City of Hughson
7018 Pine Street
Hughson, CA 95326

PART III – OFFICIALS LISTED IN GOVERNMENT CODE SECTION 87200

The City of Hughson Deputy City Clerk shall furnish the following public officials, upon their appointment and termination, a Form 700 – Annual Statement of Economic Interests: City Council Members, Mayor, Planning Commissioners, City Manager, City Attorney, City Treasurer, and/or Finance Director. The Clerk will retain a copy and originals will be forwarded to the FPPC.

Where: Deputy City Clerk
City of Hughson
7018 Pine Street
Hughson, CA 95326

These statements will be forwarded to the Fair Political Practices Commission (FPPC), 428 J. Street, Suite 620, Sacramento, CA 95814.



CITY COUNCIL AGENDA ITEM NO. 3.6 SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval of Amendment to the Hughson City Manager
Second Amended Employment Contract
Presented By: Raul L. Mendez, City Manager
Daniel J. Schroeder, City Attorney

Approved By: _____

Staff Recommendation:

Approve the Amendment to the Hughson City Manager Second Amended Employment Contract.

Background and Overview:

On April 22, 2019, the Hughson City Council approved the Second Amended Employment Contract for Raul L. Mendez to continue to serve as Hughson City Manager. Mr. Mendez began his tenure on June 17, 2013 and this memorialized his third three-year agreement with the organization that was set to expire on June 16, 2022. Mr. Mendez recently announced that he would be leaving City service at the conclusion of his first year of this agreement to take on an Assistant Executive Officer position with Stanislaus County (see attached).

Discussion:

As part of a routine review of current executed agreements, the Finance and Administrative Services Director noticed an inconsistency in the Hughson City Manager Second Amended Employment Contract. It was brought to the City Manager and City Attorney for discussion.

In short, the current agreement indicates that "the Employer shall pay Employee's contribution to the Public Employees Retirement System (PERS) in accordance with the adopted policies of the Employer." The Employer's current practice is for all Employees to pay their contribution to PERS. As such, a technical amendment to the Hughson City Manager Second Amended Employment Contract is appropriate and recommended.

Fiscal Impact:

There is no fiscal impact associated with this technical amendment.

**AMENDMENT TO
SECOND AMENDED EMPLOYMENT CONTRACT**

WHEREAS, 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," entered in that Second Amended Employment Contract dated April 22, 2019 ("Contract"); the Contract provided in Section 11 thereof that "Employer shall pay Employee's contribution to the Public Employees Retirement System in accordance with adopted policies of Employer" which provision constituted a mutual mistake of the parties to the Contract, and also created an illegality in the Contract, given that that both the policies of Employer and the law do not allow Employer to pay any part of Employee's contribution to the Public Employees Retirement System; and the parties to the Contract now desire to clarify their respective obligations under the Contract by amending it as follows:

The first sentence of Section 11, specifically, "Employer shall pay Employee's contribution to the Public Employees Retirement System in accordance with adopted policies of Employer," is hereby excised. That section, in its entirety, shall read as follows:

SECTION 11. RETIREMENT. 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 per-cent (2%) of Employee's base salary into the designated plan on Employee's behalf, in equal proportionate amounts each pay period.

Except as set forth herein, the remainder of the Contract shall remain in full force and effect as to every provision.

IN WITNESS WHEREOF, the City of Hughson has caused this Amendment 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 Amendment, both in duplicate, effective as of the day and year first written in the Second Amended Employment Contract.

"EMPLOYER"
CITY OF HUGHSON

By: _____
JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

APPROVED AS TO FORM:

DANIEL J. SCHROEDER, City Attorney

“EMPLOYEE”

RAUL L. MENDEZ, City Manager



April 27, 2020

Mayor and City Council

I would like to thank the City Council and City staff (past and present) for their leadership, support, and dedication. The success of our organization is the direct result of a collective team effort and we should all be very proud. Hughson also has had so many wonderful partners (experts and community stakeholders) over the years that I have had the privilege to serve with that I would like to recognize. I think you would all agree that our partnerships have never been stronger, and I am confident that the City will continue to foster and grow these important relationships going forward.

Thank you for entrusting me as your City Manager to lead our organization for what will be seven amazing years. I have approached each day with excitement and confidence. As we quickly approach my last official day of City service (June 16, 2020), it is with great pride and extreme promise for what is ahead for the smallest city in Stanislaus County. Hughson's future is bright, and I am confident that it will continue to rise to any challenge in its future like it has done so often in its past.

Hughson is an amazing community with residents that come together in a time of need without hesitation. I would like to thank them all for embracing me as their City Manager and for working with our team as we strive to attain our vision for this community of "preserving Hughson's unique spirit, heritage and character, while creating an undeniably great place to be."

I am looking forward to finishing my tenure with Hughson strong (I would not have it any other way) and ahead to the opportunity of assisting to lead Stanislaus County as an Assistant Executive Officer. I will continue to support Hughson in this role along with the other residents of Stanislaus County.

In your service,

A handwritten signature in blue ink, appearing to be "Raul L. Mendez", written in a cursive style.

Raul L. Mendez
City Manager



CITY COUNCIL AGENDA ITEM NO. 3.7

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Consideration of Recommendation of Lieutenant Fidel Landeros for Hughson Chief of Police
Presented By: Raul L. Mendez, City Manager

A handwritten signature in blue ink, appearing to be "Raul L. Mendez", is written over a horizontal line.

Approved By: _____

Staff Recommendations:

1. Recommend Lieutenant Fidel Landeros for Hughson Chief of Police.
2. Direct the City Manager to send a letter notifying Stanislaus County Sheriff Jeff Dirkse of the City of Hughson's recommendation of Lieutenant Fidel Landeros to the Hughson Chief of Police position.

Background and Overview:

On September 1, 2001, the City of Hughson (City) entered into a five-year agreement with Stanislaus County (County) to perform law enforcement services. Since then, this agreement has been continued with renewals in 2006, 2011 and 2013. The current agreement was executed on May 23, 2016.

On May 23, 2016, the City of Hughson approved Resolution No. 2016-18, an agreement with Stanislaus County to perform law enforcement services for the City of Hughson for the term July 1, 2016 through June 30, 2020.

Chief Larry Seymour has served as Hughson Chief of Police from April 2015 to the present but has shared his intent to retire in August 2020, completing a very successful career in public service. In preparation, City staff has been working with Stanislaus County Sheriff's Department through Captain John Walker on a transition plan prior to his departure to allow adequate time for succession planning and training.

Discussion:

In May 2020, the Stanislaus County Sheriff's Department issued a memorandum to its Lieutenant ranks on the opportunity to be considered for the Chief of Police

position in Hughson. One Lieutenant (Fidel Landeros) submitted a letter of interest for consideration that was forwarded to the City of Hughson. The City Manager met with the one candidate earlier this month to discuss the role of this critical position. The candidate was also able to share some of his experiences and information regarding his areas of expertise.

Per the executed law enforcement agreement between the City of Hughson and Stanislaus County,

The position of Chief of Police will be filled in accordance with County policy and employee collective bargaining unit contracts. The County shall provide a list of Lieutenants qualified to serve as the Chief of Police for the City. The City may interview the candidate(s) and provide the County with the City's recommendation of the candidate to be appointed as the Chief of Police. After considering the recommendations of the City, the County will assign a Lieutenant who will act as the Chief of Police (the "Chief of Police").

According to Stanislaus Sheriff Captain John Walker, even though the lone candidate, Lieutenant Landeros comes with his highest recommendation for the position. Lieutenant Landeros joined the Stanislaus County Sheriff's Department back in October 2000 as a Deputy Sheriff-Coroner. He was promoted to the rank of Sergeant in February 2014 and the position of Lieutenant in February of this year. During his tenure, he has served in several department assignments including:

- Patrol Operations
- Patterson Contract City
- Community Deputy for Empire
- Community Deputy for Westley/Grayson
- Highway Interdiction Team
- Field Training Officer (FTO)
- Special Weapons and Tactics Team (SWAT)
- Stanislaus Drug Enforcement Agency (SDEA)
- Taser Instructor
- Academy Chemical Agent Instructor
- Court Services Sergeant
- Internal Affairs Sergeant

Through his various roles with the Stanislaus County Sheriff's Department, Lieutenant Landeros has gained valuable experience in supervising, training, and mentoring personnel. He also has been able to refine his communications skills and how to work successfully in a team environment. Lieutenant Landeros is completing his coursework in Criminal Justice and expects to earn his bachelor's degree from California Coast University in the next few months. He also served in the Army National Guard for six years (Infantry). Lieutenant Landeros is also fluent in Spanish and takes great pride in being involved in the community which includes coaching youth soccer for approximately five years now with the Modesto Youth Soccer Association (MYSA).

After consulting with the Mayor, it was determined that the candidate be brought to the City Council for formal consideration since assembling an interview panel (as originally planned) was not necessary. A recommendation of his appointment to the Hughson Chief of Police position by the City Council to the Stanislaus County Sheriff is appropriate per the executed agreement. Upon Council approval, the City Manager will notify the Sheriff accordingly and begin working with Captain Walker, Chief Seymour and Lieutenant Landeros on a formal transition plan. Once the appointment is finalized, City staff will schedule an introduction of Lieutenant Landeros as the future Hughson Police Chief with the City Council and the community during an upcoming regular meeting (that is not via video conference). A short reception will also be held at that time to welcome him to his new role with the Hughson community inviting residents, businesses, and key partners.

Fiscal Impact:

For Fiscal Year 2019-2020, the estimated cost for law enforcement services is approximately \$1.39 million. This includes all necessary staffing for Hughson Police Services. The current agreement is being renegotiated and will be brought back to the City Council for formal consideration and action soon.

OFFICE OF THE CITY MANAGER
7018 Pine Street, P.O. Box 9
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(209) 883-4054 Fax (209) 883-2638
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Raul L. Mendez
City Manager
rmendez@hughson.org

April 27, 2020

Sheriff Jeff Dirkse
Stanislaus County Sheriff's Department
250 E. Hackett Road
Modesto, CA 95358

Sheriff Dirkse,

Thank you for your support and the assistance provided to us (through Captain John Walker) with the selection process for the Hughson Chief of Police position. On behalf of the City of Hughson, we appreciate the department's efforts and flexibility as we go through the process to prepare for the pending transition later this year in the critical leadership position.

On April 27, 2020, the Hughson City Council, formally considered the qualifications of the candidate that expressed interest in the position, Lieutenant Fidel Landeros. The City Council would like to recommend his appointment to the Chief of Police position for the City of Hughson.

I am available to assist with the transition plan ahead in short order. Please let me know how we can assist with acclimating him to his new role. Chief Seymour will also be critical to this process and I look forward to working with him on the upcoming succession planning and training.

We fully expect Lieutenant Landeros to continue to build on Chief Seymour's good work with the Hughson community and to maintain that tradition and distinction of being one of the safest city in Stanislaus County. At the appropriate time, we will formally welcome him to the Hughson community and provide an opportunity for our partners and residents to meet him.

Regards,

Raul L. Mendez
City Manager



CITY COUNCIL AGENDA ITEM NO. 3.8

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Proclaim April 19-25, 2020 as National Library Week
Presented By: Ashton Gose, Deputy City Clerk

Approved By: _____

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, is written over a horizontal line.

Staff Recommendation

Proclaim April 19-25, 2020 as National Library Week.

Background and Overview:

The mission of the Stanislaus County Library is to foster the love of reading and open the door to knowledge.

To spread the word on the importance of libraries, every April the Stanislaus County Library requests a Proclamation from the City of Hughson and the seven other cities in Stanislaus County, declaring a National Library Week. This year it took place April 19-25, 2020.

Every year the Hughson City Council provides a Proclamation to a representative from the Hughson Library.

Fiscal Impact:

There is not fiscal impact associated with this item.



PROCLAMATION
NATIONAL LIBRARY WEEK - APRIL 19-25, 2020

WHEREAS, *reading and literacy and the freedom to explore are cornerstones of a free and democratic society; and,*

WHEREAS, *libraries support democracy through their commitment to providing equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, or socio-economic status; and,*

WHEREAS, *literacy is key to achieving personal success in school, in business and in life; and,*

WHEREAS, *libraries and librarians open a world of possibilities through innovative programming and through the power of information; and,*

WHEREAS, *librarians are trained, tech-savvy professionals, providing training in and access to technologies; and,*

WHEREAS, *libraries offer 24/7 access to library services through online resources such as eBooks, eMagazines, downloadable audiobooks, music, and movies, online language instruction, and research databases; and,*

WHEREAS, *libraries partner with parents and caregivers to empower children to enter Kindergarten with the knowledge and skills necessary for success in school and beyond; and,*

WHEREAS, *libraries continually grow and evolve in how they provide for the needs of every member of their communities; and,*

WHEREAS, *libraries, librarians, library workers, volunteers and supporters in Stanislaus County are celebrating National Library Week.*

NOW, THEREFORE, BE IT RESOLVED *that the City Council of the City of Hughson does hereby unanimously proclaim April 19-25, 2020, National Library Week in Stanislaus County and urges everyone to visit their local library to take advantage of the wonderful resources available, provided through the voter-approved 1/8-cent sales tax dedicated to the support of libraries.*

Presented on this 27th day of April 2020

Jeremy Young, Mayor



CITY COUNCIL AGENDA ITEM NO. 3.9 SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Proclaim April 19-25, 2020 as Administrative Professionals Week
Presented By: Ashton Gose, Deputy City Clerk

Approved By: _____

Staff Recommendation:

Proclaim April 19-25, 2020 as Administrative Professionals Week in the City of Hughson.

Background and Overview:

Administrative Professionals Week is celebrated each April to honor and recognize administrative professionals. Administrative Professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations.

Administrative Professionals are vital contributors in today's team-oriented work environment and are key front-line public relations ambassadors for their organizations

Every year the Hughson City Council provides a Proclamation to a representative of the City of Hughson administrative staff.

Recognition and appreciation of the City's administrative staff was scheduled for Administrative Professionals Day on Wednesday, April 22, 2020.

Fiscal Impact:

Costs associated with the recognition of the City of Hughson Administrative staff will be covered with the approved budget for the City Employee Appreciation and Recognition Program.



Proclamation
National Administrative Professionals Week
April 19-25, 2020

WHEREAS, *administrative professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and*

WHEREAS, *administrative professionals are vital contributors in today's team-oriented work environment and are key front-line public relations ambassadors for their organizations; and*

WHEREAS, *the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, have the willingness to learn and accept new challenges; and*

WHEREAS, *Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals; and;*

NOW, THEREFORE, BE IT PROCLAIMED *by the Mayor and City Council that we recognize and extend appreciation to our dedicated and skilled staff and hereby proclaim April 19-25, 2020 as "National Administrative Professionals Week".*

AND, BE IT FURTHER PROCLAIMED *that the Hughson City Council does hereby recognize the outstanding service that the City Administrative staff provides to the citizens of the City of Hughson.*

Presented on this 27th Day of April 2020

JERAMY YOUNG, Mayor



CITY COUNCIL AGENDA ITEM NO. 3.10

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval to Adopt Resolution No. 2020-18, Supporting the Approval of the Fiscal Years 2020-2025 Consolidated Plan (Con Plan), Fiscal Year 2020-2021 Community Development Block Grant (CDBG) Annual Action Plan (AAP), and the Fiscal Years 2020-2025 Analysis of Impediments to Fair Housing Choice (AI).
Presented By: Lea C. Simvoulakis, Community Development Director

A handwritten signature in blue ink, appearing to be "Lea C. Simvoulakis", is written over a horizontal line.

Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2020-18, supporting the approval of the Fiscal Years 2020-2025 Consolidated Plan (Con Plan), Fiscal Year 2020-2021 Community Development Block Grant (CDBG) Annual Action Plan (AAP), and the Fiscal Years 2020-2025 Analysis of Impediments to Fair Housing Choice (AI).

Background and Overview:

Stanislaus County, along with the cities of Ceres, Newman, Oakdale, Patterson, Riverbank, Waterford, and Hughson form what is known as the Stanislaus County Community Development Block Grant (CDBG) Consortium (hereafter referred to as the Urban County). Each year the United States Department of Housing and Urban Development (HUD) provides funding for housing and community development programs to the Urban County via the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships Program (HOME) grant. In order to securing this funding, the Urban County must approve a five-year Consolidated Plan and an Annual Action Plan. The 30-day public comment period for these documents will be from April 11, 2020 through May 12, 2020.

These documents are available for review and comment on Stanislaus County's Planning website here: <http://www.stancounty.com/planning/>. As the lead agency, Stanislaus County will hold the public hearings to receive comments on these documents on May 12, 2020 at 9:00 a.m. at the County of Stanislaus Board of

Supervisors Meeting and at 6:00 p.m. at the City of Turlock Council Chambers. As a member of the Urban County and HOME Consortium, the Hughson City Council must pass a resolution of concurrence and support of these Plans.

Fiscal Years 2020-2025 Consolidated Plan

As stated above, in order to receive HUD funding for housing and development, the Urban County must complete a Consolidated Plan (Con Plan) that covers a total of five program years. The purpose of the Con Plan is to identify housing and community development needs, priorities, goals, and strategies, and to allocate how the Urban County's HUD funds will be utilized over the period of the Consolidated Plan. During the proposed 2020-2025 five-year Con Plan, the Urban County expects to receive approximately \$2,300,000 annually in CDBG funding, for a total of \$11,500,000 in funding for the five years. The six goals to address housing and community development needs during the 2020-2025 Con Plan period are:

1. Increase and improve supply of affordable housing;
2. Work to end and prevent homelessness;
3. Improve infrastructure and public facilities;
4. Provide public services;
5. Community emergency responses; and
6. Administration.

Stanislaus County, on behalf of the Urban County and the City of Turlock, consulted with various organizations located throughout the County that provide services to residents. A wide range of service providers and stakeholders were present at these meetings. Based on the feedback from these groups, the six above goals were developed in order to address the increasing needs of low-and moderate-income persons throughout the County. More detail about each goal can be found in the full Con Plan up for review on the County's Planning website here:

<http://www.stancounty.com/planning/>

Fiscal Year 2020-2021 Annual Action Plan

Within that Consolidated Plan is the Annual Action Plan (AAP) which is the one-year plan that the Urban County prepares pursuant to the goals outlined in the Consolidated Plan. Stanislaus County reviews and solicits input on the Annual Action Plan each year. The AAP identifies how each city will spend their CDBG and ESG funds. Activities identified within the AAP must be consistent with the Urban County's Con Plan. The Urban County cities are no longer required to hold public hearings and approve a Draft AAP. However, like the Con Plan resolution, member cities are required to submit a resolution of concurrence and support of the plan to Stanislaus County so it may be submitted as documentation to HUD.

The AAP identifies goals to address housing and community development needs for the Fiscal Year 2020-2021. During this year the Urban County will work toward achieving the goals listed below:

Annual Action Plan Goals:

1. Improve infrastructure;
2. Provide public services;
3. Work to end and prevent homelessness;
4. Create affordable housing;
5. Develop a Community Emergency Response Program; and
6. Administer grant funding.

These goals will be actualized by the completion of 32 individual projects by the member cities. A more detailed description of each goal and project can be found in the Urban County AAP on the County’s Planning Website here: <http://www.stancounty.com/planning/>. Hughson’s project is outlined later in this staff report. The below graph identifies the annual allocation of the CDBG funding for the member cities:

CDBG AND ESG ALLOCATIONS ESTIMATES

Consortium Member	Activities	Administration	Total
Ceres	\$219,870	\$15,988	\$235,858
Hughson	\$165,187	\$15,988	\$181,175
Newman	\$152,110	\$15,988	\$168,097
Oakdale	\$170,901	\$15,988	\$186,889
Patterson	\$183,508	\$15,988	\$199,496
Riverbank	\$147,549	\$15,988	\$163,537
Waterford	\$223,726	\$15,988	\$187,021
Stanislaus County	\$338,928	\$340,455	\$679,383
Public Services	\$231,017		\$231,017
Fair Housing		\$25,000	\$25,000
CDBG Total	\$1,832,796	\$477,370	\$2,310,165
ESG	\$187,431	\$15,197	\$202,628
Total	\$2,020,227	\$492,568	\$2,512,793

HOME

The HOME program provides Federal funds for the development and rehabilitation of affordable rental and ownership housing for low- and moderate-income households. The members of the HOME Consortium are the Urban County and the City of Turlock, with the City of Turlock acting as the “lead entity” for the HOME Consortium. During the five-year Con Plan period, the HOME Consortium expects to receive \$1,363,238 annually in HOME funding, for a five year total of \$6,816,190. The City of Hughson will be awarded \$151,972.00 this fiscal year for HOME-eligible projects and \$2,000 in administration allowances. The participants of the Urban County will use their HOME funds to address the variety of housing needs within their individual jurisdictions. The HOME Consortium cities are required to submit a resolution of concurrence and support of the Consolidated Plan so it may be submitted as documentation to the Department of Housing and Urban Development (HUD).

HOME program funds are used by localities to provide the following activities:

- Affordable housing development;
- Low-income first-time homebuyer down payment assistance;
- Owner-occupied housing rehabilitation assistance; and
- Program administration.

The Urban County will address its housing needs with HOME funds by maintaining safe and sanitary housing for low-income households through the continued provision of rehabilitation programs, ensuring long-term affordability of units for low-income households, promoting homeownership, revitalizing communities and neighborhoods, and eliminating the physical barriers that deny access to housing. City staff will administer a rehabilitation grant program discussed below.

The Analysis of Impediments to Fair Housing Choice

The Analysis of Impediments to Fair Housing Choice (AI) is developed to identify the potential barriers (or “impediments to fair housing choice”) that residents of Stanislaus County may face by looking at housing, demographics, fair housing data, and neighborhood opportunity for outward signs of housing discrimination and indicators of patterns of discrimination that may not be obvious. The impediments identified in this document will work to inform policy and programs throughout the Urban County. The AI is a requirement imposed on recipients of CDBG funding from HUD. The development of the AI is part of each recipient’s obligation to further fair housing. The AI was prepared by the Urban County, City of Modesto, City of Turlock, and the Stanislaus Regional Housing Authority. The Urban County cities are required to submit a resolution of concurrence and support of the AI plan so it may be submitted as documentation to HUD.

This document is produced so that communities are provided the opportunity to examine their city’s progress toward the goal of eliminating illegal housing discrimination and providing current and future residents access to equal housing opportunities. As part of the AI process, communities identified specific barriers to fair housing choice and create action steps to remove or reduce these barriers. These barriers and action steps can be found in the AI on the County’s Planning Website here: <http://www.stancounty.com/planning/>.

Hughson Projects:

Walker Lane:

The priorities identified in the Con Plan can be for public infrastructure improvements, economic development, affordable housing and public services. In many neighborhoods and communities of the planning area, public infrastructure is minimal or non-existent. As such, infrastructure such as sewer, water, curb, gutter, sidewalk, and storm drainage are typical projects that utilize CDBG funds.

For the Fiscal Year 2020-2021, the City of Hughson’s project will build upon the 2nd Street Sidewalk Infill Project that was started in the 2017-2018 Fiscal Year and completed in the 2018-2019 Fiscal Year. This project installed curb, gutter and sidewalk and pedestrian improvements on 2nd Street between Fox Road and Walker

Lane. The 2020-2021 project goal is to complete the public improvements on Walker Lane between 2nd Street and Tully Road. The project includes the installation of curb, gutter, sidewalk infill and ADA improvements. This project is part of a multi-year effort to complete sidewalks and improve connectivity, mobility and access for pedestrians.

Fiscal Impact:

City staff, in coordination with the Contract City Engineer (Peter Rei, Willdan Engineering), expects to complete the engineering work early in the 2020-2021 Fiscal Year. The City currently has \$230,748 in CDBG monies available and is expected to receive \$181,175 in CDBG funds this upcoming fiscal year as previously indicated. The total funds available will equal \$411,923. The estimated cost for the project is approximately \$435,362. Available funding will likely be adequate to complete the engineering and construction of the proposed project.

HOME- Home Rehabilitation Loan Program

The City will offer a Housing Rehabilitation program with HOME funds. This program will be for the repair of homes within the City and assist income eligible clients including the elderly, handicapped and other special needs to improve their housing conditions. This loan program will help homeowners and investors preserve and upgrade homes for homeowners in need with a low interest loan. Homeowners will have to live within the city limits of Hughson. The homeowner must have an income that is 80% or below the median for Stanislaus County. If it is investor owned, tenants must live in a unit within the city limits of Hughson and have an income at 80% or below the median of Stanislaus County. The investor must show an ability to repay the loan while maintain affordable rent. The work being done must be for essential repairs (electrical, plumbing, roofing, paint, etc.).

Fiscal Impact:

The Housing Rehabilitation loans will come from the specific pool of funding allocated to the City through the HOME Consortium (\$151,972). No money will come from the City's General Fund. Loan amounts will be determined by the scope of the work to be performed. There will be a 0% interest rate for fully amortized loans and a 2% interest rate for deferred loans. A deferred payment plan will be available for homeowners with very low income. The City has a two year expenditure deadline. Since this will be Hughson's first year back in the Consortium in over five years, it will take some time for staff to figure out the logistics of administering the program. The goal is to get this program started and up and running in the 2020-2021 year so that the funds can be used by the end of the two year deadline.

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION 2020-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
SUPPORTING THE APPROVAL OF THE FISCALS YEAR 2020-2025
CONSOLIDATED PLAN (CON PLAN), FISCAL YEAR 2020-2021 ANNUAL
ACTION PLAN (AAP), AND FISCAL YEARS 2020-2025 ANALYSIS OF
IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)**

WHEREAS, Stanislaus County in partnership with the cities of Ceres, Hughson, Newman, Oakdale, Patterson and Waterford form the Stanislaus Urban County for purposes of receiving federal Housing and Urban Development (HUD), Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) Program funding; and

WHEREAS, the Urban County worked together to develop the Fiscal Years 2020-2025 Consolidated Plan, Fiscal Year 2020-2021 Annual Action Plan, and Fiscal Years 2020-2025 Analysis of Impediments to Fair Housing Choice; and

WHEREAS, the Fiscal Years 2020-2025 Consolidated Plan, Fiscal Year 2020-2021 Annual Action Plan, and Fiscal Years 2020-2025 Analysis of Impediments to Fair Housing Choice was made available to the public as an opportunity to review and provide comments starting on April 11, 2020 and ending on May 12, 2020, prior to the public hearing which will be held by the Stanislaus County Board of Supervisors on May 21, 2020 to consider their adoption;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hughson hereby supports the approval of the Fiscal Years 2020-2025 Consolidated Plan, Fiscal Year 2020-2021 Annual Action Plan, and Fiscal Years 2020-2025 Analysis of Impediments to Fair Housing Choice.

PASSED AND ADOPTED by the City Council of the City of Hughson at its regularly scheduled meeting on this 27th day of April 2020, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.11

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020

Subject: Approval to Adopt Resolution No. 2020-19, Approving the “Designation of Applicant’s Resolution for Non-State Agencies” Designating Agents Authorized to Execute Applications for and on Behalf of the City of Hughson for Financial Assistance from the Federal Emergency Management Agency and the California Governor’s Office of Emergency Services for Recovering Costs Associated with Declared Emergencies

Presented By: Merry Mayhew, Director of Finance and Admin Services

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Approved By: _____

Staff Recommendation:

Adopt Resolution No. 2020-19, approving the “Designation of Applicant’s Resolution for Non-State Agencies” (Cal OES 130), designating agents authorized to execute applications for and on behalf of the City of Hughson for financial assistance from the Federal Emergency Management Agency and the California Governor’s Office of Emergency Services for recovering costs associated with declared emergencies.

Background and Discussion:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288) provides the authority for the federal government to respond to declared disasters and emergencies in order to provide assistance to save lives and to protect public health, safety, property and the environment. In addition, Public Law 93-288 authorizes the President of the United States to make contributions to state and local governments to help repair or reconstruct public facilities, to pay for emergency response and to provide grants for the development of plans and programs for disaster preparedness.

On March 22, 2020, the President of the United States approved Major Declaration FEMA-4482-DR-CA for the Corona Virus 19 (COVID-19) Pandemic. Major declarations authorize the Federal Emergency Management Agency’s (FEMA) Public Assistance (PA) Program to reimburse state and local agencies for

expenditures made to protect the health and safety of the community. In order to retain the ability to file for assistance under the PA Program, the City is required to request a Grants Portal Account by submitting a "Request for Public Assistance" (FEMA Form 009-0-49) and a "Project Assurances for Federal Assistance" (Cal OES 89) with the California Office of Emergency Services (Cal OES). City staff have filed these forms with Cal OES in order to preserve the ability to seek reimbursement if necessary.

On March 17, 2020, the Hughson City Manager under his authority as the Director of Emergency Services, issued a proclamation of a local emergency in the City of Hughson, effective immediately, in accordance with the California Emergency Services Act and the Hughson Municipal Code in response to the COVID-19 pandemic. Subsequently, on March 23, 2020, the Hughson City Council adopted Resolution No. 2020-15, ratifying the City Manager/Director of Emergency Services Proclamation of Existence of a Local Emergency Coronavirus/COVID-19. The Proclamation shall remain in force until undone by City Council action.

In order to receive state or federal disaster relief funds, the City Council must designate authorized agent(s) for the City of Hughson's applications for cost recovery assistance, by approving the "Designation of Applicant's Agent Resolution for Non-State Agencies" (Cal OES 130), and filing it with the Cal OES. Authorized agents are the City staff authorized by the City Council to execute applications and other documents as required by FEMA and Cal OES for public assistance. Authorized agents must be someone other than the governing board, in this case the City Council; therefore, City staff recommend that the authorized agents be listed on the resolution by title and include the City Manager, Director of Finance and Administrative Services, and Finance Manager. This method allows for the resolution to remain valid for up to three years in the case that an authorized agent leaves the position and is replaced by another individual with the same title. The "Designation of Applicant's Agent Resolution for Non-State Agencies" is required to be submitted prior to the City receiving reimbursement.

The adoption of this resolution grants authority to the aforementioned City positions to apply for financial assistance and reimbursement applications for the purpose of obtaining potential financial assistance made available through FEMA and Cal OES, and to file the Cal OES 130 form with the California Governor's Office of Emergency Services on behalf of the City of Hughson.

Fiscal Impact:

The adoption of this resolution and the designation of authorized signatories will provide the City with the opportunity to recover state and federal disaster relief funds. The fiscal impact is currently unknown. City staff continue to research any potential relief including staff costs, revenue loss, and other impacts due to the COVID-19 pandemic.

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2020-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON
APPROVING THE “DESIGNATION OF APPLICANT’S RESOLUTION FOR NON
STATE AGENCIES” DESIGNATING AGENTS AUTHORIZED TO EXECUTE
APPLICATIONS FOR AND ON BEHALF OF THE CITY OF HUGHSON FOR
FINANCIAL ASSISTANCE FROM THE FEDERAL MANAGEMENT AGENCY
AND THE CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES
FOR RECOVERING COSTS ASSOCIATED WITH DECLARED EMERGENCIES**

WHEREAS, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288) provides the authority for the federal government to respond to declared disasters and emergencies in order to provide assistance to save lives and to protect public health, safety, property and the environment; and

WHEREAS, Public Law 93-288 authorizes the President of the United States to make contributions to state and local governments to help repair or reconstruct public facilities, to pay for emergency response and to provide grants for the development of plans and programs for disaster preparedness; and

WHEREAS, in order to receive state or federal disaster relief funds, the City Council must designate authorized agent(s) for the City of Hughson’s applications for cost recovery assistance, by approving the “Designation of Applicant’s Agent Resolution for Non-State Agencies” (Cal OES 130), and filing it with the California Governor’s Office of Emergency Services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby declare, determine, and order as follows:

1. The City Manager, Director of Finance and Administrative Services, and the Finance Manager, are each hereby authorized, acting alone or together, to execute for and on behalf of the City of Hughson, a public entity established under the laws of the State of California, applications for the purpose of obtaining certain federal financial assistance under Public Law 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act, and to file same, along with Cal OES Form 130 attached hereto as Exhibit A, with the California Governor’s Office of Emergency Services; and,
2. The City of Hughson, a public entity established under the laws of the State of California, hereby authorizes its agents specified in Section 1 to provide all required assurances and agreements to the California Governor’s Office of Emergency Services for all matters pertaining to state disaster assistance; and,

3. That the City Clerk is hereby directed to file a certified copy of this Resolution, including Exhibit A, with the California Governor's Office of Emergency Services.

PASSED AND ADOPTED by the City Council of the City of Hughson at a regular meeting held on this 27th day of April 2020, by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

Disaster No: _____

Cal OES ID No: _____

DUNS No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____ TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, “Debarment and Suspension.”

“I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof.”

PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires December 31, 2019

Paperwork Burden Disclosure Notice			
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.			
Privacy Act Statement			
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.			
APPLICANT (Political subdivision or eligible applicant) City of Hughson			DATE SUBMITTED April 7, 2020
COUNTY (Location of Damages. If located in multiple counties, please indicate) Stanislaus County			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS 7018 Pine Street			
CITY Hughson	COUNTY Stanislaus	STATE CA	ZIP CODE 95326
MAILING ADDRESS (If different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX 9	CITY Hughson	STATE CA	ZIP CODE 95326
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME Merry Mayhew		NAME Lisa Whiteside	
TITLE Director of Finance and Administrative Services		TITLE Finance Manager	
BUSINESS PHONE 209-883-4054		BUSINESS PHONE 209-883-4054	
FAX NUMBER 209-883-2638		FAX NUMBER 209-883-2638	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE 209-204-8409		CELL PHONE	
E-MAIL ADDRESS mmayhew@hughson.org		E-MAIL ADDRESS lwhiteside@hughson.org	
PAGER & PIN NUMBER n/a		PAGER & PIN NUMBER	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization? <u>n/a</u>			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA - _____ -DR- _____ - _____ FIPS# _____ DATE RECEIVED _____			



CITY COUNCIL AGENDA ITEM NO. 3.12

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Adopt Resolution No. 2020-20, Approving the Professional Service Agreement with CSG Consultants for Contract Plan Review and Building Inspection Services
Enclosure: Plan Review and Building Inspection Professional Service Agreement, CSG Consultants
Presented By: Lea C. Simvoulakis, Community Development Director

A handwritten signature in blue ink, appearing to be "Lea C. Simvoulakis", is written over a horizontal line.

Approved By: _____

Staff Recommendations:

1. Adopt Resolution No. 2020-20, approving the Professional Service Agreement with CSG Consultants for contract plan review and building inspection services.
2. Authorize the City Manager to execute the Professional Service Agreement with CSG Consultants inclusive of any final edits by the City Attorney.

Background and Overview:

The City of Hughson currently contracts with Pacific Plan Review for building plan review and building inspection services. The last contract the City of Hughson entered into with Pacific Plan Review was signed in March 2004. There is no fixed termination date in this contract; rather there is a termination statement that says the contract can be terminated by either the City of Hughson or Pacific Plan Review at any time within a 72-hour period.

Based on prior City Council general direction to periodically reevaluate current city services contracts, City staff released a Request for Statement of Qualifications for plan check and building inspection services on December 23, 2019. The response period closed on January 22, 2020. The City received 10 proposals from various firms throughout the State of California. The Community Development Director, the Planning/Building Assistant, and the Management Analyst/Deputy City Clerk held interviews on February 18, 2020 for five firms that met the City's minimum qualifications. In addition to CSG Consultants, the firms Pacific Plan Review, 4Leaf Inc., Willdan, and Stanislaus County were interviewed.

After the interviews, CSG Consultants was selected as the consultant that best meets the City's current plan review and building inspection needs. The City has had a long-standing, amicable relationship with the current consultant, Pacific Plan Review. However, the City's needs have changed in recent years.

Over the last year, the City has required more inspection services and needed better inspector consistency than Pacific Plan Review has been able to provide. With the potential for two new subdivisions on the horizon, it has become clear that the Community Development Department needs more inspection resources, which CSG Consultants can provide. Additionally, CSG Consultants can provide a service to pick up and return plans which is convenient for City staff. Since Pacific Plan Review relocated to Ohio, City staff has been either mailing or scanning plans which is no longer convenient. Moreover, CSG Consultants have a completely electronic portal that will allow the plan reviewers to leave comments for applicants, to update plan review status, and to exchange electronic plan sets easily. This creates more efficient and effective customer service. The final service that set CSG Consultants apart from the current consultant is that CSG will provide a final approved electronic plan set to the City free of charge. This service will help the City maintain records more efficiently, since it currently does not have the ability to scan plans and keep them electronically.

Discussion:

City staff is asking City Council to approve the negotiated Professional Service Agreement with CSG Consultants. The specific agreement with detailed terms is attached for reference and already been reviewed to form by the City Attorney. The below points highlight terms that solidified to the City's decision to work with CSG Consultants:

- Consultants will provide comprehensive plan check review, analysis and comments, including electronic review.
- The Consultant can provide digital comments to applicants.
- The City will receive a final approved set of digital plans.
- The Consultant provides access to a digital portal where an applicant can review status and comments online at no charge to the City.
- The Consultant will pick up and deliver plans, and staff will no longer have to mail plans.
- Plan check turnaround time is between five and ten business days.
- A Full Plan Review will cost 75% of the City's building plan check fees (no change).
- The combination Building Inspector will charge \$90 per hour and there is no minimum inspection time.

- The agreement term is for one year with the possibility of an extension by mutual agreement.

Cricket Brinkman will serve as the City's project manager and the primary point of contact for the City of Hughson. Ms. Brinkman is an experienced project manager with over 26 years serving government agencies. Ms. Brinkman will allocate the appropriate levels of plan review, inspection, and any other necessary services requested by the City. CSG Consultants has 18 plan reviewers with varying specialties, and six building inspectors available to the City. CSG Consultants currently works with the cities of Newman and Patterson. Outside of the County, CSG Consultants works with similar sized cities such as Atwater, Gustine, Escalon,

Fiscal Impact:

It is estimated that this agreement will bear a similar fiscal impact to the existing contract, as the billing rate is based on the same percentage of building permit fees (75% of the Building Plan Check fee). The inspection fee is \$90 per hour, which is \$5 dollars higher than the current rate of \$85 per hour. However, there is currently a two-hour minimum inspection fee with the existing consultant. This means that one inspection can cost the City up to \$170 dollars. There is no? minimum inspection fee with CSG Consultants so each inspection will cost \$90 or a fraction thereof.

There will also be costs associated with the transition between Pacific Plan Review and CSG Consultants which will not be charged to a project. However, it is expected that this time will be minimal. Any further costs will be covered by specific projects. During Fiscal Year 2018-2019, the City spent \$38,812.53 on plan review and inspection services. During the current fiscal year, the City has spent \$26,253.51. There are two new subdivision that could require plan check during the next Fiscal Year 2020-2021. The cost of providing plan check and inspection services will likely be in a similar range to the 2018-2019 year given the anticipated development.

CITY COUNCIL
CITY OF HUGHSON
RESOLUTION NO. 2020-20

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON APPROVING
THE PROFESSIONAL SERVICES AGREEMENT WITH CSG CONSULTANTS FOR
BUILDING PLAN REVIEW AND INSPECTION SERVICES**

WHEREAS, on December 23, 2019 the City of Hughson released a Request for Statement of Qualifications for plan check and building inspection services; and

WHEREAS, the response period closed on January 22, 2020 and the City received 10 proposals from various firms throughout the State; and

WHEREAS, on February 18, 2020 City staff interviewed five firms that met the City's minimum requested qualifications; and

WHEREAS, CSG Consultants was the most qualified candidate, and chosen by staff to provide building plan check and inspection services for one year with the option to terminate by either party; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby approve the Professional Services Agreement with CSG Consultants for Building Plan Check Review and Building Inspection Services attached hereto as Attachment "A" and authorize the City Manager or his/her designee to sign the agreement.

PASSED AND ADOPTED by the City Council of the City of Hughson at its regularly scheduled meeting on this 27th day of April 2020 by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

JERAMY YOUNG, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

**MASTER
PROFESSIONAL SERVICE AGREEMENT**
(City of Hughson/CSG Consultants)

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Hughson, a California municipal corporation (“City”) and CSG Consultants, Inc. (“Consultant”).

RECITALS

WHEREAS, the City has determined that it requires the professional services of a consultant to provide contract plan review and building inspection services and to act as an extension of the City of Hughson staff, to assist with the delivery of municipal services for residents, businesses, governmental agencies and other uses within and around the City of Hughson.

WHEREAS, the Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees.

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

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

1. DEFINITIONS

- 1.1. “Scope of Services” means the professional services as are generally set forth in Consultant’s January 22, 2020 proposal to City attached hereto as Exhibit A.
- 1.2. “Approved Fee Schedule” means the compensation rates as are set forth in Section 5 “Cost Proposal” of Consultant’s February 18, 2020 Fee Schedule & Basis of Charges attached hereto as Exhibit B.
- 1.3. “Commencement Date” means start date.
- 1.4. “Expiration Date” means the date the contract is expired.

2. TERM

The term of this Agreement shall commence at 12:00 a.m. on July 1, 2020 and shall expire at 11:59 p.m. on June 30, 2021 unless extended by written agreement of the parties or terminated earlier in accordance with Section 14 (“Termination”) below.

3. CONSULTANT'S SERVICES

3.1. Consultant shall perform the services identified in the Scope of Services submitted on January 22, 2020. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sums specified by each Task Order unless specifically approved in advance and in writing by City.

3.2. Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).

3.3. Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. The Community Development Director, or his/her designee shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

4. COMPENSATION

4.1. City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule, attached as Exhibit B.

4.2. Consultant shall submit to City an invoice for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty days (30) calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall

not withhold applicable taxes or other authorized deductions from payments made to Consultant.

4.3. Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule.

5. OWNERSHIP OF WRITTEN PRODUCTS

5.1. All reports, documents or other written material ("written products") developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

6. RELATIONSHIP OF PARTIES

6.1. Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City.

7. CONFIDENTIALITY

7.1. All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

8. INDEMNIFICATION

8.1. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged acts that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement, except those matters arising from City's sole negligence or willful misconduct. Such costs and

expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

8.2. City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 8.

8.3. The obligations of Consultant under this Section 8 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives any statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

8.4. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 8 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.

8.5. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

9. INSURANCE

9.1. During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

9.1.1. Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000), per occurrence and in the aggregate, including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal

injury, underground hazard, and explosion and collapse hazard where applicable.

9.1.2. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.

9.1.3. Worker's Compensation insurance as required by the laws of the State of California.

9.1.4. Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).

9.2. Consultant shall require each of its subcontractors to maintain insurance coverage that meets all of the requirements of this Agreement.

9.3. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

9.4. Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.

9.5. At all times during the term of this Agreement, Consultant shall maintain on file with City a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall, prior to commencement of work under this Agreement, file with City such certificate(s).

9.6. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

9.7. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of

cancellation imposes no obligation, and to delete the word “endeavor” with regard to any notice provisions.

9.8. The insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant’s insurance and shall not contribute with it.

9.9. All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant’s employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.

9.10. Any deductibles or self-insured retentions must be declared to and approved by the City.

9.11. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant’s liability or as full performance of Consultant’s duties to indemnify, hold harmless and defend under Section 8 of this Agreement.

10. MUTUAL COOPERATION

10.1. City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant’s services under this Agreement.

10.2. In the event any claim or action is brought against City relating to Consultant’s performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

11. RECORDS AND INSPECTIONS

11.1. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

12. NOTICES

12.1. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant’s and City’s regular business hours; or (ii) on the third business day following deposit in the United States mail if

delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

City of Hughson
P.O. Box 9
Hughson, CA 95326
Telephone: (209) 883-4054
Facsimile: (209) 883-2638

With courtesy copy to:

Daniel J. Schroeder, City Attorney
Neumiller & Beardslee
P.O. Box 20
3121 W. March Lane, Suite 100
Stockton, CA 95219
Telephone: (209) 948-8200
Facsimile: (209-) 948-4910

Consultant:

Mr. Cyrus Kianpour, PE, PLS
CSG Consultants, Inc.
550 Pilgrim Drive
Foster City, CA 94404
Telephone: 650.522.2500
With a copy to (facsimile): (209) 862-1079

13. SURVIVING COVENANTS

13.1. The parties agree that the covenants contained in Section 7, Section 8, Paragraph 10.2 and Section 11 of this Agreement shall survive the expiration or termination of this Agreement.

14. TERMINATION

14.1. City shall have the right to terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant shall have the right to terminate this Agreement for any reason on thirty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects,

materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

14.2. If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

GENERAL PROVISIONS

14.3. Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.

14.4. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.

14.5. Consultant agrees to comply with the regulations of City's "Conflict of Interest Code." Said Code is in accordance with the requirements of the Political Reform Act of 1974. Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of service required hereunder. The term "conflict" shall include, as a minimum, the definition of a "conflict of interest" under the California Fair Political Practices Act and the City of Hughson Conflict of Interest Code, as that term is applied to consultants.

14.6. In accomplishing the scope of services of this Agreement, Consultant(s) may be performing a specialized or general service for the City, and there is a substantial likelihood that the consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, employees of the Consultant or the Consultant itself may be subject to a Category "1" disclosure of the City's Conflict of Interest Code. If in fact this applies to the Consultant a form 700 must be filed.

14.7. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be

substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

14.8. The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

14.9. Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

14.10. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees, if any, and attorneys' fees expended in such action.

14.11. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

14.12. This Agreement shall be governed and construed in accordance with the laws of the State of California.

14.13. If either party initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Stanislaus, State of California. Consultant hereby waives any rights it might have to remove any such action pursuant to California Code of Civil Procedure Section 394.

14.14. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy

between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed by City and Consultant.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of Hughson
By: _____
Raul L. Mendez, City Manager

“Consultant”
CSG Consultants 
By: _____
Cyrus Kianpour, President, CSG Consultants, Inc.

Date: _____

Date: April 24, 2020

Attest:

By _____
Ashton Gose, Deputy City Clerk

Date: _____

Approved as to form:

By: _____
Daniel J. Schroeder, City Attorney

Date: _____

EXHIBIT A SCOPE OF WORK

Building Plan Review

Consultants shall provide comprehensive plan check review, analysis and comments, including electronic review. Plans shall be reviewed for compliance with the most recently adopted City, State, and Federal building codes, ordinances and other applicable laws and regulations. Review to include building plans, calculations, specifications and reports for a determination of compliance with all applicable codes, ordinances, laws and regulations.

The review shall provide written and electronic comments that include the following:

- Complete and detailed comments
- References to plan sheet pages
- Determination of compliance with all applicable codes, ordinances, laws, and regulations
- References to specific codes, regulations and laws for each noted correction
- The name and direct phone number for the person who performed the review of said plans
- Plans examiner shall make themselves available to review comments with the Applicant, as well as the City's planning designee
- Review of professionally prepared Structural Plans and Calculations shall be performed by an individual registered in the State of California as a Professional Engineer
- Commercial and Multi-Family Plans shall also be reviewed by a registered CASp (Certified Access Specialist Property) individual

Upon consultant determination of plan compliance with applicable codes, the approved plans shall be transmitted to the Building Department in a final form ready for building permit issuance with all applicable corrections completed and appropriately denoted on final plans. The consultant shall wet stamp three (3) set of plans as "Approved", which will be returned to the City for disbursement. The same final set will be sent electronically to the City for digital reference.

Building Inspection

Upon direction by the Community Development Director or his/her designee, the Consultant shall provide building inspection and CASp inspection services during the course of construction to enforce compliance with the conditions of approval, provisions of the City's building laws and the code requirements set forth on the approved plans for which the City issued a permit. In the performance of such duties, the Consultant shall observe each project at the completion of various stages of construction for compliance with all relevant State and City building codes. The Building Inspector shall hold necessary Certifications for the tasks assigned. The Building Inspector shall have all needed tools for inspection including vehicle, insurance, etc. The Building Inspector shall have a set schedule of days and any change in days shall be reviewed with the Community Development Director or designee. An Inspector shall be available to perform inspections for the City no less than four days a week.

The services described above will be provided as may be requested by the City and on an as needed basis as directed by the Community Development Director or his/her designee and approved by the City Manager. Services will be defined, scheduled and authorized using Task Orders and will be billed monthly on a time and materials basis (per negotiated rate schedule). There will be no monthly retainer fee for services. All time billed to the City will be kept in a detailed log by project and submitted with each billing statement. There shall be no minimum hour charge for Building Inspection services.

**EXHIBIT B
APPROVED FEE SCHEDULE**

REVIEW TYPE / ROLE	ALL INCLUSIVE FEE / HOURLY RATE
Full Plan Review	75% of City's Building Plan Check Fees
Structural Plan Review	50% of City's Building Plan Check Fees
Plumbing, Mechanical & Electrical Plan Review	35% of City's Building Plan Check Fees or 75% of City's P/M/E Plan Check Fees
Expedited Plan Review	95% of City's Building Plan Check Fees
Plan Review Engineer	\$130
Building Official	\$160
CASp Consultation	\$135
Combination Building Inspector	\$90
CASp Inspection	\$135
Certified Permit Technician	\$65
Overtime	1.5 x Hourly Rate
Holidays & Weekends	2.0 x Hourly Rate

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. CSG will coordinate the pickup and return of plans to and from CSG via a licensed courier service at no additional cost. Overtime work will be billed at 1.5x the hourly rates indicated in the table above. On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI-U for the applicable region. CSG will mail an invoice every month for services rendered during the previous month.

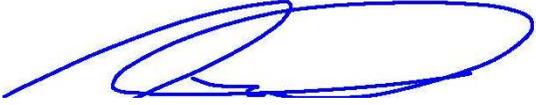


CITY COUNCIL AGENDA ITEM NO. 3.13

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Update on Local Emergency Coronavirus/COVID-19
Presented By: Raul L. Mendez, City Manager

Approved By: _____



Staff Recommendation:

Accept the Update on Local Emergency Coronavirus/COVID-19.

Background and Overview:

The Novel Coronavirus (COVID-19) is a respiratory disease first identified in China that may result in serious illness or death and is easily transmissible from person to person. As of March 13, 2020, it had been reported that COVID-19 had spread to over 90 countries including the United States and is spreading to a growing number of California cities and counties.

On January 30, 2020, the World Health Organization declared the outbreak a "public health emergency of international concern." On January 31, 2020, the United States Department of Public Health and Human Services Secretary declared a public emergency for COVID-19, and on March 4, 2020 the Governor of the State of California proclaimed a State of Emergency. On March 11, 2020, the World Health Organization declared COVID-19 a pandemic and here locally the Stanislaus County Public Health Officer declared a local health emergency.

On March 12, 2020, Governor Gavin Newsom issued a new executive order further enhancing state and local governments ability to respond to the COVID-19 pandemic (additional orders have been issued since then). On March 13, 2020, the President of the United States, Donald J. Trump, declared a state of national emergency in response to the COVID-19 outbreak.

Based on the local developments, the City Manager under his authority as the Director of Emergency Services, on March 17, 2020, issued a proclamation of a local emergency in the City of Hughson, effective immediately, in accordance with the

California Emergency Services Act and the Hughson Municipal Code in response to the COVID-19 pandemic.

The proclamation was declared in order to empower the City to:

- Respond effectively to COVID-19.
- Access mutual aid, if necessary.
- Ensure the City can obtain reimbursement for efforts dealing with the local emergency.
- Ensure that City of Hughson staff has all the necessary tools and powers at their disposal to slow the spread of COVID-19.

As an additional safety measure, Hughson City Hall and several City facilities were closed to public access effective March 17, until further notice. During this closure, City employees continue to work and carry out their essential functions such as public safety, water and sewer, customer service and more.

In addition, the Director of Emergency Services instituted other measures pertaining to utility billing payments, handling of building permits, reservation and use of City facilities, cancellation or postponement of local programs, recommendations for local restaurants, cancellation or postponement of annual events, online reporting tools, cancellation of public meetings, participation of City personnel in nonessential meetings and trainings and goals for providing support for residents 65+ and older and those with chronic conditions.

On March 23, 2020, the Hughson City Council ratified the proclamation of existence of a local emergency per under Section 2.20.080 of the Hughson Municipal to remain in force until undone by Council action.

Discussion:

Developments Since Ratification of Local Emergency Declaration

Stanislaus County Public Health Update

As of April 24, 2020 (10:00am), there were 258 positive cases (5 in Hughson) of Coronavirus in Stanislaus County, 5 related deaths, 170 recovered cases and 3,979 negative tests. Stanislaus County Public Health maintains a COVID-19 information portal with daily updates and information at:

<http://www.schsa.org/publichealth/pages/corona-virus/>

Further, the Stanislaus County Public Health Officer has issued several Public Health Orders since the Hughson City Council ratified the proclamation of existence of a local emergency.

The first [Public Health Order](#), issued on March 31, 2020 (effective April 2, 2020), directed all individuals living in the county to stay at home or at their place of residence except that they may leave to provide or receive certain essential services

or engage in certain essential activities and work for essential businesses and governmental services; exempting individuals experiencing homelessness from this order but urging them to find shelter and government agencies to provide it; directing all businesses and governmental agencies to cease non-essential operations at physical locations in the county; prohibiting all nonessential gatherings of any number of individuals; and ordering cessation of all non-essential travel.

The second [Amended Public Health Order](#), issued on April 22, 2020 (effective April 24, 2020) superseded the prior order and provided clarification in many areas deemed unclear and also provide guidance that relaxed some of the prior restrictions provided that certain measures be instituted and followed.

Park Facility Amenities/Equipment

On April 2, 2020, as a result of the first Public Health Order, the City closed its park amenities and equipment as advised. This impacted Rolland Starn Park and Fontana Park and consisted of closure of the play structures, basketball courts, restrooms, baseball diamonds, bbqs, shade shelters and picnic tables. City staff posted signs at the facilities and via social media outlets. For consistency, City staff reached out to the Hughson Unified School District and the Rhapsody Home Owners Association to discuss similar measures for the Hughson Sports and Fitness Complex and Earl Scott Park. Residents were encouraged to engage in outdoor activities that comply with social distance requirements as defined in County's Public Health Directive.

On April 24, 2020, City staff began relaxing some of the park facility restrictions per the second Amended Public Health Order that was based on the intensity of local pandemic conditions and the expected shift in temperature to warmer conditions. City staff instituted changes while taking steps to maintain the health of the public and employees. This included posting information as to measures that needed to be followed per the order for the use of park equipment and amenities.

Enforcement Through Education

City staff has been working with Hughson Police Services to ensure the community complies with Federal, State and Local directives. Initially, the team fielded many inquiries regarding essential and non-essential services. Earlier in the month, the City Manager, Chief of Police and Community Deputy, visited local businesses to share details of the directives and expectation. As things changed and became more stringent, City staff circled back with business owners. Per the direct contact, it was apparent that many local businesses had already been significantly impacted by the pandemic. Those businesses deemed essential continued to operate and provide goods and services to residents while instituting recommended public health measures (encouraging social distancing, additional cleaning/sanitizing, etc.). Many businesses modified their operations to comply with public health directives and some unfortunately had to close their doors until further notice.

Business Support

City staff began thinking about how it could support local businesses during these difficult times. The City Manager wrote a letter to local businesses of available resources. The letter, dated, April 10, 2020, touched on several items.

- Hughson's partnership with Stanislaus County, the other incorporated cities of Modesto, Newman, Oakdale and Patterson and Opportunity Stanislaus on the Support Stanislaus Campaign.
- The Stanislaus County Small Business Relief Fund established at \$1,000,000 that makes micro-grants up to \$10,000 available to small businesses in Stanislaus County and how to apply for those interested.
- A business directory (focused on local take-out, delivery, and food options) prepared by City staff and distributed via outreach avenues. The City also provided two yard-signs per food business that encourage supporting local and included information regarding modified hours.
- Access to the Hughson Small Business Development Center Consultant for assistance and support.
- Information regarding the Stanislaus County Emergency Operations Center Business Support Branch that was established to serve as the singular source for the local business community to connect quickly and efficiently with critical COVID-19 related resources available at the Federal, State and local levels.

Utility Billing

For both residential and commercial utility services, the City indicated that payment accommodations were available. Although payment of utilities is still due, the City Manager instituted a program during the current pandemic where late fees will not be assessed provided that the customer enters into and adheres to a payment plan. A request for payment arrangement form is required and available through the City's website or by contacting City Hall.

Capital Projects/Well 7 Replacement Project Phase II & Santa Fe Overlay Phase II

The current Well 7 Replacement Project Phase II continued to make good progress despite the pandemic. The \$1.8 million project, being constructed by Gateway Pacific Construction is expected to be substantially completed this May. Phase II involves the construction of the 1.0-million-gallon concrete storage/blending tank. City staff has also packaged the next phase of the project for consideration via a sole sourced approach.

The Santa Fe Overlay Phase II to be constructed by Tom Mayo Construction, at an estimated project cost of \$391,147, is expected to commence in early May. City staff has been working with the Tom Mayo Construction team to ensure that proper COVID-19 protocols are in place for the construction crews prior to commencing. The Notice to Proceed has been modified in accordance with this delay but no penalties will be issued to the contractor since the interruption was due to

extenuating circumstances and the project should still be complete this fiscal year as planned.

Residential Housing Development /Province Place and Euclid South

Both development projects continue to make good progress. Province Place, consisting of the construction of 39-single family units, is nearing completion. City Planning and Building staff have continued to work with Winward Pacific Builders to conduct necessary inspections and issue occupancy permits for the City's development at the corner of Euclid Avenue and Locust Street. Florsheim Homes continues to complete underground and site improvements at the Euclid South development that will consist of the construction of 69-single family units. In the last few weeks, the project has seen the construction of curb, gutter, sidewalk, water/sewer infrastructure, masonry wall, park irrigation, roadways, and streetlights. Measures have been instituted to ensure construction crews are adhering to protocols in light of COVID-19.

A Shift to Restoration and Reopening

City staff will continue to closely monitor direction from Federal, State and local sources. The Mayor and City Manager have actively participated in the Stanislaus Multi Agency Communication teleconference calls to stay abreast of emerging issues. These calls include participation from Federal, State and local officials. The Mayor and City Manager also participate in weekly calls and emails with their respective counterparts from other Stanislaus County cities. The City Manager is also rotating in and out of the Stanislaus County Emergency Operations Center (EOC) serving as the City Administration Liaison to ensure good communication among the incorporated cities. Information is shared with other City Managers and ultimately with each respective City Council and City staff.

The Mayor has also signed at least two letters with his colleagues addressing two COVID-19 related topics with Governor Newsom relating to the release of prisoners at the State level (and zero bail mandate for most crimes) and the process for reopening of the State economy. The City Manager signed a letter on behalf of the City Council, in coordination with the League of California Cities, to Congressman Harder advocating for a Federal Stimulus package (HR 6467) that requests financial assistance to municipalities of 500,000 in population or less and also a letter for financial relief to solid waste essential service providers such as Gilton Solid Waste Management. Copies of these letters are provided to this update as reference. The City Manager also responded to a request by the Modesto Bee regarding the fiscal impact of COVID-19 to the City of Hughson of which many of the details are outlined below.

Fiscal Impact:

The fiscal impact associated with this pandemic is unknown at this time but is being evaluated by City staff. City staff is working to evaluate the COVID-19 impact to the local sales tax base. It is likely that the City of Hughson will not start seeing the full fiscal impact of COVID-19 until the next few fiscal years (particularly, as the Governor has extended the timeframe for businesses to remit sales tax). At this time, the City

is not anticipating much change in our annual property tax receipts (as they are on target) but it is uncertain what the next year or two may bring. The City utilizes HdL Companies to monitor and track sales tax trends.

In the current year, City staff has begun taking steps to curtail spending and only continue expenditures in areas deemed most critical to close out the fiscal year. During the preparation of the Fiscal Year 2020-2021 budget, the City will need to continue an assessment of the COVID-19 impact to determine its effect on the budget and potentially service levels along with other anticipated cost increases. As the City Council is aware, the City has a healthy reserve as a result of past fiscal prudence and is in a good position to weather the COVID-19 storm to some degree. Nonetheless, City staff will strive to deliver a balanced budget that does not utilize our fund balance except for very specific purposes as set by Council policy.



April 10, 2020

Hughson Business Owners,

I wanted to reach out to you considering the COVID-19 issue facing us all to offer support and also make you aware of some resources that may be available to you. These are unprecedented times and it is important that we continue to rally around each other as best as we can under these challenging circumstances. To start, I would like to thank you all for your efforts to adhere to the measures instituted by [Governor Newsom's Stay at Home Order](#) (March 19, 2020) and the [Stanislaus County Public Health Officer's Order](#) (March 31, 2020). I recognize that it has not been easy but appreciate how well our business community has responded.

We all have a responsibility to ensure that we comply accordingly with the Orders. As an example, in the last few weeks, City staff has begun working with our local restaurants to move toward delivery and take out by curb-side service only. In addition, we have fielded many questions and provided clarification as to "essential" and "non-essential" services in the context of businesses that can continue to operate and those that need to close per the Governor's Order. Late last week, I also directed my staff to close all park amenities and playground equipment at City recreational facilities. This all occurred during the same time that Stanislaus County Public Health reported the first positive test case of COVID-19 in Hughson.

[Stanislaus County Public Health](#), the [State of California Governor Newsom's COVID-19 Portal](#) and the [Center for Disease Control](#) continue to be the most reliable source of COVID-19 information. I encourage you all to visit those sites as needed to learn the latest on the current pandemic.

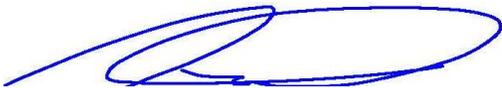
The City continues to work with its local partners, including Hughson Police Services, Hughson Fire Protection District, Hughson Unified School District, Hughson Ministerial Association, Hughson Chamber of Commerce, Hughson Family Resource Center, Stanislaus County, Opportunity Stanislaus, non-profit organizations and others to provide support to local residents during these challenging times. This includes identifying seniors and those with chronic conditions in our community to offer support and link them to critical services.

We are also focused on supporting our business community during these trying times. These are some of the examples of our efforts and information for your consideration:

- Hughson is partnering with Stanislaus County, the other incorporated cities of Modesto, Newman, Oakdale and Patterson and Opportunity Stanislaus on a Support Stanislaus Campaign. Opportunity Stanislaus will be in touch with Hughson businesses to discuss this initiative. There are two phases to this campaign intended to help local businesses.
 - Phase I includes the creation of www.cabizrelief.org that operates as a clearinghouse for all available information on coronavirus as it pertains to business.

- Phase II started the [StanBuyMe](#) campaign to educate the public on the impact of this crisis on local business and how they can show their support.
- Earlier this week, the Stanislaus County Board of Supervisors approved a \$1,000,000 Small Business Relief Fund. The Fund makes micro-grants up to \$10,000 available to small businesses in Stanislaus County. These grants will help sustain businesses and their employees through the economic hardships caused by the COVID-19 outbreak. **Interested business owners can apply online starting April 13, 2020 through April 21, 2020** from the Workforce Development Department at www.stanworkforce.com. **If interested, we strongly recommend that you apply in the first couple of days as funds are limited.**
- City staff developed a business directory (focused on local take-out, delivery and food options) that is available on our website, local newspaper and social media outlets that contains phone numbers and hours of operations. They are also working on some signage that can be placed at each business location containing this information and to encourage residents to shop and support local businesses. [Ashton Gose](#), Management Analyst, and [Carla Jauregui](#), Planning and Building Assistant from our staff have been coordinating this effort.
- Jim Homer, our Hughson Small Business Development Center Consultant, is also available to assist as needed. He can be reached at 209.848.3429 or homerjd@gmail.com.
- City utilities are still due, but we can make certain accommodations, if needed. Late fees will not be assessed during these difficult times provided that a payment plan is in a place and being adhered to. A [request for payment arrangements form](#) is available on the City of Hughson website, select the Forms tab and the Utility Account & Billing Information link. You can email the completed form or leave it in the drop box that is located in front of City Hall. Please contact City Hall to make sure our staff have received your request.
- The Stanislaus County Emergency Operations Center has instituted a Business Support Branch. The Branch will serve as the singular source for the local business community to connect quickly and efficiently with critical COVID-19 related resources available at the Federal, State and Local levels. Business callers are assisted by Workforce Development Business Specialists through relief options, and when necessary provided with a hand-off to a live person in the Department that can best answer other inquiries, including typical Workforce Development offerings. Please call 209.558.4473 (8am to 5pm) or business@stanworkforce.com to reach the Business Support Branch.

Please let us know if you have any questions regarding any of the items above. We can be reached at 209.883.4054 and are ready to help guide you to access these available services and support.



Raul L. Mendez
City Manager



STANISLAUS COUNTY MAYORS MESSAGE TO OUR CITIZENS

April 11, 2020

Governor Gavin Newsom issued an executive order on March 24, 2020 ordering California Department of Corrections to release at least 3500 prisoners who have not completed their sentences in reaction to the Covid-19 pandemic. Stanislaus County will receive approximately 50 of these early release prisoners, many who have no home and have stated their address as the Gospel Mission.

In addition to the release of prisoners at the State level, the State Judicial Council recently mandated bail for most crimes to be reduced to \$0. While the most serious violent crimes are excluded from this rule, this will jeopardize public safety at a time when public health and safety is already overburdened. The release of approximately 300 additional inmates, who are currently housed in the County Jail, will overburden the efforts undertaken by the County and Cities in supporting housing for the homeless and at-risk populations. Together, these two decisions will put at least a 25% increase in our efforts in controlling the spread of COVID-19.

As the Mayors of Stanislaus County, we are vehemently opposed to these actions as it jeopardizes the safety of our residents. Furthermore, releasing pretrial defendants without bail is not in the best interest of public safety.

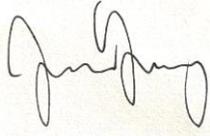
With the rise in unemployment and no facility to care for these releasees, the only safe location is the County Jail, where medical care is available. Currently, there are no cases of COVID-19 in the Stanislaus County Jail.

We urge the Judicial Council to reconsider their decision to suspend mandatory bail. This decision should be reserved for local officials. Our Sheriff can safely manage the population in the Stanislaus County Jail and this decision should not be directed by the State Judicial Council as a mandate.

We suggest providing our prison system with the resources necessary to follow the White House Coronavirus Task Force guidelines on coping with the virus, along with providing all medical treatment necessary to keep those in our state prisons and county jails safe.



CHRIS VIERRA, Mayor
City of Ceres



JERAMY YOUNG, Mayor
City of Hughson



TED BRANDVOLD, Mayor
City of Modesto



J.R. McCARTY, Mayor
City of Oakdale



DEBORAH NOVELLI, Mayor
City of Patterson



RICHARD O'BRIEN, Mayor
City of Riverbank



AMY BUBLAK, Mayor
City of Turlock



MIKE VAN WINKLE, Mayor
City of Waterford



April 20, 2020

California State Capitol
Governor Gavin Newsom
1303 10TH Street, Suite 1173
Sacramento, CA. 95814

Dear Governor Newsom:

As Mayors of Stanislaus County, we are requesting that you pursue an aggressive strategy for reopening our County for business. One size does not fit all. A reopening process that may fit, and make sense, for the Los Angeles and our neighboring Bay Area regions does not work for our County.

Stanislaus County is nothing like the regions of San Francisco or Los Angeles. Our cases of COVID-19 are not nearly as predominant as those of our State's major population centers.

We are requesting that you adopt a strategy similar to that of the White House Coronavirus Task Force plan allowing regions within the State to do the same.

Throughout this pandemic, city Mayors working with Stanislaus County, and your recommendations, have been able to make decisions that lowered the spread of this Covid-19 pandemic.

Stanislaus County is the breadbasket of America, hardworking, patriotic, with a strong respect for the rule of law. We as Mayors, are each proud of how our citizens and businesses stepped up to help flatten the curve of the COVID-19 pandemic in our region.

Now, countless numbers of our citizens, and business owners, are suffering tremendous impacts as a result of the State's "Stay at Home" mandate; and again we, as Mayors, are most often the recipient of their requests for help.

Along with us Mayors, many of our citizens and businesses have been quite receptive to the reopening guidelines suggested by the Federal Government.

We would expect the initial reopening phase to still include proper social distancing, continued emphasis on frequent hand washing, retained isolation of at risks groups, proper use of PPE, sanitizing, a requirement to wear face covering when entering any business or group, limiting of group gatherings to no more than 50 persons, and not allowing sports gatherings with spectators.

Opening churches, mosques and synagogues for worship could be allowed, again with social distancing, prohibition of communion, passing the collection plate, hand shaking including the peace greeting, and any hugging or contact between congregates and the worship leader.

The first phase of reopening businesses could include barber shops and hair salons, dog grooming, restaurants, golfing, automatic car washing, and limited use of city parks.

Restaurants would have seating limitations and operate on a reservation only basis; and automatic car washers would be reopened with similar precautions currently in place for drive through restaurant service and drive through COVID-19 testing facilities.

These Stanislaus County Mayors respectfully request an immediate, aggressive, and balanced, reopening of businesses in our County.

We are prepared to discuss this with you, at you earliest convenience, and assist you in any way. Thank you for considering our position.

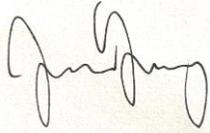
Respectfully,

Stanislaus County Mayors

Cc: California State Assembly Member Heath Flora
California State Assembly Member Adam Gray
California Senator Kathleen Galgiani
California State Senator Andreas Borgeas
United States Congressman Josh Harder
Stanislaus County Supervisor Kristin Olsen
Dr. Julie Vaishampayan, Stanislaus County Public Health Officer



CHRIS VIERRA, Mayor
City of Ceres



JERAMY YOUNG, Mayor
City of Hughson



TED BRANDVOLD, Mayor
City of Modesto



J.R. McCARTY, Mayor
City of Oakdale



RICHARD O'BRIEN, Mayor
City of Riverbank



AMY BUBLAK, Mayor
City of Turlock



MIKE VAN WINKLE, Mayor
City of Waterford

OFFICE OF THE CITY MANAGER
7018 Pine Street, P.O. Box 9
Hughson, CA 95326
(209) 883-4054 Fax (209) 883-2638
www.hughson.org



Raul L. Mendez
City Manager
rmendez@hughson.org

April 17, 2020

The Honorable Josh Harder
United States House of Representatives
4701 Sisk Road, Suite 202
Modesto, CA 95356

Dear Representative Harder:

As the City Manager for the City of Hughson, on behalf of the Hughson City Council, and as a member of the League of California Cities, I am writing to express support of H.R. 6467, the Coronavirus Community Relief Act and thank you for sponsoring this bill on our behalf. H.R. 6467 provides \$250 billion in direct aid from the federal government to local governments with a population of less than 500,000 as they face mounting challenges related to the global COVID-19 pandemic.

The scale of this global crisis is unprecedented, and so is the scope of the local government response. California cities of all sizes are coordinating across jurisdictional lines, enacting emergency measures to slow the spread of the coronavirus pandemic, taking action to protect individuals and small businesses on the economic margins, while spending such sums as necessary to protect public health. You have been on the Stanislaus County Multi Agency Coordination System weekly conference call and know very well what we are facing locally in Stanislaus County as a result of the pandemic.

The City of Hughson applauds Congress on the passage of the CARES Act, which provides financial assistance to meet the immediate needs of individuals and small businesses, as well as \$150 billion in direct aid to states and local governments with a population greater than 500,000 to help offset the news costs directly related to the pandemic. Stanislaus County will benefit greatly from this critical and expedited federal assistance. However, given the population threshold, only four of California's 482 cities will receive this much needed aid. As you know, no city in Stanislaus County benefits from this first wave of assistance. H.R. 6467 creates a path for the other 99.2 percent of the California cities that were shut out of the CARES Act to receive direct federal aid.

The Coronavirus Community Relief Act also addresses some other gaps not covered by the CARES Act. The proposed bill allows units of local government to use allocated funds to cover losses. Section 601 of the CARES Act restricts use of funds to cover "necessary expenditures." Cities, towns, and villages will need federal assistance to persevere through the hardship resulting from rising costs and decreasing tax revenue and fees due to COVID-19. This change from the CARES Act will help local communities deal with revenue shortfalls that will happen as a result of the COVID-19 crisis.

Hughson, like every other city in the State, is reeling from the COVID-19 impacts and we are doing our best to support residents and our businesses. Relief is necessary to ensure that we can continue to provide critical services and to ensure that our dedicated businesses are able to weather the storm caused by this unprecedented pandemic.

The Coronavirus Community Relief Act also provides the necessary flexibility on how allocated funds can be used. If one city needs more funds than it is allocated, while another city does not need all of its allocated funds, these resources can be reallocated among cities within a state to ensure they are put to their best use. This is a change from the CARES Act.

Finally, the Coronavirus Community Relief Act changes the rule regarding when a city, town, or village must certify in order to receive funds. Instead of placing a burdensome "shot clock" by which cities, towns, and villages must apply, this legislation allows more time for an applicant to request funds. Smaller cities and towns are facing unprecedented challenges and could be facing layoffs. In this environment, a "shot clock" to apply puts unneeded pressure on smaller communities in crisis.

California's local leaders are, and will continue to be for some time, on the frontlines of responding to the coronavirus outbreak in their communities and doing what is necessary to ensure the health and safety of their residents. In closing, thank you again for your support and please do not hesitate to let us know if there is anything that we can do to assist your efforts.

Regards,



Raul L. Mendez
City Manager

Cc: Stephen Qualls, squalls@cacities.org
Meg Desmond, League of California Cities, cityletters@cacities.org

OFFICE OF THE CITY MANAGER
7018 Pine Street, P.O. Box 9
Hughson, CA 95326
(209) 883-4054 Fax (209) 883-2638
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Raul L. Mendez
City Manager
rmendez@hughson.org

April 1, 2020

The Honorable Gavin Newsom
Office of the Governor
California State Capitol
Sacramento, CA 95814

Re: Support of Solid Waste Emergency Funding Proposal

Dear Governor Newsom:

The City of Hughson is writing in strong support of the Emergency Funding Proposal put forth by the Resource Recovery Coalition of California, which will provide immediate financial relief to our solid waste essential service providers during this State of Emergency.

Our communities are taking the necessary shelter-in-place precautions to fight COVID-19 and protect health and safety. However, the closure of businesses has created an immediate and catastrophic loss of income for our solid waste service providers. We need our service providers to remain financially viable through this emergency and beyond.

This proposal will support our essential solid waste service providers during an unprecedented time, ensuring the continuity of service and the protection of human health and safety. It will also be critical during the inevitable recovery, as we continue to strive to meet California's ambitious diversion targets.

In the here and now, we need to protect our communities during this nation emergency and continue to collect waste generated. We urge you to consider the proposal and assist us during this complicated time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Raul L. Mendez", is written over a light blue oval background.

Raul L. Mendez
City of Hughson

Cc: Ann O'Leary – Ann.oleary@gov.ca.gov
Anthony Williams – Anthony.williams@gov.ca.gov
Keely Bosler – Keely.bosler@dof.ca.gov
Angie Wei – Angie.wei@gov.ca.gov
Che Salinas – che.salinas@gov.ca.gov
Christine Hironaka – Christine.hironaka@gov.ca.gov
Melissa Immel – Melissa.immel@gov.ca.gov
Jared Blumenfeld – SectyBlumenfeld@calepa.ca.gov

Caroline Godkin – Caroline.Godkin@calepa.ca.gov

Ken DaRosa – Ken.DaRosa@calrecycle.ca.gov

Zoe Heller – Zoe.Heller@calrecycle.ca.gov

Mindy McIntyre – Mindy.McIntyre@calrecycle.ca.gov



CITY COUNCIL AGENDA ITEM NO. 3.14

SECTION 3: CONSENT CALENDAR

Meeting Date: April 27, 2020
Subject: Approval of the Treasurer's Reports
Presented By: Crystal Aguilar, Treasurer
Merry Mayhew, Director of Finance and Admin Services

A handwritten signature in blue ink, which appears to be "Merry Mayhew", is written over a horizontal line.

Approved By: _____

Staff Recommendation:

Review and approve the City of Hughson Treasurer's Reports for November and December 2019.

Background and Discussion:

The City Treasurer reviews the City's cash and investment practices and approves the monthly Treasury Reports and a quarterly Investment Portfolio Report. As of December 2019, the City of Hughson's has a cash and investment balance total of \$21,613,705.68 with \$2,801,065.69 invested. All investment actions executed since the last report have been made in full compliance of the City of Hughson's Investment Policy. The City of Hughson will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b) (2) and (3) respectively. The December quarterly Investment Portfolio Report will be presented at a May 2020 Council meeting.

The Treasurer reports for November and December 2019 reflects the most current representation of the City's funds and investments and provides a necessary outlook for both past, present, and future investment and spending habits. While investments and funds differ from time to time, it is the goal of the City to maintain safety and stability with its funds, while additionally promoting prudence and growth.

Attached are the City of Hughson Treasurer's Report for November and December 2019 along with supplementary graphs depicting the percentage of the City's total funds, a breakdown of the Developer Impact Fees, and an additional line plot graph further demonstrating the Developer Impact Fees. This graph depicts the Developer Impact Fees' actual balance for the past five years. After review and evaluation of

the report, City staff has researched funds with a significant deficit balance and submit the following detailed explanation for December 2019:

On March 23, 2017, the City Council approved amending the contract for payment of capital improvement fees with the Hughson Investment Group. The funds owed by Hughson Investment Group for Buildings A and B were paid in full when the property sold in late 2019 and the funds were deposited in the respective impact fee accounts.

Water Developer Impact Fee Fund:

The Water Developer Impact Fee Fund currently reflects a negative balance of (\$64,664), which is a positive change from the previous year's negative balance of (\$119,412). The remaining deficit is attributable to settlement arrangements that were made in Fiscal Year 2008/2009 and Fiscal Year 2009/2010 for the Water Tank on Fox Road near Charles Street. The Project Cost of the Water Tower Project was \$2,400,000. During that period, the City paid out \$650,000 in settlements. This account is currently reflecting positive change due to the impact fees paid for Province Place and Euclid South developments. Additional development is anticipated at Euclid South that will enable this fund to continue to reflect a positive position change.

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of (\$228,322), which is a positive difference of \$24,830 from the previous year. The CDBG Street Project Fund currently reflects a negative balance of (\$12,996) reflecting a positive difference of \$342,422. As the City continues to produce transportation projects, the transportation fund will likely continue to show a negative balance. City staff will continue to monitor and report the status of these reimbursements as the funds become available.

Certificates of Deposits:

The reported investments in Certificates of Deposits reflect the City's most current balance statement as of December 2019. The two accounts share a combined balance of \$2,717,750.38, comprising 97% of the City's total portfolio of investments. This compares with the balance in September 2019, three months prior, of \$2,690,418.54.

L.A.I.F. Investments:

The reported Local Agency Investment Fund (L.A.I.F.) investments reflect the City's most current balance statement as of December 2019. The two L.A.I.F. accounts share a combined balance of \$83,315.31, comprising 3% of the City's total portfolio of investments. This compares with the L.A.I.F. accounts balance in September 2019, three months prior, of \$82,805.26.

Fiscal Impact:

As of December 2019, the City's cash and investments total \$21,613,705.68. This compares to a December 2018 balance of \$19,549,335.82 and represents a positive increase of \$2,064,369.86. The total investments balance is \$2,801,065.69 representing 13% of the City's funds. Of the funds invested, 3% are invested in L.A.I.F. and 97% are invested in Certificates of Deposit.

**City of Hughson
Treasurer's Report
November 2019**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 17,737,813.94	\$ 731,602.15	\$ -	\$ 18,469,416.09
Adjustment	\$ (403.78)	\$ 193.15		\$ -
Outstanding Deposits +	\$ 153,764.12	\$ 581.20	\$ -	\$ 154,345.32
Outstanding Checks/transfers -	\$ (5,032.80)	\$ (208,530.41)	\$ -	\$ (213,563.21)
ADJUSTED TOTAL	\$ 17,886,141.48	\$ 523,846.09	\$ -	\$ 18,410,198.20
Investments: Various				\$ 1,127,727.44
Multi-Bank WWTP				\$ 1,585,114.74
Investments: L.A.I.F.		\$ 41,724.01	\$ 41,591.30	\$ 83,315.31

General Ledger Adjustments

Wages Payable	0.00
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TOTAL CASH & INVESTMENTS **\$ 21,206,355.69**

<u>All Funds</u>	<u>November 2018</u>	<u>November 2019</u>	<u>Difference</u>	<u>% of Variance</u>
100 GENERAL FUND	2,183,342.05	2,302,386.57	119,044.52	5.45%
105 GENERAL FUND CONTINGENCY RESERVE	943,354.26	974,366.31	31,012.05	3.29%
110 FIXED ASSETS	0.00	0.00	0.00	n/a
210 SEWER	3,539,477.41	3,273,924.09	-265,553.32	-7.50%
215 SEWER FIXED ASSET REPLACEMENT	4,260,143.97	4,519,437.59	259,293.62	6.09%
220 SEWER DEV IMPACT FEE	1,519,012.06	1,683,891.60	164,879.54	10.85%
225 WWTP Expansion 2008	271,389.22	343,669.87	72,280.65	26.63%
240 WATER	1,156,612.12	1,852,491.05	695,878.93	60.17%
245 Water TCP123	-5,355.30	-5,355.30	0.00	0.00%
250 WATER DEV IMPACT FEE	-119,412.37	-55,493.38	63,918.99	53.53%
255 Water Fixed Asset Replacement	1,279,682.61	1,075,416.17	-204,266.44	-15.96%
270 COMMUNITY/SENIOR CENTER	2,589.68	9,636.22	7,046.54	272.10%
280 U.S.F. Resource Com. Center	898.54	759.24	-139.30	-15.50%
310 Garbage/Refuse	135,961.37	102,015.20	-33,946.17	-24.97%
320 GAS TAX 2103	113,373.44	138,462.24	25,088.80	22.13%
321 GAS TAX 2105	36,969.96	49,630.67	12,660.71	34.25%
322 GAS TAX 2106	3,764.60	6,170.44	2,405.84	63.91%
323 GAS TAX 2107	34,187.61	38,918.12	4,730.51	13.84%
324 GAS TAX 2107.5	1,422.14	2,422.14	1,000.00	70.32%
325 Measure L SALES TAX-ROADS	415,120.41	252,661.34	-162,459.07	-39.14%
326 SB-1 ROADS MAINTENANCE REHABILITATION	78,985.81	224,813.97	145,828.16	184.63%
340 LANDSCAPE LIGHTING DISTRICT	67,932.58	-5,871.83	-73,804.41	-108.64%
350 BENEFIT ASSESSMENT DISTRICT	177,893.75	-770.77	-178,664.52	-100.43%
360 COMMUNITY FACILITIES DISTRICT	-58.26	0.00	58.26	100.00%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	124,650.00	138,137.52	13,487.52	10.82%
371 TRENCH CUT FUND	77,399.90	77,516.70	116.80	0.15%
372 IT RESERVE	100,529.17	92,816.37	-7,712.80	-7.67%
373 SELF-INSURANCE	73,303.49	73,303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	138.80	1,360.32	1,221.52	880.06%
381 AB109 PUBLIC SAFETY	35,722.29	35,722.29	0.00	0.00%
382 ASSET FORFEITURE	1,660.43	1,660.43	0.00	0.00%
383 VEHICLE ABATEMENT	16,206.05	22,660.86	6,454.81	39.83%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUNI	195,728.64	298,843.19	103,114.55	52.68%
385 FEDERAL FUNDED OFFICER FUND	6,620.00	6,620.00	0.00	0.00%
390 98-EDBG-605 BUSINESS ASSISTANCE	93,595.60	93,595.60	0.00	0.00%
391 96-EDBG-438 Grant	403.43	403.43	0.00	0.00%
392 94-STBG-799 HOUSING REHAB	223,317.18	225,376.59	2,059.41	0.92%
393 HOME Program Grant (FTHB)	35,043.29	35,043.29	0.00	0.00%
394 96-STBG-1013 Grant	209,701.82	210,600.06	898.24	0.43%
395 CALHOME REHAB	40,000.00	40,000.00	0.00	0.00%
410 LOCAL TRANSPORTATION	87,795.31	71,671.34	-16,123.97	-18.37%
415 LOCAL TRANSPORTATION NON MOTORIZED	7,082.00	13,219.00	6,137.00	86.66%
420 TRANSPORTATION STREET PROJECTS	-251,127.98	-226,867.19	24,260.79	9.66%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-343,542.67	-12,921.48	330,621.19	96.24%
450 STORM DRAIN DEV IMPACT FEE	406,361.09	455,623.44	49,262.35	12.12%
451 PUBLIC FACILITY DEV IMPACT FEE	1,277,409.05	1,344,688.84	67,279.79	5.27%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	-89,440.36	-996.10	88,444.26	98.89%
453 PARK DEV IMPACT FEE	459,072.38	497,253.23	38,180.85	8.32%
454 PARKLAND IN LIEU	359,854.66	386,497.08	26,642.42	7.40%
510 WATER/SEWER DEPOSIT	57,485.24	66,575.12	9,089.88	15.81%
520 RDA SUCCESSOR AGENCY	130,840.64	156,120.04	25,279.40	19.32%
521 RDA FIXED ASSETS	0.00	0.00	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	0.00	9016.69	9,016.69	n/a
531 LANDSCAPE LIGHTING DISTRICT	0.00	39,257.78	39,257.78	n/a
532 LANDSCAPE LIGHTING DISTRICT	0.00	19,833.26	19,833.26	n/a
533 LANDSCAPE LIGHTING DISTRICT	0.00	24,489.84	24,489.84	n/a
534 LANDSCAPE LIGHTING DISTRICT	0.00	-39,570.11	-39,570.11	n/a
535 LANDSCAPE LIGHTING DISTRICT	0.00	8,206.96	8,206.96	n/a
536 LANDSCAPE LIGHTING DISTRICT	0.00	10,602.63	10,602.63	n/a
537 LANDSCAPE LIGHTING DISTRICT	0.00	-42,072.91	-42,072.91	n/a

**City of Hughson
Treasurer's Report
November 2019**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 17,737,813.94	\$ 731,602.15	\$ -	\$ 18,469,416.09
Adjustment	\$ (403.78)	\$ 193.15		\$ -
Outstanding Deposits +	\$ 153,764.12	\$ 581.20	\$ -	\$ 154,345.32
Outstanding Checks/transfers -	\$ (5,032.80)	\$ (208,530.41)	\$ -	\$ (213,563.21)
ADJUSTED TOTAL	\$ 17,886,141.48	\$ 523,846.09	\$ -	\$ 18,410,198.20
Investments: Various				\$ 1,127,727.44
Multi-Bank WWTP				\$ 1,585,114.74
Investments: L.A.I.F.		\$ 41,724.01	\$ 41,591.30	\$ 83,315.31

General Ledger Adjustments

Wages Payable 0.00

TOTAL CASH & INVESTMENTS \$ 21,206,355.69

<u>All Funds Continued</u>	<u>November 2018</u>	<u>November 2019</u>	<u>Difference</u>	<u>% of Variance</u>
538 LANDSCAPE LIGHTING DISTRICT	0.00	-21,703.43	-21,703.43	n/a
539 LANDSCAPE LIGHTING DISTRICT	0.00	24,529.00	24,529.00	n/a
540 LANDSCAPE LIGHTING DISTRICT	0.00	35,289.67	35,289.67	n/a
541 LANDSCAPE LIGHTING DISTRICT	0.00	27,492.14	27,492.14	n/a
542 LANDSCAPE LIGHTING DISTRICT	0.00	5,450.61	5,450.61	n/a
550 BENEFIT ASSESSMENT DISTRICT	0.00	65,388.03	65,388.03	n/a
551 BENEFIT ASSESSMENT DISTRICT	0.00	9,124.68	9,124.68	n/a
552 BENEFIT ASSESSMENT DISTRICT	0.00	96,950.33	96,950.33	n/a
553 BENEFIT ASSESSMENT DISTRICT	0.00	1,413.54	1,413.54	n/a
554 BENEFIT ASSESSMENT DISTRICT	0.00	37,423.64	37,423.64	n/a
560 BENEFIT ASSESSMENT DISTRICT	0.00	7,128.33	7,128.33	n/a
Developer Impact Fees ***	3,576,441.47	4,003,233.79	426,792.32	
TOTAL ALL FUNDS:	19,433,097.11	21,206,355.69		
Break Down of Impact Fees ***				
220 SEWER DEV IMPACT FEE	1,518,526.50	\$1,676,800.95	158,274.45	10.42%
250 WATER DEV IMPACT FEE	-119,412.37	-\$64,664.46	54,747.91	45.85%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	124,610.16	\$138,084.28	13,474.12	10.81%
450 STORM DRAIN DEV IMPACT FEE	406,231.20	\$450,079.78	43,848.58	10.79%
451 PUBLIC FACILITY DEV IMPACT FEE	1,277,000.72	\$1,328,340.02	51,339.30	4.02%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	-89,440.36	-\$22,468.36	66,972.00	74.88%
453 PARK DEV IMPACT FEE	458,925.62	\$497,061.58	38,135.96	8.31%
Break Down of Impact Fees ***	3,576,441.47	4,003,233.79	426,792.32	11.93%

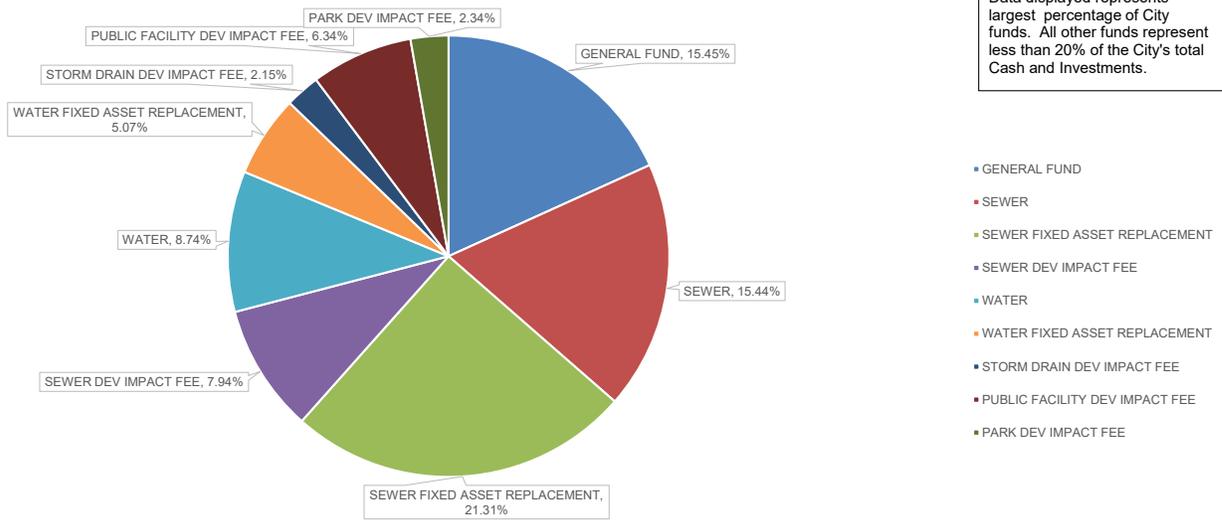
I hereby certify that the investment activity for this reporting period conforms with the Investment Policy adopted by the Hughson City Council, and the California Government Code Section 53601. I also certify that there are adequate funds available to meet the City of Hughson's budgeted and actual expenditures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

Crystal Aguilar, Treasurer

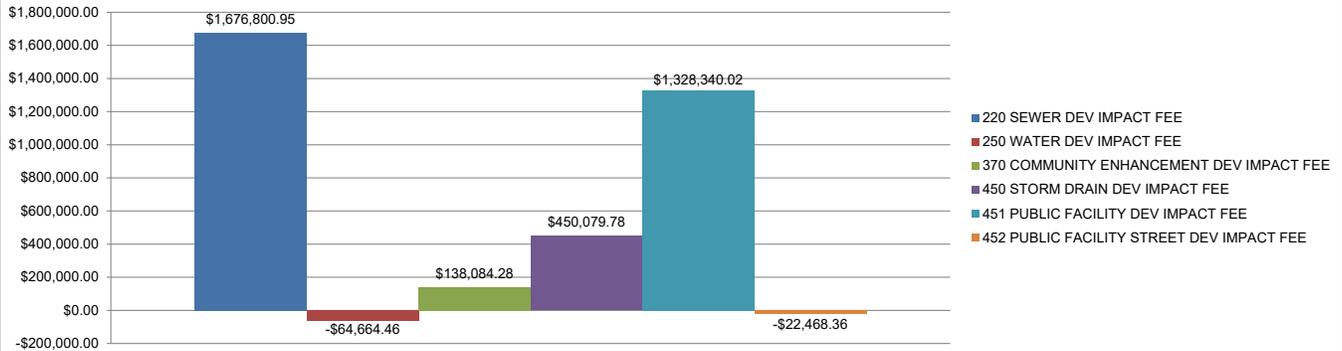
Date

Treasurer's Report - Charts and Graphs
November 2019

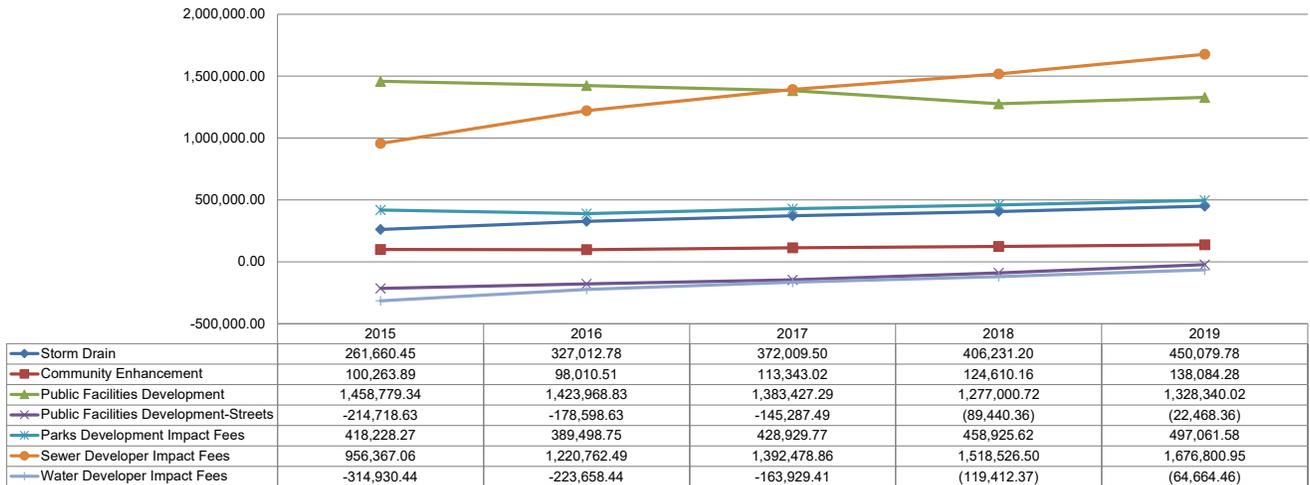
Percentage of Fund - November 2019



November 2019 Breakdown of Developer Impact Fees



5 Year Trend for Developer Impact Fees for the Month of November



**City of Hughson
Treasurer's Report
December 2019**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 18,557,422.22	\$ 293,698.18	\$ -	\$ 18,851,120.40
Adjustment	\$ (360.04)	\$ 1,303.27	\$ -	\$ -
Outstanding Deposits +	\$ 95,893.27	\$ -	\$ -	\$ 95,893.27
Outstanding Checks/transfers -	\$ (19,655.36)	\$ (114,718.32)	\$ -	\$ (134,373.68)
ADJUSTED TOTAL	\$ 18,633,300.09	\$ 180,283.13	\$ -	\$ 18,812,639.99
Investments: Various				\$ 1,129,011.77
Multi-Bank WWTP				\$ 1,588,738.61
Investments: L.A.I.F.		\$ 41,724.01	\$ 41,591.30	\$ 83,315.31

General Ledger Adjustments

Wages Payable	0.00
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TOTAL CASH & INVESTMENTS **\$ 21,613,705.68**

All Funds	December 2018	December 2019	Difference	% of Variance
100 GENERAL FUND	2,194,985.68	2,489,175.54	294,189.86	13.40%
105 GENERAL FUND CONTINGENCY RESERVE	943,628.79	974,571.12	30,942.33	3.28%
110 FIXED ASSETS	0.00	0.00	0.00	n/a
210 SEWER	3,085,757.18	2,878,825.58	-206,931.60	-6.71%
215 SEWER FIXED ASSET REPLACEMENT	4,372,686.24	4,578,595.86	205,909.62	4.71%
220 SEWER DEV IMPACT FEE	1,522,709.29	1,748,393.03	225,683.74	14.82%
225 WWTP Expansion 2008	709,534.78	781,261.74	71,726.96	10.11%
240 WATER	1,173,865.37	1,865,507.23	691,641.86	58.92%
245 Water TCP123	-5,355.30	-5,355.30	0.00	0.00%
250 WATER DEV IMPACT FEE	-116,728.33	-32,675.38	84,052.95	72.01%
255 Water Fixed Asset Replacement	1,297,039.25	1,097,462.62	-199,576.63	-15.39%
270 COMMUNITY/SENIOR CENTER	5,121.16	12,455.52	7,334.36	143.22%
280 U.S.F. Resource Com. Center	-335.21	-1,449.87	-1,114.66	-332.53%
310 Garbage/Refuse	86,690.88	93,481.99	6,791.11	7.83%
320 GAS TAX 2103	112,508.92	144,506.58	31,997.66	28.44%
321 GAS TAX 2105	29,838.00	49,163.10	19,325.10	64.77%
322 GAS TAX 2106	-28.16	5,051.96	5,080.12	18040.20%
323 GAS TAX 2107	27,937.61	34,265.97	6,328.36	22.65%
324 GAS TAX 2107.5	1,172.14	2,172.14	1,000.00	85.31%
325 Measure L SALES TAX-ROADS	446,679.04	282,975.79	-163,703.25	-36.65%
326 SB-1 ROADS MAINTENANCE REHABILITATION	90,360.66	236,109.19	145,748.53	161.30%
340 LANDSCAPE LIGHTING DISTRICT	59,305.35	-6,363.01	-65,668.36	-110.73%
350 BENEFIT ASSESSMENT DISTRICT	175,215.71	-953.96	-176,169.67	-100.54%
360 COMMUNITY FACILITIES DISTRICT	-561.68	0.00	561.68	100.00%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	124,689.01	144,215.84	19,526.83	15.66%
371 TRENCH CUT FUND	77,399.90	77,516.70	116.80	0.15%
372 IT RESERVE	104,310.64	95,316.37	-8,994.27	-8.62%
373 SELF-INSURANCE	73,303.49	73,303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	146.44	1,390.88	1,244.44	849.80%
381 AB109 PUBLIC SAFETY	35,722.29	35,722.29	0.00	0.00%
382 ASSET FORFEITURE	1,660.43	1,660.43	0.00	0.00%
383 VEHICLE ABATEMENT	15,242.41	26,394.46	11,152.05	73.16%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND	211,664.67	205,468.46	-6,196.21	-2.93%
385 FEDERAL FUNDED OFFICER FUND	6,620.00	6,620.00	0.00	0.00%
390 98-EDBG-605 BUSINESS ASSISTANCE	93,595.60	93,595.60	0.00	0.00%
391 96-EDBG-438 Grant	403.43	403.43	0.00	0.00%
392 94-STBG-799 HOUSING REHAB	223,519.64	225,556.98	2,037.34	0.91%
393 HOME Program Grant (FTHB)	35,043.29	35,043.29	0.00	0.00%
394 96-STBG-1013 Grant	209,767.45	210,644.33	876.88	0.42%
395 CALHOME REHAB	40,000.00	40,000.00	0.00	0.00%
410 LOCAL TRANSPORTATION	87,795.31	71,671.34	-16,123.97	-18.37%
415 LOCAL TRANSPORTATION NON MOTORIZED	7,082.00	13,219.00	6,137.00	86.66%
420 TRANSPORTATION STREET PROJECTS	-253,152.98	-228,322.19	24,830.79	9.81%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-355,417.67	-12,996.48	342,421.19	96.34%
450 STORM DRAIN DEV IMPACT FEE	409,173.14	472,606.76	63,433.62	15.50%
451 PUBLIC FACILITY DEV IMPACT FEE	1,285,326.47	1,363,275.33	77,948.86	6.06%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	-78,704.23	23,609.90	102,314.13	130.00%
453 PARK DEV IMPACT FEE	459,216.10	513,363.11	54,147.01	11.79%
454 PARKLAND IN LIEU	359,967.25	398,553.54	38,586.29	10.72%
510 WATER/SEWER DEPOSIT	58,052.79	67,103.02	9,050.23	15.59%
520 RDA SUCCESSOR AGENCY	104,881.58	131,357.73	26,476.15	25.24%
521 RDA FIXED ASSETS	0.00	0.00	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	0.00	8,096.81	8,096.81	n/a
531 LANDSCAPE LIGHTING DISTRICT	0.00	38,653.19	38,653.19	n/a
532 LANDSCAPE LIGHTING DISTRICT	0.00	18,458.57	18,458.57	n/a
533 LANDSCAPE LIGHTING DISTRICT	0.00	23,081.75	23,081.75	n/a
534 LANDSCAPE LIGHTING DISTRICT	0.00	-40,830.76	-40,830.76	n/a
535 LANDSCAPE LIGHTING DISTRICT	0.00	7,557.39	7,557.39	n/a
536 LANDSCAPE LIGHTING DISTRICT	0.00	9,920.68	9,920.68	n/a
537 LANDSCAPE LIGHTING DISTRICT	0.00	-43,594.74	-43,594.74	n/a
538 LANDSCAPE LIGHTING DISTRICT	0.00	-22,832.45	-22,832.45	n/a
539 LANDSCAPE LIGHTING DISTRICT	0.00	23,869.43	23,869.43	n/a
540 LANDSCAPE LIGHTING DISTRICT	0.00	33,923.87	33,923.87	n/a
541 LANDSCAPE LIGHTING DISTRICT	0.00	26,702.16	26,702.16	n/a
542 LANDSCAPE LIGHTING DISTRICT	0.00	4,719.91	4,719.91	n/a
550 BENEFIT ASSESSMENT DISTRICT	0.00	64,562.98	64,562.98	n/a
551 BENEFIT ASSESSMENT DISTRICT	0.00	8,065.28	8,065.28	n/a
552 BENEFIT ASSESSMENT DISTRICT	0.00	96,180.88	96,180.88	n/a
553 BENEFIT ASSESSMENT DISTRICT	0.00	13.42	13.42	n/a
554 BENEFIT ASSESSMENT DISTRICT	0.00	36,588.77	36,588.77	n/a
560 BENEFIT ASSESSMENT DISTRICT	0.00	7,097.49	7,097.49	n/a
Developer Impact Fees ***	3,576,441.47	4,003,233.79	426,792.32	
TOTAL ALL FUNDS:	19,549,335.82	21,613,705.68		

City of Hughson
Treasurer's Report
December 2019

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 18,557,422.22	\$ 293,698.18	\$ -	\$ 18,851,120.40
Adjustment	\$ (360.04)	\$ 1,303.27	\$ -	\$ -
Outstanding Deposits +	\$ 95,893.27	\$ -	\$ -	\$ 95,893.27
Outstanding Checks/transfers -	\$ (19,655.36)	\$ (114,718.32)	\$ -	\$ (134,373.68)
ADJUSTED TOTAL	\$ 18,633,300.09	\$ 180,283.13	\$ -	\$ 18,812,639.99
Investments: Various				\$ 1,129,011.77
Multi-Bank WWTP				\$ 1,588,738.61
Investments: L.A.I.F.		\$ 41,724.01	\$ 41,591.30	\$ 83,315.31

General Ledger Adjustments

Wages Payable 0.00

TOTAL CASH & INVESTMENTS \$ 21,613,705.68

All Funds Continued	December 2018	December 2019	Difference	% of Variance
Break Down of Impact Fees ***				
220 SEWER DEV IMPACT FEE	1,518,526.50	\$1,676,800.95	158,274.45	10.42%
250 WATER DEV IMPACT FEE	-119,412.37	-\$64,664.46	54,747.91	45.85%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	124,610.16	\$138,084.28	13,474.12	10.81%
450 STORM DRAIN DEV IMPACT FEE	406,231.20	\$450,079.78	43,848.58	10.79%
451 PUBLIC FACILITY DEV IMPACT FEE	1,277,000.72	\$1,328,340.02	51,339.30	4.02%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	-89,440.36	-\$22,468.36	66,972.00	74.88%
453 PARK DEV IMPACT FEE	458,925.62	\$497,061.58	38,135.96	8.31%
Break Down of Impact Fees ***	3,576,441.47	4,003,233.79	426,792.32	11.93%

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

Crystal Aguilar, Treasurer

Date

**City of Hughson
Treasurer's Report
December 2019**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 18,557,422.22	\$ 293,698.18	\$ -	\$ 18,851,120.40
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General Ledger Adjustments

Wages Payable	0.00
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TOTAL CASH & INVESTMENTS **\$ 21,613,705.68**

All Funds	December 2018	December 2019	Difference	% of Variance
100 GENERAL FUND	2,194,985.68	2,489,175.54	294,189.86	13.40%
105 GENERAL FUND CONTINGENCY RESERVE	943,628.79	974,571.12	30,942.33	3.28%
110 FIXED ASSETS	0.00	0.00	0.00	n/a
210 SEWER	3,085,757.18	2,878,825.58	-206,931.60	-6.71%
215 SEWER FIXED ASSET REPLACEMENT	4,372,686.24	4,578,595.86	205,909.62	4.71%
220 SEWER DEV IMPACT FEE	1,522,709.29	1,748,393.03	225,683.74	14.82%
225 WWTP Expansion 2008	709,534.78	781,261.74	71,726.96	10.11%
240 WATER	1,173,865.37	1,865,507.23	691,641.86	58.92%
245 Water TCP123	-5,355.30	-5,355.30	0.00	0.00%
250 WATER DEV IMPACT FEE	-116,728.33	-32,675.38	84,052.95	72.01%
255 Water Fixed Asset Replacement	1,297,039.25	1,097,462.62	-199,576.63	-15.39%
270 COMMUNITY/SENIOR CENTER	5,121.16	12,455.52	7,334.36	143.22%
280 U.S.F. Resource Com. Center	-335.21	-1,449.87	-1,114.66	-332.53%
310 Garbage/Refuse	86,690.88	93,481.99	6,791.11	7.83%
320 GAS TAX 2103	112,508.92	144,506.58	31,997.66	28.44%
321 GAS TAX 2105	29,838.00	49,163.10	19,325.10	64.77%
322 GAS TAX 2106	-28.16	5,051.96	5,080.12	18040.20%
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374 DIABILITY ACCESS AND EDUCATION	146.44	1,390.88	1,244.44	849.80%
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538 LANDSCAPE LIGHTING DISTRICT	0.00	-22,832.45	-22,832.45	n/a
539 LANDSCAPE LIGHTING DISTRICT	0.00	23,869.43	23,869.43	n/a
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552 BENEFIT ASSESSMENT DISTRICT	0.00	96,180.88	96,180.88	n/a
553 BENEFIT ASSESSMENT DISTRICT	0.00	13.42	13.42	n/a
554 BENEFIT ASSESSMENT DISTRICT	0.00	36,588.77	36,588.77	n/a
560 BENEFIT ASSESSMENT DISTRICT	0.00	7,097.49	7,097.49	n/a
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TOTAL ALL FUNDS:	19,549,335.82	21,613,705.68		

**City of Hughson
Treasurer's Report
December 2019**

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Outstanding Checks/transfers -	\$ (19,655.36)	\$ (114,718.32)	\$ -	\$ (134,373.68)
ADJUSTED TOTAL	\$ 18,633,300.09	\$ 180,283.13	\$ -	\$ 18,812,639.99
Investments: Various				\$ 1,129,011.77
Multi-Bank WWTP				\$ 1,588,738.61
Investments: L.A.I.F.		\$ 41,724.01	\$ 41,591.30	\$ 83,315.31

General Ledger Adjustments

Wages Payable 0.00

TOTAL CASH & INVESTMENTS \$ 21,613,705.68

All Funds	December 2018	December 2019	Difference	% of Variance
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250 WATER DEV IMPACT FEE	-119,412.37	-\$64,664.46	54,747.91	45.85%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	124,610.16	\$138,084.28	13,474.12	10.81%
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451 PUBLIC FACILITY DEV IMPACT FEE	1,277,000.72	\$1,328,340.02	51,339.30	4.02%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	-89,440.36	-\$22,468.36	66,972.00	74.88%
453 PARK DEV IMPACT FEE	458,925.62	\$497,061.58	38,135.96	8.31%
Break Down of Impact Fees ***	3,576,441.47	4,003,233.79	426,792.32	11.93%

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

Crystal Aguilar, Treasurer

Date



CITY COUNCIL AGENDA ITEM NO. 6.1 SECTION 6: NEW BUSINESS

Meeting Date: April 27, 2020
Subject: Approval to Conduct Sole Source Procurement for the Well No. 7 Replacement Project, Phase III and Related Actions
Presented By: Lea Simvoulakis, Community Development Director

Approved By: _____

Staff Recommendations:

1. Approve conducting sole source procurement for Well No. 7 Replacement Project, Phase III.
2. Authorize the City Manager to obtain a proposal from Rescue Engineers, Inc. for Well 7 No. 7 Replacement Project, Phase III.

Background:

The Well 7 Replacement Project includes the construction of a new water well site (Hughson Well No. 9), which will include a water treatment system, a 1.0 million gallon concrete storage/blending tank, as well as the re-drilling of Well No. 5 in a new location on the same parcel (to be called Hughson Well No. 10), and the installation of new water distribution pipeline to connect the well sites. Phase II of this project is currently under construction and almost complete. Phase II involves the construction of the 1.0 million gallon concrete storage/blending tank. The concrete tank is constructed and will be painted in the very near future.

Phase III involves the installation of a water treatment system for the new replacement Well No. 9 and the re-drilled Well No. 5 site. Instead of putting this phase out to bid, this phase will be sole sourced to Rescue Engineers, Inc. should Council approve this staff's recommendation.

Justification for Sole Sourcing

As a general rule, competitive bidding for the City is a mandatory requirement as provided by statute. The purpose being, to avoid favoritism, improvidence,

extravagance, fraud and corruption, to prevent the waste of public funds, and to obtain the best economic result for the public. However, certain exceptions to this rule exist. Such as where the nature of improvements to be constructed are such that competitive proposals would be unavailing or would not produce an advantage to the City.

Here, there are several reasons sole source procurement of Well 7 Replacement Project Phase III would produce the greatest advantage for the City to not only obtain the best economic result for the public, but to ensure the public's interest in safe, efficient, and uniform drinking water is available.

First, the water treatment system designed by Rescue Engineers, Inc. uses proprietary oxidation/filtration technology which has provided effective treatment for City drinking water since 2013. Operation and maintenance of this specific treatment system has proven to be simple without undue costs to the City. An analysis of the water in the two new wells (Well 9 and replacement Well 5) indicates that the same contaminants that require removal at the Well 8 water treatment facility, are present in these wells and will require treatment in order to be removed. Rescue Engineers, Inc. is the only manufacturer of the oxidation/filtration technology being used by the City. As such, in order to use the same water treatment system, the City would have to sole source with Resource Engineers to deliver the same treatment technologies at the new Well 9 and replacement Well 5 sites. Given that the City already had a treatment system in place, the City's state water representative encouraged the use of the same treatment technologies in the application for the project to reduce the cost of the treatment of the new water, which would reduce the project costs overall.

Second, the State sanctioned a sole sourced process incorporating Rescue Engineering, Inc.'s proprietary process for this phase of work when the Well 7 Replacement Project was proposed to the State for funding assistance in 2013. The funding application used by the City proposed to use the proprietary Rescue Engineers Inc. treatment system for the project, which is the same treatment system owned and operated by the City at its Well 8 site.

Third, using the same proprietary treatment technology will be the most cost-effective path as it relates to staff time and material costs. The Utilities Division staff have "operator familiarity" with the current system, meaning they already know how to operate this proprietary oxidation/filtration technology. Staff will not have to be trained on a new system, saving the City time and costs related to training. Also, using the same proprietary technology for the Well 7 Replacement Project will allow for the use of the same parts, components, and chemicals at both sites. This interchangeability of chemicals and parts allows materials to be bought in bulk and used at both locations, eliminating the needs to purchase two different sets of chemicals and materials for the same treatment purposes.

Fourth, to ensure that the Well 7 Replacement Project is constructed in time to meet the projected schedule, the City must purchase the proprietary Rescue Engineers, Inc. treatment technology. Addendum No. 3 to the City's compliance order allows for an extension to the compliance deadline to July 1, 2021. This date is fast approaching, and the two wells need to be completed with appropriate arsenic treatment installed by the compliance date. Using different treatment technology

would require staff to complete an evaluation of other potential systems to ensure that the treatment processes will perform adequately and meet state drinking water standards and approval. Doing so would add unnecessary costs and time to the Project outcome. For example, the City's water consultant would have to develop engineering and technical criteria for the water treatment systems (type of contaminant and removal requirements, filter cleaning methods and restrictions, chemical use and restrictions, size/footprint determinations, etc.), solicit information from treatment system companies for initial engineering review and evaluation of their technologies, which amount to significant added time and costs without producing a completed Project. Furthermore, those methods that appeared to meet the performance standards and objectives would then have to be field tested to meet performance, operation, and regulatory standards and objectives, equating to more time and costs. Additionally, if a different treatment process is selected, project engineering and environmental documents submitted to the State would also have to be updated. Staff estimates that this process could take at least 6 months. Given the compliance date, these additional months would prevent the City from meeting the State's deadline as expected.

Therefore, based on the findings set forth above, City staff has determined that competitive bidding would not result in any advantage to the City in its efforts to contract for providing safe, efficient, and uniform drinking water at the Well 7 Replacement Project. Therefore, staff recommends that the City Council approve the sole source procurement for this Project and authorize the City Manager to obtain proposal from Rescue Engineers, Inc. to implement its proprietary treatment technology in Phase III of the Well 7 Replacement Project.

If approved, City staff anticipates returning to the City Council at a future regular meeting once the proposal is evaluated to ensure it meets the needs of the project and to recommend award the associated construction contract.

Fiscal Impact:

The City received funding through the California Safe Drinking Water State Revolving Fund (SDWSRF) in the amount of \$8,327,753. The City Council approved a funding agreement with the State of California, which provides up to \$5 million in grant funding with the remainder available in the form of a loan at 0% interest over 30 years. In July 2015, the City of Hughson adopted a water rate increase to be able to finance the debt service associated the project.

The City of Hughson's Final Fiscal Year 2019-2020 Budget will be updated to include the required funds to match the contract amount needed to complete Well 7 Replacement Project – Phase III with Rescue Engineers, Inc.