



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

**AGENDA
TUESDAY, JULY 14, 2020 – 6:00 P.M.**

**SPECIAL NOTICE
Coronavirus COVID-19**

MEMBERS OF THE PUBLIC MAY REMOTELY OBSERVE THE MEETING AND/OR ADDRESS THE COMMISSION VIA WEBEX 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 Commission as described below.

INFORMATION REGARDING ATTENDANCE AT THE COMMISSION MEETING IN RESPONSE TO THE LOCAL PUBLIC HEALTH EMERGENCY:

How to observe the Meeting:

- You can observe the meeting via WebEx, by accessing this link:
<https://cityofhughson.my.webex.com/cityofhughson.my/j.php?MTID=m3d7d714fa9aaaff27f6dedc44dadafd3>

How to submit Public Comment:

- If you wish to provide verbal comment via Webex Videoconference, please call 209-883-4054 by 4:00 p.m. on July 14, 2020, or email Deputy City Clerk Ashton Gose by 6:50 p.m. on July 14, 2020. Please be prepared to provide the following information: your name, and whether you wish to speak under the Public Comment Period or regarding a specific agenda item. Members of the public will be announced by name, unmuted, and provided an opportunity to speak during the meeting.
- If you prefer to provide written comment on a specific agenda item, please submit your comments via email by 4:00 p.m. on July 14, 2020. Please email your comment to the Deputy City Clerk at agose@hughson.org and include the Agenda Item Number in the subject line of the email. Your written comment will be distributed to the Commission and kept on file as part of the office record of the meeting.

CALL TO ORDER: Chair Billy Redding

ROLL CALL: Chair Billy Redding
Vice Chair Chris Barth
Commissioner Gina Oltman
Commissioner Donya Nunes

Staff to be Present: Lea Simvoulakis, Community Development Director
Ashton Gose, Deputy City Clerk
Jose Vasquez, Public Works Superintendent

FLAG SALUTE: Chair Billy Redding

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

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

2. PRESENTATIONS: NONE.

3. UNFINISHED BUISNESS: NONE.

4. NEW BUSINESS:

- 4.1: Approve the Minutes of the Regular Meeting of March 10, 2020.
- 4.2: Recommend that the City Council approve the Amended Fee Schedule and updated Rules and Regulations for the United Samaritans Foundation Community Center, located at 2413 3rd Street, Hughson.
- 4.3 Recommend that the City Council Approve the Conversion of One of the Horseshoe Pits into a Bocce Ball Court at Fontana Park and Approve the Cost of \$383 in Labor and Materials to Complete the Work.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. INFORMATION ITEMS:

6.1: Resignation of Karen Genzoli from the Hughson Parks, Recreation and Entertainment Commission.

7. COMMENTS:

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

Community Development Director:

Deputy City Clerk:

Public Works Superintendent:

7.2: Commissioner Comments; (Information only- No Action)

ADJOURNMENT:

WAIVER WARNING

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

UPCOMING EVENTS:

July 21	▪ Planning Commission Meeting, City Hall Chambers, 6:00 P.M.
July 27	▪ Economic Development Committee Meeting, City Hall Chambers, 5:30 P.M. Tentative
July 27	▪ City Council Meeting, City Hall Chambers, 7:00 P.M.
August 10	▪ City Council Meeting, City Hall Chambers, 7:00 P.M.
August 11	▪ Parks, Recreation and Entertainment Commission Meeting, City Hall Chambers, 6:00 P.M. Tentative

RULES FOR ADDRESSING THE COMMISSION

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

Any documents produced by the City and distributed to a majority of the Parks, Recreation & Entertainment Commission 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. 3

AFFIDAVIT OF POSTING

DATE: July 10, 2020 **TIME:** 2:30 PM
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:

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

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

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



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

MINUTES
TUESDAY, MARCH 10, 2020 – 6:00 P.M.

CALL TO ORDER: Chair Billy Redding

ROLL CALL: Chair Billy Redding
Vice Chair Chris Barth
Commissioner Danya Nunes
Commissioner Karen Genzoli

ABSENT: Commissioner Gina Oltman

STAFF PRESENT: Lea Simvoulakis, Community Development Director
Ashton Gose, Deputy City Clerk
Jose Vasquez, Public Works Superintendent

FLAG SALUTE: Chair Billy Redding

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

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

NONE.

2. PRESENTATIONS:

2.1: City Clerk to administer the Oath of Office to Newly Appointed Commissioner Donya Nunes.

Deputy City Clerk Gose administered the Oath of Office to newly appointed Commissioners Donya Nunes.

3. UNFINISHED BUSINESS: NONE.**4. NEW BUSINESS:**

4.1: Approve the Minutes of the Regular Meeting of February 11, 2020.

BARTH/REDDING 4-0-0-1 motion passes to approve the minutes of the regular meeting of February 11, 2020, as presented.

4.2: Recommend that the City Council Adopt Resolution No. 2020-XX, to Authorize City staff to Apply for the Per Capita Grant Funds through Proposition 68.

Director Simvoulakis presented the staff report on this item.

BARTH/GENZOLI 4-0-0-1 motion passes to recommend that the City Council adopt Resolution No. 2020-XX, to authorize City staff to apply for the Per Capita Grant Funds through Proposition 68.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**6. INFORMATION ITEMS: NONE.****7. COMMENTS:**

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

Director Simvoulakis provided the Commission with an update on Lebright Fields and informed the Commission that Hughson City Manager Raul Mendez was resigning.

Superintendent Vasquez provided an update on a fence at Starn Park, and he informed the Commission of a flagpole installation by the Hughson Lions Club at Lebright Fields.

7.2: Commissioner Comments; (Information only- No Action)

None.

ADJOURNMENT:

Chair Redding adjourned this meeting at 6:27 P.M.

BILLY REDDING, Chair

ASHTON GOSE, Deputy City Clerk



PARKS, RECREATION AND ENTERTAINMENT COMMISSION

AGENDA ITEM NO. 4.2

SECTION 4: NEW BUSINESS

Meeting Date: July 14, 2020
Subject: Recommend that the City Council Approve the Amended Fee Schedule and Updated Rules and Regulations for the United Samaritans Foundation Community Center, Located at 2413 3rd Street, Hughson
Enclosures: Budget Comparison Report
Cleaning Cost Estimate (Gibbs Maintenance)
Presented By: Ashton Gose, Management Analyst

Staff Recommendation:

Recommend that the City Council approve the Amended Fee Schedule and updated Rules and Regulations for the United Samaritans Foundation Community Center, located at 2413 3rd Street, Hughson.

Background and Overview:

The main purpose of the United Samaritans Foundation Community Center is to provide the Hughson community a centralized location for: educational enrichment, community development, community service, learning and prevention programs, community awareness activities, family development programs, and civic or business-related activities.

Currently, the Center is utilized by local non-profit organizations such as, Taste of Hughson, Boy & Girl Scouts, Youth Football, etc., for short term meetings, and/or special events. The current Rules, Regulations and Fees limit the use of the Center to a maximum four (4) hour block, and do not allow for private events. The rental of the Center for private events including birthday parties, anniversary parties, wedding receptions, etc., would allow the City to generate revenue that could be used for maintenance costs and continue to provide a Center for community use.

Stanislaus County Community Services Agency currently leases the lobby and office spaces of the building. This lease, at a rate of \$1198 per month, provides for the majority of the revenue received for the Center. However, even with this ongoing revenue source, the USF Community Center Fund continues to remain in the negative each fiscal year. A Budget Comparison Report for the USF Community Center Fund is attached to show the revenue versus maintenance expenses for the Fiscal Years 2017-18, 2018-19, and 2019-20.

Discussion:

Staff is recommending an update to the Rules, Regulations and Fees for the United Samaritans Foundation Community Center. The updated document is attached for review, and changes are highlighted.

Some of the major changes to the document include:

- **Rental Times**

Updated to include specified time blocks for private event use, since the lobby and office spaces are occupied during normal business hours Monday through Friday.

- **Definition of Renters**

Updated to include “Private Groups”.

- **Security**

Added a security requirement for any event where alcoholic beverages are to be served; and

- **Rental Rates**

Updated to include a cleaning fee, and increased rates.

Renter Classification	Monday-Friday 7:00am-5:00pm	Monday-Friday 5:00pm-11:00pm	Saturday or Sunday 7:00am-11:00pm	Damage Deposit
	Rental Rate	Rental Rate	Rental Rate	
A.Private Groups				
Hughson Svc Area	N/A	\$200.00	\$300.00	\$500.00
Outside Svc Area	N/A	\$300.00	\$400.00	\$500.00
B. Short-term Meeting/Special Events (Minimum of 4 hours Monday - Friday)				
Hughson Svc Area	\$25.00	\$25.00	\$300.00	\$500.00
Outside Svc Area	\$35.00	\$35.00	\$400.00	\$500.00
C. City -sponsored Event	\$0.00	\$0.00	\$0.00	\$0.00
D. United Samaritan Foundation Sponsored Event	\$0.00	\$0.00	\$0.00	\$0.00
City Agreement	AS SPECIFIED IN INDIVIDUAL AGREEMENTS			

Fiscal Impact:

Increases in revenue will likely be realized in Fiscal Year 2020-2021.

UNITED SAMARITANS FOUNDATION COMMUNITY CENTER
2413 3rd Street
RULES, REGULATIONS AND FEES

The Third Street Project is the result of a public/private partnership between United Samaritans Foundation and the City of Hughson. ~~The gift to the community has created an opportunity for a number of community partnerships that will enrich the lives of many.~~ The United Samaritans Foundation Community Center brings together a vision of a community collaborative to provide for a healthy community where each individual and family can prosper. ~~The United Samaritans Foundation Community Center is intended to provide a centralized location for: educational enrichment, community development community service, learning and prevention programs, community awareness activities, family development programs, and civic or business-related activities.~~ Through the life of this community dream, our community members can begin to develop life skills for the future.

The following rules, regulations, and fees are adopted by the City Council of the City of Hughson, which operate the Community Center, and has administrative control of its use. These rules shall govern the use of the Community Center. The City Manager (all references herein to City Manager include his/her designee) shall be in charge of administering these rules and regulations. Any deviation from the rules will constitute a violation and the City Manager may deny the renter (person, group or organization) further use of the Center. A decision of the City Manager may be appealed to the City Council by filing a written notice with the City Clerk within ten (10) days of the decision; the City Clerk will set the matter for hearing before the next City Council meeting that is more than ten (10) days from the date of filing of the appeal. The decision of the City Council shall be final.

~~The City Council will be advised by the United Samaritan Foundation Community Center Advisory Committee, which will consist of; the City Manager, Public Works Manager, Community Service Coordinator, (2) representatives from the United Samaritans Foundation, (2) representatives from the City of Hughson. The United Samaritans Foundation Community Center Advisory Board will meet every other month, or as needed to advise the City Council of matters of importance.~~

~~The United Samaritans Foundation Community Center will not be used for functions such as wedding receptions, parties, private or public dances.~~

For ~~the purpose of~~ clarification, the term "Hughson Service Area" as used throughout these rules and regulations shall be defined as the Hughson mail service boundaries (95326).

1. **Rental Application.** Applications for Center use are available at City Hall, 7018 Pine Street, Hughson, California. Completed and approved applications constitute a legal contract and shall be signed by an individual twenty-one (21) years of age or older who represents the group or organization desiring the use of the building. The individual affixing his or her signature to the application assumes the responsibility and liability for themselves and/or the organization or group he or she represents in the use of the Community Center. Address and telephone number verification is required of the applicant to the City staff. Please be prepared to display your current California driver's license. Additional identification may be requested as deemed necessary by City staff.

2. **Scheduling Reservations.** Arrangements and scheduling for use of the Community Center will be made through ~~the Community Services Coordinator, or~~ an authorized staff representative at City Hall, 7018 Pine Street, Hughson, California 95326, phone (209) 883-4054.

3. **Single Event Requirement.** A rental reservation is a reservation for a period of time within the operating hours set forth in Section 6. No rental reservation may be for more than one (1) day's full operating hours, and no renter may have more than one (1) rental reservations outstanding at any time, except as may be approved by the City Manager, or as provided by separate agreement (Section 8.H). All rental reservations must be made at least five (5) working days prior to the planned activity. A reservation may be made at least five (5) working days prior to the planned activity. Each rental reservation will be regarded as a separate application (see Section 4).

4. **Usage.** Sub-leasing of the Center is prohibited. Notwithstanding any other provision of these Rules, if more than one (1) renter shall request use of the Center for a particular time period, and no reservation has yet been made for that time period, a City of Hughson, or United Samaritan Foundation sponsored event shall have priority of use.

5. **Payment of Rental Fee, Deposits, and Cancellations.** The total rental fee for use of the Center must be paid at the time of the reservation. ~~Remaining fees are due no later than two weeks prior to the scheduled event.~~ If, after all fees are paid and prior to the activity the renter desires to cancel the activity, they must ~~announce this cancellation inform the City in writing,~~ a minimum of fifteen (15) working days before the scheduled event, ~~in order to obtain a full refund of rental fees, less a \$40.00 administrative fee for the cancelation.~~ Failure to give fifteen (15) working days' notice will result in the City retaining one-half (1/2) of the rental fee. ~~When the required fifteen (15) working days' notice is given, a Twenty-Five Dollar (\$25.00) administrative fee will be assessed. Any cancellation must be made in writing, forms are available at City Hall.~~

6. **Rental Times.** Rental of the Center shall normally be based on the following schedule. ~~Each time period is a separate time period.~~

Monday Through Thursday	*7:00 am to 12:00 Midnight 5:00pm
Monday Through Thursday	5:00pm to 11:00pm
Friday	*7:00 am to 12:00 Midnight 5:00pm
Friday	5:00pm to 11:00pm
Saturday	7:00 am to 12:00 Midnight 11:00pm
Sunday	7:00 am to 12:00 Midnight 11:00pm

~~Activities must not begin earlier or end later than the rental times listed above unless written approval is given.~~

Time periods marked with (*) will only be utilized by Renters defined in Section 7.B for a maximum four (4) hour rental.

7. **Definition of Users Renters.** The following definitions will assist the City of Hughson in determining which category to place potential renters and from that category assign the appropriate rental rate as established under Section

~~**A Meetings/Special Events.** Groups utilizing the facility a maximum of four (4) hours.~~

A. Private Groups. Private groups include functions of private individuals, such as wedding receptions, parties, not opened to the public, utilizing the facility Monday through Friday from 5:00 pm to 11:00 pm, and/or Saturday and Sunday from 7:00 am to 11:00 pm.

B. Short-term Meetings/Special Events. Groups, as defined in C, D or E below, utilizing the facility a maximum of four (4) hours from 7:00 am to 11:00 PM Monday through Friday.

C. Service Clubs and Fraternal Organizations. Groups in this category include, but are not limited to, such groups as the Rotary Club, Sports Organizations, 20th Century Club, Odd Fellows, Fruit and Nut Festival and the Chamber of Commerce. ~~A short-term meeting is defined as a meeting not to exceed two (2) hours in duration.~~

D. Youth Groups. Youth Groups include, but are not limited to, Boy Scouts, Girl Scouts, 4-H Club, FFA, Youth Center Organization and similar groups. ~~A short-term meeting is defined as a meeting not to exceed two (2) hours in duration.~~

E. Governmental Services. General services provided by a governmental agency to any or all citizens in the community including, but not limited to, the City, County, State, Social Security, Veterans, etc.

F. City of Hughson Sponsored Activities. Activities of groups and organizations sponsored by the City.

G. Religious Organizations. The Center will not be used as a substitute for a church or religious building, nor for church or religious services, however it can be used for business, or educational related meetings.

H. Organizations, Groups and City Agreements. The City, by the City Manager, from time to time, may enter into agreements with organizations and groups for use of the Center. Said agreement may establish rental rates and use of the Center different than the rules of use as established herein. The decision to grant such an agreement may be appealed by any interested party or citizen to the Council in accordance with the procedure set forth in the second paragraph of these rules.

8. **Rental Rates.** The following rates are for **a full** rental time periods as described in Section 6. ~~and include full use of the rooms as shown on Exhibit "C". Use for less than a full rental time period will be prorated, except that the damage deposit and key deposit will not be prorated.~~ To confirm reservations, the total amount of rental fee must be paid on the day of application. **The** damage deposit is due at least two (2) weeks prior to **the** rental date. If **the** deposit is made after the two-week period prior to rental date, it shall be cash only.

Renter	Weekday Rate	Weekend Rate	Damage	Key
Classification	(Mon-Thurs)	(Fri-Sun)	Deposit	Deposit

A. Meeting/

Special Events

1. Hughson Svc Area	\$50.00	\$50.00	\$150.00	\$10.00
2. Outside Svc Area	\$75.00	\$75.00	\$150.00	\$10.00

B. Clubs/Organizations

1. Hughson Svc Area	\$50.00	\$50.00	\$150.00	\$10.00
2. Outside Svc Area	\$75.00	\$75.00	\$150.00	\$10.00
3. Short Term Meeting				
Hughson Svc Area	\$10.00			
Outside Svc Area	\$15.00			

~~Renter Classification Weekday Rate (Mon-Thurs) Weekend Rate (Fri-Sun) Damage Deposit Key Deposit~~

~~C. Youth Groups~~

~~1. Hughson Svc Area \$25.00 \$50.00 \$150.00 \$10.00~~
~~2. Outside Svc Area \$50.00 \$50.00 \$150.00 \$10.00~~
~~3. Short-Term Meeting~~
~~Hughson Svc Area \$10.00~~
~~Outside Svc Area \$15.00~~

~~D. Government Svcs~~

~~1. City of Hughson \$0.00 \$0.00 \$0.00 \$0.00~~
~~2. Other Agencies \$50.00 \$50.00 \$150.00 \$10.00~~
~~3. Hughson Schools \$25.00 \$25.00 \$150.00 \$10.00~~

Renter Classification	Monday-Friday 7:00am-5:00pm Rental Rate	Monday-Friday 5:00pm-11:00pm Rental Rate	Saturday or Sunday 7:00am-11:00pm Rental Rate	Damage Deposit
A. Private Groups				
Hughson Svc Area	N/A	\$200.00	\$300.00	\$500.00
Outside Svc Area	N/A	\$300.00	\$400.00	\$500.00
B. Short-term Meeting/Special Events (Minimum of 4 hours Monday - Friday)				
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C. City -sponsored Event	\$0.00	\$0.00	\$0.00	\$0.00
D. United Samaritan Foundation Sponsored Event	\$0.00	\$0.00	\$0.00	\$0.00
City Agreement	AS SPECIFIED IN INDIVIDUAL AGREEMENTS			

9. **Damage and Cleaning Deposit and Refund.** In addition to the regular rental rate, a damage deposit will be collected by the City to cover the cost of breakage, loss, or excessive custodial time. The City may call a renter to correct an improper condition to save the renter from being assessed a custodial fee. It is suggested that the renter give several phone numbers.

Prior to the next rental time of the building, a check of the building will be made by the City. Any charges for breakage, loss, excessive cleaning, or other custodial duty shall be deducted from the deposit and withheld by the City. Any costs exceeding the deposit will be billed to the renter. The deposit or balance thereof will be refunded to the person or organization whose name appears on the rental application.

10. **Keys.** The keys for the facility shall be picked up at City Hall, 7018 Pine Street, Hughson, between 8:00 am and 4:00pm on the last working day before the scheduled rental. ~~There is a Ten Dollars (\$10.00) cash key deposit required at the~~

~~time the key is picked up. This deposit will be refunded if the key is returned on the next working day following the rental. Keys not returned will be subject to forfeiture of the key deposit. A damage deposit will not be returned until all keys are returned. There will be a One Hundred Fifty Dollar (\$150.00) charge for all lost keys or for keys not returned within five (5) working days after the activity.~~ Keys should be returned on the next working day following the rental. If keys are lost or not returned within five (5) working days, the renter will be subject to pay a re-key fee for the Center which shall be equal to the actual cost to re-key the facility.

The issuance of the keys does not authorize early entry. Keys are to be used for the scheduled rental time only and violation of this trust may result in additional rental charges being levied. **Duplication of keys is prohibited.**

11. Cleanup – Custodial. ~~The City of Hughson offers no custodial services with the rental of the facility.~~ For Private Groups, and weekend use, a cleaning fee of One Hundred Forty-Five Dollars (\$145.00) is included in the rental fee for the Center. The renter is responsible for cleaning all tables, and chairs, ~~other furniture, and equipment used, and floors of all rooms. All equipment is to be cleaned and returned to its proper place by the renter.~~ Tables and chairs must be properly stacked and returned to the storage area and/or placed as they were prior to the renter's activity. All cleaning activities must be completed immediately following the event. The building will be inspected at 8:00 am the day following.

12. Alcoholic Beverages. Alcoholic beverages for private consumption are allowed in the Center with the following exceptions:

1. No alcoholic beverages will be served at any event where the majority of participants are under twenty-one (21) years of age.
2. ~~No alcoholic beverages other than wine may be served.~~
3. Renter shall not allow any alcoholic beverages in an open container in or out of the building at any time.
4. No alcoholic beverages are to be consumed outside the building or within any parking lots, or streets.
5. For sale of alcoholic beverages in this facility, the renter and/or caterer must secure either, or both of the following:
 - a. A twenty-four (24) hour on sale liquor permit issued by the Alcoholic Beverage Control Board of California for the day and place specified.
 - b. A current liquor catering license issued by the Alcoholic Beverage Control Board of California.
6. Violation of any of the above will result in the activity being closed down.

7. A curfew hour of ~~12:00-midnight~~ 11:00 PM shall be observed. All alcoholic beverages shall be removed from public view and not available for consumption after ~~midnight~~ 11:00 PM.

13. Security. Any event where alcoholic beverages are to be served will require security officers. Security for other events may be required, at the discretion of the City of Hughson, and will be based on the type of activity being proposed. Security arrangements shall be made through any of the City of Hughson's approved security firms, which is provided at the time of reservation or Hughson Police Services (209) 883-4052. Approved security must be present for the duration of time the renter's guests, invitees, and all other persons who enter the facility during the rental period, excluding those individuals who remain present after the event has ended to assist in cleaning.

Proof of security must be provided to City Staff prior to the scheduled event. Failure to provide said proof will result in the reservation being canceled.

14. Accidents/Insurance. All renters of the Center will be help liable for any accidents occurring during their usage of the Center. All renters shall have insurance to cover their event. ~~If you find it impossible or impractical to obtain coverage as noted herein, the City of Hughson has made available insurance for one-time special events through Diversified Risk. Insurance through Diversified Risk will satisfy our proof of liability requirements. Please ask our staff for more information about Diversified Risk premiums of you are interested in obtaining coverage. The cost of the insurance shall be based on the hazard class under which the event falls. The hazard class has been predetermined by the insurance carrier. The insurance cost shall be in additional to the standard rental rate as outlined in Section 8 of these rules and regulations. The cost of the insurance will be determined when the completed applications are returned to the City.~~ A certificate of insurance with a company approved by the City Attorney evidencing bodily injury liability in the amount of One Million Dollars (\$1,000,000) for each person, One Million Dollars (\$1,000,000) for each occurrence, and property damage liability coverage in the amount of One Hundred Thousand Dollars (\$100,000) for each occurrence, naming the City of Hughson and the United Samaritan Foundation as additional insured, shall be filed with the City Clerk. Failure to provide timely proof of insurance shall result in the cancellation of the reservation.

15. Rental Responsibility for Control of Activity. It shall be the responsibility of the renter to maintain the peace and quiet of the neighborhood. Should the police be called because of a complaint consisting of, but not limited to:

- a. Excessive/loud noise
- b. Disturbance of neighbors
- c. Fighting

- d. Drinking alcoholic beverages outside the Center
- e. Littering

The renter shall be required to pay a service fee in addition to previously paid fees for all costs involving a response to a complaint. This may also result in an immediate canceling of the event with violators subject to arrest and/or citation.

16. Parking Lots – Outside Areas. The parking lots and areas immediately surrounding the building are the responsibility of the renter and shall be included in clean up.

17. Maximum Capacities. The number of people that can safely move about, as determined by the Fire Chief, shall not be exceeded. Room capacities are posted in each room.

18. Occupancy Permit. It is required by state law, ~~that the applicant shall be responsible that any activity held in a public owned building with fifty (50) or more people in attendance must have an~~ for obtaining an occupancy permit for the activity. This permit is obtained at City Hall, 7018 Pine Street, but must be approved and signed by the Fire Chief. There is no charge for this permit.

19. Positions of Doors during Activity. During the entire activity, all doors shall remain closed to ensure noise to surrounding properties is kept to a minimum.

20. Decorations. All decorations shall be of fire-retardant material, including table coverings. Nothing may be attached to walls, ceilings, or furniture with tacks or staples. Only masking tape may be used on walls, ceilings, doors, and windows. Nothing may be attached to light fixtures. Grapes and/or berries are not allowed for use in decorating.

Additional equipment to be brought in must be approved by the City Manager.

The renter is responsible for any damage caused by decorations.

21. Use of Special Effects. Smoke screens, smoke bombs or any device to produce smoke is not allowed. If the renters set off the smoke detectors or smoke alarms, they shall be responsible for all costs to turn off and reset alarms.

22. All Rules, Regulations and Fees. The rules and regulations developed by the City of Hughson are designed to protect and preserve the United Samaritans Foundation Community Center so that it can be made available for community. Please do not inconvenience anyone's right to use the building by not carrying out your contractual and civil obligations. All fees, rules and regulations are subject to change without notice.

Directions given by the City Manager with respect to the use of the United Samaritans Foundation Community Center, and are not contrary thereto, shall have the same force as these rules and regulations.

**CITY OF HUGHSON MUNICIPAL CODE SECTION 8.24.040 PROHIBITS SMOKING
IN ALL PUBLIC BUILDINGS**



Hughson

Budget Comparison Report

Account Summary

Account Number		2017-2018 Total Activity	2018-2019 Total Activity	2019-2020 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2019-2020 MID YEAR	2020-2021	Increase / (Decrease)	
Fund: 280 - USF COMMUNITY CENTER								
Revenue								
280-2810-46020	RENTAL REVENUE	14,792.00	16,215.50	13,573.50	14,500.00	0.00	-14,500.00	-100.00%
	Total Revenue:	14,792.00	16,215.50	13,573.50	14,500.00	0.00	-14,500.00	-100.00%
Expense								
280-2810-60010	OFFICE SUPPLIES	206.19	203.57	193.21	200.00	0.00	-200.00	-100.00%
280-2810-60020	DEPARTMENT SUPPLIES	475.64	488.93	49.70	1,000.00	0.00	-1,000.00	-100.00%
280-2810-60080	UTILITIES	5,482.60	6,159.72	5,620.94	6,000.00	0.00	-6,000.00	-100.00%
280-2810-62010	MAINTENANCE BUILDINGS AND	1,553.48	1,478.86	1,741.81	2,100.00	0.00	-2,100.00	-100.00%
280-2810-62030	MAINTENANCE OF EQUIPMENT	248.07	423.73	623.39	700.00	0.00	-700.00	-100.00%
280-2810-64040	MISCELLANEOUS	0.00	0.00	0.00	300.00	0.00	-300.00	-100.00%
280-2810-66000	TRANSFER OUT	7,620.00	7,620.00	7,620.00	7,620.00	0.00	-7,620.00	-100.00%
	Total Expense:	15,585.98	16,374.81	15,849.05	17,920.00	0.00	-17,920.00	-100.00%
Total Fund: 280 - USF COMMUNITY CENTER:		-793.98	-159.31	-2,275.55	-3,420.00	0.00	3,420.00	-100.00%
Report Total:		-793.98	-159.31	-2,275.55	-3,420.00	0.00	3,420.00	-100.00%

Budget Comparison Report

Group Summary

Account Typ...	2017-2018	2018-2019	2019-2020	Parent Budget	Comparison 1	Comparison 1	%
	Total Activity	Total Activity	YTD Activity Through Jun	2019-2020 MID YEAR	Budget	to Parent Budget	
Fund: 280 - USF COMMUNITY CENTER							
Revenue	14,792.00	16,215.50	13,573.50	14,500.00	0.00	-14,500.00	-100.00%
Expense	15,585.98	16,374.81	15,849.05	17,920.00	0.00	-17,920.00	-100.00%
Total Fund: 280 - USF COMMUNITY CENTER:	-793.98	-159.31	-2,275.55	-3,420.00	0.00	3,420.00	-100.00%
Report Total:	-793.98	-159.31	-2,275.55	-3,420.00	0.00	3,420.00	-100.00%

Fund	2017-2018 Total Activity	2018-2019 Total Activity	2019-2020 YTD Activity Through Jun	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2019-2020 MID YEAR	2020-2021	Increase / (Decrease)	
280 - USF COMMUNITY CENTER	-793.98	-159.31	-2,275.55	-3,420.00	0.00	3,420.00	-100.00%
Report Total:	-793.98	-159.31	-2,275.55	-3,420.00	0.00	3,420.00	-100.00%

W.H. GIBBS MAINTENANCE CO.

JANITORIAL CONTRACTORS SINCE 1972

ST. CONT. LIC. #428671

JANITORIAL SERVICES REGISTRATION JS-LR-000013886

P.O BOX 161 • TURLOCK, CA 95381 • 209-632-7039

June 5, 2020

Hughson Community Center
2413 Third Street
Hughson, Ca. 95326

P: 883-4054

E: arice-peltier@hughson.org

Att: Alexis Rice-Peltier
Re: Hughson Community Center Event Clean up

Dear Alexis,

Thank you, for requesting an estimate for the event clean ups of the above referenced property. Please find it below.

AREAS TO BE DONE: HALL, FOOD PREP AREA, LOBBY, RESTROOMS (TWO IN NUMBER)
AND HALLWAY

COST PRE TIME: \$ 145.00

Please let me know if you have any questions.

Thank you,



Estimator, Elvia Hernandez
W.H. Gibbs Maintenance Co. Inc.



PARKS, RECREATION AND ENTERTAINMENT COMMISSION

AGENDA ITEM NO. 4.3 SECTION 4: NEW BUSINESS

Meeting Date: July 14, 2020
Subject: Recommend that the City Council Approve the Conversion of One of the Horseshoe Pits into a Bocce Ball Court at Fontana Park and Approve the Cost of \$383 in Labor and Materials to Complete the Work
Presented By: Lea Simvoulakis, Community Development Director
Jose Vasquez, Public Works Superintendent

Staff Recommendation:

Recommend that the City Council approve the conversion of one of the horseshoe pits into a bocce ball court at Fontana Park and approve the cost of \$383 in labor and materials to complete the work.

Background and Overview:

At the March 10, 2020 Parks, Recreation and Entertainment Commission meeting, Mr. Chuck Adams presented a plan to the Commission to convert one of the horseshoe pits at Fontana Park into a bocce ball court. Mr. Adams presented the Commission with a site plan and specs for the work required to make the change. Staff told Mr. Adams that they would look into the labor and materials costs associated with making the requested change.

Shortly after the March meeting, the City closed its doors to the public due to the COVID-19 pandemic. The April, May, and June Parks and Rec meetings were canceled as a result of the pandemic. Now that meetings are being held again, staff is able to present the research done on the costs associated with a new bocce ball court.

Discussion:

Public Works Superintendent Jose Vasquez compiled the below information:

Required Labor:

1. Remove horseshoe pits
2. Level and compact Bocce ball court area
3. Install pressure treated 2"x6" boards

It is anticipated that the three above steps would take two employees five hours to complete the work at a total cost of \$280.

Required Materials:

1. Four 2"x6"x 14' pressure treated boards
 - a. Approximately \$22 each for a total of \$88 taxes included
2. 16 wood stakes
 - a. Approximately \$15 taxes included

The total materials cost is \$103. The total labor and materials cost to complete the work would be \$383.

If the Commission is supportive of making this change, they will need to recommend to the City Council that the Council approve the conversion of the horseshoe pit into a bocce ball court and approve the \$383 it would take in labor and materials cost to complete the work. This recommendation would go before the Council at the July 27, 2020 Council meeting. If approved, the work would occur some time in August or September.

Fiscal Impact:

The estimated project cost is \$383 in labor and materials. Should the Commission recommend this change to the horseshoe court, and if Council agrees to change the court and spend the funds, the funds will come from the Park Development Impact fee reserve. There is approximately \$500,000 in this account, and \$50,000 has been reserved for the Sports Complex parking lot.