



**CITY OF HUGHSON
CITY COUNCIL MEETING
VIA WEBEX VIDEOCONFERENCE
7018 Pine Street, Hughson, CA**

STATE OF THE CITY ADDRESS



**AGENDA
MONDAY, FEBRUARY 22, 2021 – 7:00 P.M.**

**SPECIAL NOTICE
Coronavirus COVID-19**

MEMBERS OF THE PUBLIC MAY REMOTELY OBSERVE THE MEETING 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 Council as described below.

How to observe/participate in the Meeting:

- You can observe the meeting via WebEx Videoconference, by accessing this link:

<https://cityofhughson.my.webex.com/cityofhughson.my/j.php?MTID=mdc3275533681f0b6d5a29b67e95b468b>

Meeting Number (Access Code): 182 413 0681

Password: FFwgXkSG658 (33949574 from phones and video systems)

- 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:

- Email will be available prior to 6:45 PM on February 22, 2021, to provide public comment for the Public Comment Period, or for a specific agenda item. Please email agose@hughson.org. Written comment will be distributed to the City Council and kept on file as part of official record of the Council meeting.
- Verbal comment will be available via WebEx Videoconference. If you would like to provide verbal comment, please send a request to agose@hughson.org, by 6:45 PM on February 22, 2021.

CALL TO ORDER: Mayor George Carr

ROLL CALL: Mayor George Carr
Mayor Pro Tem Harold Hill
Councilmember Ramon Bawanan
Councilmember Samuel Rush
Councilmember Michael Buck

FLAG SALUTE: Mayor George Carr

INVOCATION: Hughson Ministerial Association

RULES FOR ADDRESSING CITY COUNCIL

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

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

Members of the audience may address the City Council on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. 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: State of the City Address – Presented by Mayor George Carr.

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 January 25, 2021.

3.2: Approve the Warrants Register.

3.3: Approve the Treasurer's Report for December 2020.

3.4: Approve the Treasurer's Investment Portfolio Report for December 2020.

3.5: Approve the Treasurer's Report for January 2021.

3.6: Adopt Resolution No. 2021-05, Approving the First Amendment to the Professional Services Agreement with Provost and Pritchard Consulting Group for Contract Engineering Design Services for 1,2,3–Trichloropropane Treatment Services.

3.7: Acceptance of the Carollo Engineers, Inc., Wastewater Flow Evaluation Report and Recommendations for the Tully Road Sewer Project Design.

- 3.8:** Approve the Revised 2021 City Council Appointments to Boards and Committees.

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

- 6.1:** Approval to Adopt the City of Hughson 2020 Annual Goals Report and Discussion of any Changes to the 2021 Goals and Actions.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

Deputy City Clerk:

Utilities Superintendent:

Police Services:

City Attorney:

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

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

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: NONE.

ADJOURNMENT:

WAIVER WARNING

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

**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.

UPCOMING EVENTS:

March 8	▪ City Council Meeting, Via Webex Videoconference, 7:00 P.M.
March 9	▪ Parks, Recreation & Entertainment Commission, Via Webex Videoconference, 6:00 P.M. Tentative
March 16	▪ Planning Commission, Via Webex Videoconference, 6:00 P.M. Tentative
March 22	▪ City Council Meeting, Via Webex Videoconference, 7:00 P.M.

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

AFFIDAVIT OF POSTING

DATE: February 18, 2021 **TIME:** 4:00 P.M.
NAME: Ashton Gose **TITLE:** Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.1

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Approval of the City Council Minutes
Presented By: Ashton Gose, Deputy City Clerk

Approved By: Merry Mayhew

Staff Recommendation:

Approve the Minutes of the Regular Meeting of January 25, 2021.

Background and Overview:

The draft minutes of the January 25, 2021 meeting are prepared for the Council's review.



CITY OF HUGHSON
CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
(WEBEX VIDEOCONFERENCE)
7018 PINE STREET, HUGHSON, CA

MINUTES
MONDAY, JANUARY 25, 2021 – 7:00 P.M.

SPECIAL NOTICE
Coronavirus COVID-19

THIS MEETING WAS HELD REMOTELY WITHOUT IN PERSON PUBLIC ATTENDANCE IN ACCORDANCE WITH THE GOVERNOR'S STAY AT HOME EXECUTIVE ORDER N-33-20.

CALL TO ORDER: Mayor George Carr

ROLL CALL:

Present: Mayor George Carr
Mayor Pro Tem Harold Hill (via videoconference)
Councilmember Ramon Bawanan (via videoconference)
Councilmember Samuel Rush (via videoconference)

Staff Present: Merry Mayhew, City Manager
Ashton Gose, Deputy City Clerk
Daniel Schroeder, City Attorney
Lea Simvoulakis, Community Development Director (via videoconference)
Lisa Whiteside, Finance Manager (via videoconference)
Jose Vasquez, Public Works Superintendent (via videoconference)
Jaime Velazquez, Utilities Superintendent (via videoconference)
Fidel Landeros, Chief of Police (via videoconference)

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

NONE.

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.

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 January 11, 2021.

3.2: Approve the Warrants Register.

3.3: Approve the Treasurer's Report for November 2020.

3.4: Adopt Resolution No. 2021-03, Approving the City's Membership in the Valley Water Collaborative and Authorizing the Payment of Membership Fees and all Costs Associated with Meeting Nitrate Compliance Order R5-2012-0003.

3.5: Adopt Resolution No. 2021-04, Removing Former Mayor Jeramy Young, and Adding New Mayor George Carr as a Signatory on the City of Hughson Bank Accounts at Bank of the West, Effective February 8, 2021.

BAWANAN/HILL 4-0-0-0 motion passes to approve the Consent Calendar as presented with the following roll call vote:

BAWANAN	HILL	RUSH	CARR
AYE	AYE	AYE	AYE

4. UNFINISHED BUSINESS:

4.1: Appoint a Qualified Resident of the City of Hughson to Fill the City Council Vacancy.

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

HILL/BAWANAN 4-0-0-0 motion passes to appoint Hughson resident Michael Buck to fill the City Council vacancy with the following roll call vote:

BAWANAN	HILL	RUSH	CARR
AYE	AYE	AYE	AYE

Deputy City Clerk Gose administered the Oath of Office to newly appointed Councilmember Michael Buck and conducted the roll call of the new Hughson City Council.

Present: Mayor George Carr
 Mayor Pro Tem Harold Hill (via videoconference)
 Councilmember Ramon Bawanan (via videoconference)
 Councilmember Samuel Rush (via videoconference)
 Councilmember Michael Buck (via videoconference)

- 4.2:** Approve the 2021 City Council Appointments to Boards and Committees.

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

HILL/BUCK 5-0-0-0 motion passes to approve the recommended 2021 City Council Appointments to Boards and Committees with the following roll call vote:

BAWANAN	HILL	RUSH	BUCK	CARR
AYE	AYE	AYE	AYE	AYE

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

- 6.1:** Authorize City Staff to Release Bid Documents for the Walker Lane Improvement Project.

Director Simvoulakis presented the staff report on this item.

Mayor Carr opened public comment at 7:29 PM. There was no public comment. Mayor Carr closed public comment at 7:29 PM.

HILL/BUCK 5-0-0-0 motion passes to authorize City staff to release bid documents for the Walker Lane Improvement Project with the following roll call vote:

BAWANAN	HILL	RUSH	BUCK	CARR
AYE	AYE	AYE	AYE	AYE

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager Mayhew informed the City Council that the Stanislaus County Homeless Point in Time Count will be held on January 28, 2021. She provided an update regarding mandatory organics recycling. She thanked Director Simvoulakis for her service with the City of Hughson and wished her well in her future endeavors.

Deputy City Clerk:

Deputy City Clerk Gose provided a reminder regarding the AB1234 Ethics Training on January 26, 2021. She congratulated Councilmember Buck on his appointment to the City Council and wished Director Simvoulakis well on her future endeavors.

Community Development Director:

Director Simvoulakis provided an update regarding Well 7 Replacement Project, Phase IV, Euclid North, Callahan's Brewery, and Walker Lane Apartments. She informed the Council that the new development impact fees went into effect. She thanked the Council, and City staff for her experience with the City of Hughson.

Police Services:

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

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

Councilmember Bawanan attended an AB1825 Sexual Harassment training on January 6, 2021. He announced that the Hughson Chamber of Commerce has decided to cancel the 2021 Hughson Fruit and Nut Festival. He thanked Director Simvoulakis for her work with the City and wished her well on her future endeavors. He thanked City staff and Hughson Police Services for all that they do.

Councilmember Buck thanked the City Council for his appointment to the City Council. He congratulated Mayor Carr on his appointment to Mayor. He wished Director Simvoulakis well on her future endeavors.

Mayor Pro Tem Hill congratulated Councilmember Michael Buck on his appointment to the City Council. He thanked Director Simvoulakis and wished her well on her future endeavors. He attended a StanCOG Policy Board meeting on January 20, 2021.

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

Mayor Carr provided a reminder regarding the Hughson High School AG Boosters Fundraiser Dinner on February 6, 2021. He thanked Director Simvoulakis for her work with the City, and wished her well on her future endeavors.

10. CLOSED SESSION TO DISCUSS THE FOLLOWING: NONE.**ADJOURNMENT:**

BUCK/RUSH 5-0-0-0 motion passes to adjourn the regular meeting of January 25, 2021 at 7:71 PM with the following roll call vote:

BAWANAN	HILL	RUSH	BUCK	CARR
AYE	AYE	AYE	AYE	AYE

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.2

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Lisa Whiteside, Finance Manager

Approved By: 

Staff Recommendation:

Approve the Warrants Register as presented.

Background and Overview:

The warrants register presented to the City Council is a listing of all expenditures paid from January 21, 2021 through February 18, 2021.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 01/21/2021 - 02/18/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: Payable Bank-Payable Bank						
00016	ABS PRESORT	01/26/2021	Regular	0.00	5,942.15	53662
125732	Invoice	01/11/2021	BILL PRINTING- JAN	0.00	942.15	
MP-20210111	Invoice	01/11/2021	Postage	0.00	5,000.00	
00049	ALLIED ADMINISTRATORS	01/26/2021	Regular	0.00	1,850.06	53663
INV0004704	Invoice	02/01/2021	DELTA DENTAL-Feb	0.00	1,850.06	
00094	AT&T MOBILITY	01/26/2021	Regular	0.00	155.46	53664
287303621604X0...	Invoice	01/19/2021	PHONES	0.00	155.46	
00284	CHARTER COMMUNICATION	01/26/2021	Regular	0.00	92.78	53665
0054047011021	Invoice	01/10/2021	IP ADDRESS- 1ST	0.00	92.78	
00310	CLARK'S PEST CONTROL	01/26/2021	Regular	0.00	175.00	53666
27465164	Invoice	01/13/2021	PEST CONTROL	0.00	110.00	
27479489	Invoice	01/13/2021	PEST CONTROL	0.00	65.00	
00332	CONDOR EARTH TECHNOLOGIES	01/26/2021	Regular	0.00	7,562.82	53667
83946	Invoice	12/31/2020	Blanket PO	0.00	7,562.82	
01570	CSG Consultants	01/26/2021	Regular	0.00	780.00	53668
B201735	Invoice	01/05/2021	Contract Services Planning/Building	0.00	780.00	
00368	CSU STANISLAUS	01/26/2021	Regular	0.00	25.00	53669
18-01003	Invoice	01/19/2021	Live Scan Finger Prints	0.00	25.00	
00463	EXPRESS PERSONNEL SERVICE	01/26/2021	Regular	0.00	158.08	53670
24852236	Invoice	01/19/2021	Extra Help- PW	0.00	158.08	
01589	Kevin Boggan	01/26/2021	Regular	0.00	322.00	53671
INV0004707	Invoice	01/20/2021	Refund Home Occ. & Admin Fee- Not Appro...	0.00	322.00	
00799	MOSS, LEVY & HARTZHEIM, LLP	01/26/2021	Regular	0.00	12,000.00	53672
10754	Invoice	12/31/2020	Audit Fieldwork	0.00	12,000.00	
00824	NEUMILLER & BEARDSLEE	01/26/2021	Regular	0.00	5,215.86	53673
314194	Invoice	01/19/2021	LEGAL SERVICES	0.00	1,600.00	
314869	Invoice	01/19/2021	LEGAL SERVICES	0.00	3,615.86	
00837	NORTHSTAR CHEMICAL	01/26/2021	Regular	0.00	4,352.89	53674
184041	Invoice	12/11/2020	Blanket PO	0.00	4,352.89	
00884	PITNEY BOWES	01/26/2021	Regular	0.00	500.00	53675
INV0004703	Invoice	01/13/2021	POSTAGE	0.00	500.00	
00901	PREFERRED ALLIANCE, INC.	01/26/2021	Regular	0.00	78.54	53676
0164260-IN	Invoice	01/19/2021	OFF-SITE PARTICIPANT	0.00	78.54	
01588	Resources Recycling & Recovery	01/26/2021	Regular	0.00	126.38	53677
0000001337017	Invoice	01/19/2021	Unspent Grant Funds- CPP-17-136 2017-18	0.00	126.38	
01009	SHRED-IT USA LLC	01/26/2021	Regular	0.00	173.33	53678
8181220240	Invoice	01/19/2021	Shredding	0.00	173.33	
01040	STANISLAUS COUNTY SHERIFF	01/26/2021	Regular	0.00	85,114.60	53679
2021-HPSS05	Invoice	01/04/2021	LAW ENFORCEMENT SERVICES- NOV 2020	0.00	85,114.60	
01055	STAPLES	01/26/2021	Regular	0.00	74.34	53680

Check Report

Date Range: 01/21/2021 - 02/18/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2742371181	Invoice	01/06/2021	Office Supplies	0.00	74.34	
01090	SUTTER HEALTH PLUS	01/26/2021	Regular	0.00	13,753.54	53681
1468745	Invoice	02/01/2021	MEDICAL INSURANCE- FEB	0.00	13,753.54	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	01/29/2021	Regular	0.00	40.12	53682
INV0004717	Invoice	02/01/2021	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	40.12	
01257	1ST SECURITY & SOUND INC	02/04/2021	Regular	0.00	149.85	53683
175391	Invoice	01/04/2021	MONITORING	0.00	149.85	
00032	AFLAC	02/04/2021	Regular	0.00	632.38	53684
030336	Invoice	02/01/2021	AFLAC	0.00	632.38	
00104	AYERA TECHNOLOGIES INC.	02/04/2021	Regular	0.00	84.00	53685
257981	Invoice	02/01/2021	Blanket PO	0.00	84.00	
00123	BAY ALARM CO	02/04/2021	Regular	0.00	199.50	53686
18139262	Invoice	02/01/2021	Alarm	0.00	199.50	
00234	CAROLLO ENGINEERS	02/04/2021	Regular	0.00	1,918.75	53687
194630	Invoice	02/01/2021	Professional Services	0.00	1,918.75	
01538	Colonial Life	02/04/2021	Regular	0.00	578.42	53688
5405907-0101853	Invoice	01/16/2021	Colonial Life	0.00	578.42	
01570	CSG Consultants	02/04/2021	Regular	0.00	5,130.00	53689
34533	Invoice	01/08/2021	Contract Services Planning/Building	0.00	5,130.00	
00464	EZ NETWORK SOLUTIONS	02/04/2021	Regular	0.00	4,721.58	53690
39368	Invoice	01/29/2021	IT SERVICES	0.00	501.33	
TS39447	Invoice	02/01/2021	IT SERVICES	0.00	4,220.25	
00527	GIBBS MAINTENANCE CO	02/04/2021	Regular	0.00	250.00	53691
8336	Invoice	01/31/2021	Janitor Services	0.00	250.00	
00528	GILTON SOLID WASTE MANAGE	02/04/2021	Regular	0.00	1,848.84	53692
HUGHSS-054	Invoice	02/01/2021	STREET SWEEPING	0.00	1,848.84	
00682	KAISER FOUNDATION HEALTH	02/04/2021	Regular	0.00	11,463.40	53693
INV0004734	Invoice	03/01/2021	MEDICAL SERVICES-MARCH	0.00	11,463.40	
00718	LEAGUE OF CALIF. CITIES	02/04/2021	Regular	0.00	4,429.00	53694
640703	Invoice	01/01/2021	Membership Dues 2021	0.00	4,429.00	
01459	Merry Mayhew	02/04/2021	Regular	0.00	325.00	53695
INV0004730	Invoice	01/21/2021	City Managers Conference (LOCC) Reimburs...	0.00	325.00	
00775	MISSION UNIFORM SERVICE	02/04/2021	Regular	0.00	822.99	53696
513899477	Invoice	12/21/2020	MISSION LINEN UNIFORM SERVICE	0.00	172.60	
513899670	Invoice	12/21/2020	MISSION LINEN UNIFORM SERVICE	0.00	105.72	
513951134	Invoice	01/04/2021	MISSION LINEN UNIFORM SERVICE	0.00	37.42	
513951136	Invoice	01/04/2021	MISSION LINEN UNIFORM SERVICE	0.00	118.59	
513986223	Invoice	01/05/2021	MISSION LINEN UNIFORM SERVICE	0.00	105.73	
513989473	Invoice	01/11/2021	MISSION LINEN UNIFORM SERVICE	0.00	37.42	
513989474	Invoice	01/11/2021	MISSION LINEN UNIFORM SERVICE	0.00	56.89	
514035441	Invoice	01/18/2021	MISSION LINEN UNIFORM SERVICE	0.00	37.42	
514035443	Invoice	01/18/2021	MISSION LINEN UNIFORM SERVICE	0.00	56.89	
514076077	Invoice	01/25/2021	MISSION LINEN UNIFORM SERVICE	0.00	37.42	
514076078	Invoice	01/25/2021	MISSION LINEN UNIFORM SERVICE	0.00	56.89	
00822	NESTLE WATERS	02/04/2021	Regular	0.00	124.82	53697
11A0025664277	Invoice	02/01/2021	water service	0.00	124.82	
00879	PG & E	02/04/2021	Regular	0.00	1,298.19	53698

Check Report

Date Range: 01/21/2021 - 02/18/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0004732	Invoice	01/26/2021	UTILITIES	0.00	1,298.19	
01592	Save More Market	02/04/2021	Regular	0.00	5,000.00	53699
INV0004731	Invoice	02/01/2021	Business Relief Program	0.00	5,000.00	
01000	SEEGER'S	02/04/2021	Regular	0.00	86.30	53700
135699-IN	Invoice	02/02/2021	Business Cards- Mayor Carr	0.00	86.30	
01069	STEELEY, JARED WATER & WA	02/04/2021	Regular	0.00	3,460.50	53701
8584	Invoice	02/01/2021	Blanket PO	0.00	3,460.50	
01144	TROPHY WORKS	02/04/2021	Regular	0.00	16.18	53702
907669	Invoice	01/20/2021	Name Plate- Mayor Carr	0.00	16.18	
01149	TURLOCK IRRIGATION DIST.	02/04/2021	Regular	0.00	22,972.36	53703
INV0004733	Invoice	02/01/2021	ELECTRIC	0.00	22,972.36	
01594	Valley Water Collaborative	02/04/2021	Regular	0.00	2,344.73	53704
12820217	Invoice	02/02/2021	Contribution for VWC Activities	0.00	2,344.73	
01192	VISION SERVICE PLAN	02/04/2021	Regular	0.00	921.02	53705
811453384	Invoice	02/01/2021	MEDICAL INSURANCE WITHHELD- JAN/FEB	0.00	921.02	
01206	WARDEN'S OFFICE	02/04/2021	Regular	0.00	21.74	53706
2048057-0	Invoice	02/02/2021	MISC OFFICE SUPPLIES	0.00	21.74	
01225	WILLDAN ENGINEERING	02/04/2021	Regular	0.00	8,345.62	53707
333869R	Invoice	01/18/2021	ENGINEERING SERVICES	0.00	525.00	
333872	Invoice	01/18/2021	ENGINEERING SERVICES	0.00	750.00	
333874	Invoice	01/18/2021	Walker Appartment	0.00	600.00	
333882	Invoice	01/18/2021	Walker Ln CDBG Sidewalk Project	0.00	6,470.62	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	46	0.00	215,638.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	63	46	0.00	215,638.12

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	46	0.00	215,638.12
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	63	46	0.00	215,638.12

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	1/2021	138,492.95
999	POOLED CASH/CONSOLIDATED CASH	2/2021	77,145.17
			215,638.12



CITY COUNCIL AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Approval of the Treasurer's Report for December 2020
Presented By: Crystal Aguilar, Treasurer
Approved By: Merry Mayhew

Staff Recommendation:

Review and approve the City of Hughson Treasurer's Report for December 2020.

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 2020, the City of Hughson has a cash and investment balance total of \$20,374,660 with \$2,871,416 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 Treasurer report for December 2020 reflects the most current representation of the City's funds and investments and provides a necessary outlook for both past, and present 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 is the City of Hughson Treasurer's Report for December 2020, 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 2020:

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of

(\$235,605), which is a negative difference of \$7,283 from the previous year. The CDBG Street Project Fund currently reflects a negative balance of (\$30,036) reflecting a negative difference of \$17,040 from the previous year. 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.

Sewer Development Impact Fee Fund:

The Sewer Development Impact Fee Fund currently reflects a negative balance of (\$1,334,062). This balance reflects the payoff of Municipal Finance Corporation loan, which was approved by the City Council at the November 23, 2020 regular meeting. As development occurs, additional impact fees will be received to cover this deficit.

Fiscal Impact:

As of December 2020, the City's cash, and investments total \$20,374,660. This compares to a December 2019 balance of \$21,313,471 and represents a decrease of \$938,812.

**City of Hughson
Treasurer's Report
December 2020**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 14,539,368.34	\$ 3,053,951.60	\$ -	\$ 17,593,319.94
Adjustment	\$ 32.72	\$ 1,191.17		
Outstanding Deposits +	\$ 58,173.88	\$ 545.28	\$ -	\$ 58,719.16
Outstanding Checks/transfers -	\$ (177.82)	\$ (148,617.71)	\$ -	\$ (148,795.53)
ADJUSTED TOTAL	\$ 14,597,397.12	\$ 2,907,070.34	\$ -	\$ 17,503,243.57
Investments: Various				\$ 1,150,810.11
Multi-Bank WWTP				\$ 1,635,903.40
Investments: L.A.I.F.		\$ 42,418.67	\$ 42,283.75	\$ 84,702.42

General Ledger Adjustments

Wages Payable

TOTAL CASH & INVESTMENTS **\$ 20,374,659.50**

<u>Books - All Funds</u>	<u>December 2019</u>	<u>December 2020</u>	<u>Difference</u>	<u>% of Variance</u>
100 GENERAL FUND	2489175.54	2,701,510.28	212,334.74	8.53%
105 GENERAL FUND CONTINGENCY RESERVE	974571.12	976,756.94	2,185.82	0.22%
110 FIXED ASSESTS	0	-	0.00	n/a
210 SEWER	2878825.58	3,089,394.90	210,569.32	7.31%
215 SEWER FIXED ASSET REPLACEMENT	4578595.86	4,759,364.11	180,768.25	3.95%
220 SEWER DEV IMPACT FEE	1748393.03	(1,334,061.67)	-3,082,454.70	-176.30%
225 WWTP Expansion 2008	781261.74	394,662.23	-386,599.51	-49.48%
240 WATER	1864987.23	2,713,517.18	848,529.95	45.50%
245 Water TCP123	-5355.3	(5,464.47)	-109.17	-2.04%
250 WATER DEV IMPACT FEE	-32675.38	13,188.10	45,863.48	140.36%
255 Water Fixed Asset Replacement	1097462.62	1,169,327.48	71,864.86	6.55%
270 COMMUNITY/SENIOR CENTER	12455.52	8,153.68	-4,301.84	-34.54%
280 U.S.F. Resource Com. Center	-1449.87	962.91	2,412.78	166.41%
310 Garbage/Refuse	93481.99	112,153.81	18,671.82	19.97%
320 GAS TAX 2103	144506.58	167,093.86	22,587.28	15.63%
321 GAS TAX 2105	49163.1	72,056.60	22,893.50	46.57%
322 GAS TAX 2106	5051.96	13,682.59	8,630.63	170.84%
323 GAS TAX 2107	34265.97	53,989.91	19,723.94	57.56%
324 GAS TAX 2107.5	2172.14	3,422.14	1,250.00	57.55%
325 Measure L SALES TAX-ROADS	282975.79	517,637.77	234,661.98	82.93%
326 SB-1 ROADS MAINTENANCE REHABILITATION	236109.19	240,982.28	4,873.09	2.06%
340 LANDSCAPE LIGHTING DISTRICT	-6363.01	(8.59)	6,354.42	99.87%
350 BENEFIT ASSESMENT DISTRICT	-953.96	(2.67)	951.29	99.72%
360 COMMUNITY FACILITIES DISTRICT	0	-	0.00	#DIV/0!
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	144215.84	154,984.09	10,768.25	7.47%
371 TRENCH CUT FUND	77516.7	3,093.60	-74,423.10	-96.01%
372 IT RESERVE	95316.37	98,923.03	3,606.66	3.78%
373 SELF-INSURANCE	73303.49	73,303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	1390.88	2,382.88	992.00	71.32%
381 AB109 PUBLIC SAFETY	35722.29	35,722.29	0.00	0.00%
382 ASSET FORFEITURE	1660.43	1,660.43	0.00	0.00%
383 VEHICLE ABATEMENT	26394.46	32,618.48	6,224.02	23.58%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE I	205468.46	346,771.97	141,303.51	68.77%
385 FEDERAL FUNDED OFFICER FUND	6620	6,620.00	0.00	0.00%
390 98-EDBG-605 BUSINESS ASSISTANCE	93595.6	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	225556.98	227,552.59	1,995.61	0.88%
393 HOME Program Grant (FTHB)	35043.29	35,043.29	0.00	0.00%
394 96-STBG-1013 Grant	210644.33	211,101.78	457.45	0.22%
395 CALHOME REHAB	40000	40,000.00	0.00	0.00%
410 LOCAL TRANSPORTATION	71671.34	51,671.34	-20,000.00	-27.91%
415 LOCAL TRANSPORTATION NON MOTORIZED	13219	13,219.00	0.00	0.00%
420 TRANSPORTATION STREET PROJECTS	-228322.19	(235,605.14)	-7,282.95	-3.19%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-12996.48	(30,035.98)	-17,039.50	-131.11%
450 STORM DRAIN DEV IMPACT FEE	472606.76	500,631.53	28,024.77	5.93%
451 PUBLIC FACILITY DEV IMPACT FEE	1363795.33	1,374,765.66	10,970.33	0.80%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	23609.9	66,530.76	42,920.86	181.79%
453 PARK DEV IMPACT FEE	513363.11	537,035.67	23,672.56	4.61%
454 PARKLAND IN LIEU	398553.54	419,677.22	21,123.68	5.30%

510 WATER/SEWER DEPOSIT	67103.02	75,813.01	8,709.99	12.98%
520 RDA SUCCESSOR AGENCY	131357.73	219,121.07	87,763.34	66.81%
521 RDA FIXED ASSETS	-	-	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	-	6,305.04	6,305.04	n/a
531 LANDSCAPE LIGHTING DISTRICT	-	47,078.99	47,078.99	n/a
532 LANDSCAPE LIGHTING DISTRICT	-	22,564.63	22,564.63	n/a
533 LANDSCAPE LIGHTING DISTRICT	-	30,841.18	30,841.18	n/a
534 LANDSCAPE LIGHTING DISTRICT	-	(38,745.15)	-38,745.15	n/a
535 LANDSCAPE LIGHTING DISTRICT	-	7,607.87	7,607.87	n/a
536 LANDSCAPE LIGHTING DISTRICT	-	16,730.78	16,730.78	n/a
537 LANDSCAPE LIGHTING DISTRICT	-	(51,885.83)	-51,885.83	n/a
538 LANDSCAPE LIGHTING DISTRICT	-	(28,896.29)	-28,896.29	n/a
539 LANDSCAPE LIGHTING DISTRICT	-	24,807.16	24,807.16	n/a
540 LANDSCAPE LIGHTING DISTRICT	-	40,841.06	40,841.06	n/a
541 LANDSCAPE LIGHTING DISTRICT	-	28,002.85	28,002.85	n/a
542 LANDSCAPE LIGHTING DISTRICT	-	2,873.93	2,873.93	n/a
543 LANDSCAPE LIGHTING DISTRICT	-	(699.79)	-699.79	n/a
550 BENEFIT ASSESMENT DISTRICT	-	65,342.57	65,342.57	n/a
551 BENEFIT ASSESMENT DISTRICT	-	8,900.10	8,900.10	n/a
552 BENEFIT ASSESMENT DISTRICT	-	112,614.12	112,614.12	n/a
553 BENEFIT ASSESMENT DISTRICT	-	(2,292.58)	-2,292.58	n/a
554 BENEFIT ASSESMENT DISTRICT	-	43,929.65	43,929.65	n/a
555 BENEFIT ASSESMENT DISTRICT	-	(1,235.75)	-1,235.75	n/a
560 BENEFIT ASSESMENT DISTRICT	-	15,054.50	15,054.50	n/a
Developer Impact Fees ***	4,233,308.59	1,313,074.14	-2,920,234.45	
TOTAL ALL FUNDS:	21,313,471.05	20,374,659.50	-938,811.55	
Break Down of Impact Fees ***				
220 SEWER DEV IMPACT FEE	1,748,393.03	-\$1,334,061.67	-3,082,454.70	-176.30%
250 WATER DEV IMPACT FEE	-32,675.38	\$13,188.10	45,863.48	140.36%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	144,215.84	\$154,984.09	10,768.25	7.47%
450 STORM DRAIN DEV IMPACT FEE	472,606.76	\$500,631.53	28,024.77	5.93%
451 PUBLIC FACILITY DEV IMPACT FEE	1,363,795.33	\$1,374,765.66	10,970.33	0.80%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	23,609.90	\$66,530.76	42,920.86	181.79%
453 PARK DEV IMPACT FEE	513,363.11	\$537,035.67	23,672.56	4.61%
Break Down of Impact Fees ***	4,233,308.59	1,313,074.14	-2,920,234.45	-68.98%

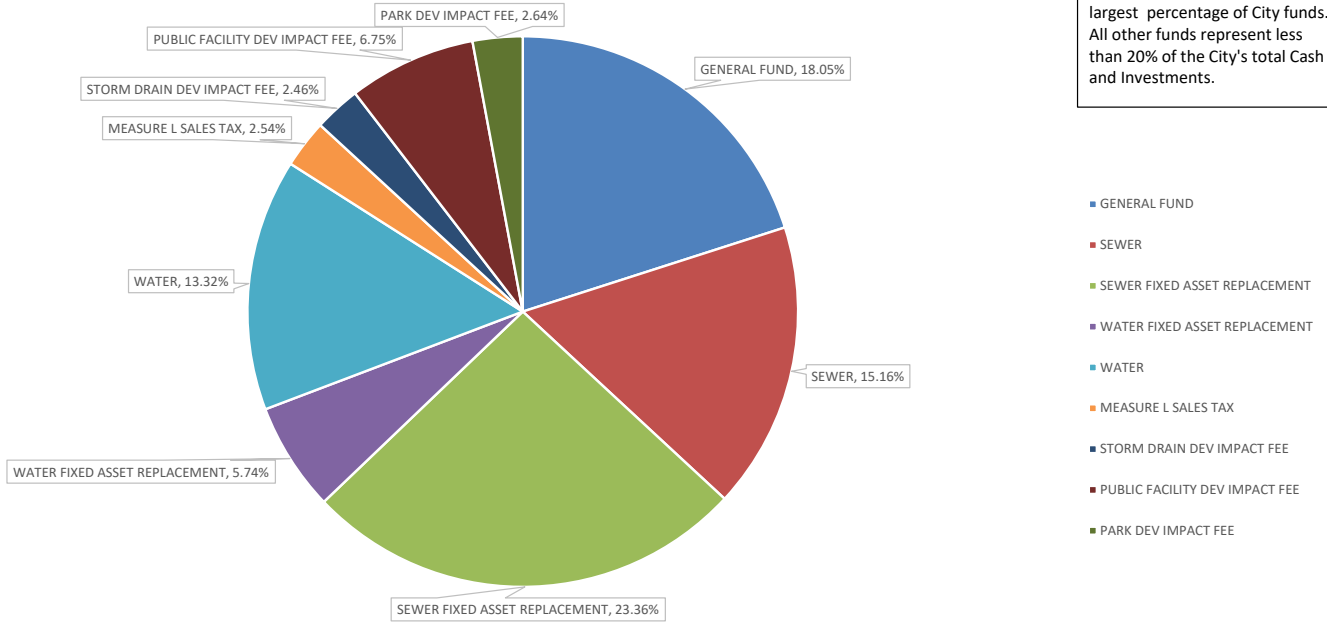
I hereby certify that the investment activity for this reporting period conforms with the Investment Policy adopted by the Hughson City Council, and the California Government Code Section 53601. I also certify that there are adequate funds available to meet the City of Hughson's budgeted and actual expenditures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

Crystal Aguilar, Treasurer

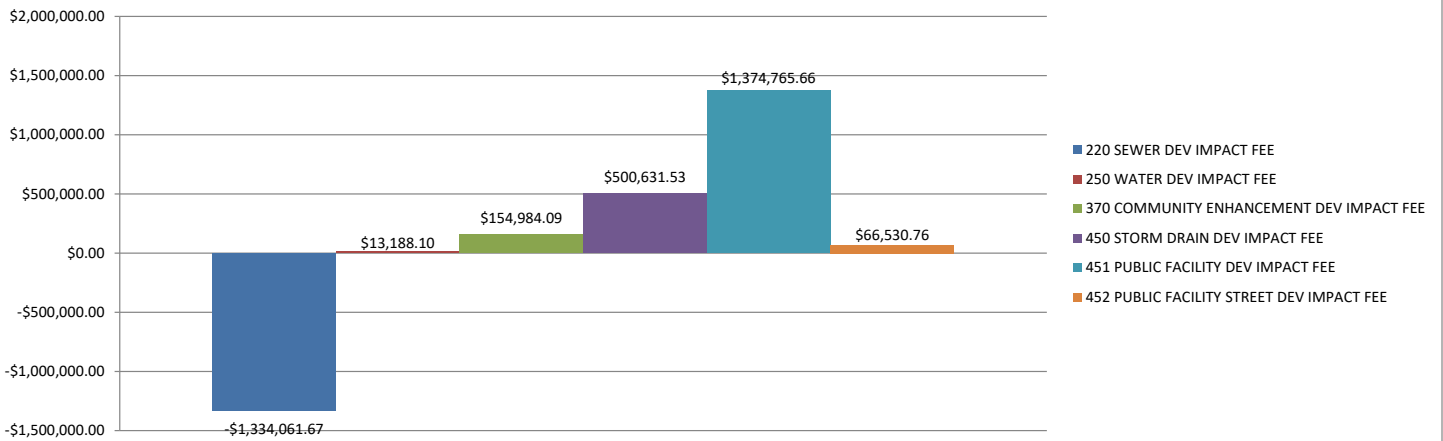
Date

Treasurer's Report - Charts and Graphs December 2020

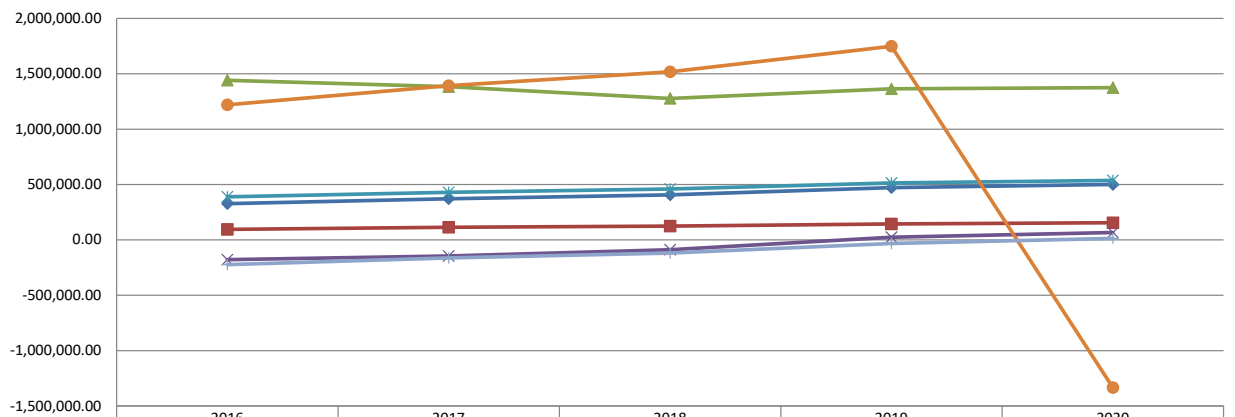
Percentage of Fund - December 2020



December 2020 Breakdown of Developer Impact Fees



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

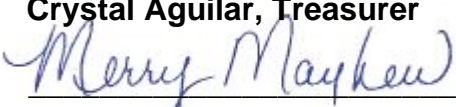


	2016	2017	2018	2019	2020
Storm Drain	326,980.28	372,009.50	406,231.20	472,606.76	500,631.53
Community Enhancement	94,789.16	113,343.02	124,610.16	144,215.84	154,984.09
Public Facilities Development	1,441,099.85	1,383,427.29	1,277,000.72	1,363,795.33	1,374,765.66
Public Facilities Development-Streets	(178,598.63)	(145,287.49)	(89,440.36)	23,609.90	66,530.76
Parks Development Impact Fees	388,890.20	428,929.77	458,925.62	513,363.11	537,035.67
Sewer Developer Impact Fees	1,219,792.38	1,392,478.86	1,518,526.50	1,748,393.03	(1,334,061.67)
Water Developer Impact Fees	(223,658.44)	(163,929.41)	(119,412.37)	(32,675.38)	13,188.10



CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Approval of the Treasurer's Investment Portfolio Report for December 2020
Presented By: Crystal Aguilar, Treasurer
Approved By: 

Staff Recommendation:

Review and approve the City of Hughson Treasurer's Quarterly Investment Portfolio Report for December 2020.

Summary:

The City Treasurer reviews the City's investment practices and approves the quarterly Portfolio of Investments Report. As of December 2020, the City of Hughson's investment total is \$2,871,416 and has a total cash and investment balance of \$20,374,660. 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.

Discussion:

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

The City of Hughson has utilized MBS Account Executive, Michael DeGeeter, as a third-party investor. According to Mr. DeGeeter, a 5-year Certificate of Deposit (CD) laddering approach is utilized for the City's investment practices. This approach layers various CDs depending on interest rates and timing, which allows for reduced portfolio rates and a continuous stream of maturity dates. Mr. DeGeeter states that

this CD approach has always spread positively for the City of Hughson and has had the highest yield of any spread thus far.

Attached is the City of Hughson Treasurer's Investment Portfolio Report for December 2020 along with supplementary graphs depicting the percentage of the City's portfolio of investments. City staff submits the following summary of investments:

Certificates of Deposits

The reported investments in CDs reflect the City's most current balance statement as of December 2020. The two accounts share a combined balance of \$2,786,714, comprising 97.05% of the City's total portfolio of investments. This compares with the balance in September 2020, three months prior, of \$2,785,166.

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 2020. The two L.A.I.F. accounts share a combined balance of \$84,702, comprising of 2.95% of the City's total portfolio of investments. This compares with the L.A.I.F. accounts balance in September 2020, three months prior, of \$84,523.

Fiscal Impact:

As of December 2020, the total investments balance for the City of Hughson is \$2,871,416 accounting for 14.09% of the City's total cash and investments. The total cash and investment amount is \$20,374,660. Of the amounts invested, 2.95% is invested in L.A.I.F. investments, and 97.05% is invested in Certificates of Deposit. City staff will continue to monitor and report on the City of Hughson's investment practices.

**City of Hughson
Portfolio of Investments
December 2020**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 14,539,368.34	\$ 3,053,951.60	\$ -	\$ 17,593,319.94
Adjustment-Direct Deposit Payroll	\$ 32.72	\$ 1,191.17		\$ -
Outstanding Deposits +	\$ 58,173.88	\$ 545.28	\$ -	\$ 58,719.16
Outstanding Checks/transfers -	\$ (177.82)	\$ (148,617.71)	\$ -	\$ (148,795.53)
ADJUSTED TOTAL	\$ 14,597,397.12	\$ 2,907,070.34	\$ -	\$ 17,503,243.57
Investments: Various				\$ 1,150,810.11
Multi-Bank WWTP				\$ 1,635,903.40
Investments: L.A.I.F.		\$ 42,418.67	\$ 42,283.75	\$ 84,702.42
General Ledger Adjustments				
Wages Payable				
Total Investments				\$ 2,871,415.93
Total Cash & Investments				\$ 20,374,659.50

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

Breakdown of Investments

Investments: Various - ***850							
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	% of Portfolio	
Cash, Money Funds And Bank Deposits:			\$ 1,042.63	\$ 1,960.05	\$ -	0.17%	
Total:			\$ 1,148,361.49	\$ 1,150,810.11	\$ -		
Fixed Income (Certificate of Deposits)	Maturity Dates	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	% of Portfolio
SALLIE MAE BK SALT LAKE CITY UT	04/15/20-10/20/2020	120,000.00	\$102.9190	\$ 123,502.80	\$ 354.41	1.360%	10.73%
American Express Centurion	04/26/17-04/26/2022	100,000.00	\$103.0130	\$ 103,013.00	\$ 433.97	2.320%	8.95%
BMO HARRIS Chicago	9/28/20-3/28/25	175,000.00	\$98.2380	\$ 171,916.50	\$ 7.19	0.500%	14.94%
Discover BK Greenwood Del CTF	11/21/18-11/22/21	37,000.00	\$102.8600	\$ 38,058.20	\$ 131.78	3.150%	3.31%
MEDALLION BK SAL LAKE	11/18/20-11/18/25	70,000.00	\$100.1990	\$ 70,139.30	\$ 13.71	0.540%	6.09%
TEXAS EXCHANGE BK CROWLEY	11/25/20-11/25/25	55,000.00	\$100.0860	\$ 55,047.30	\$ 5.42	0.590%	4.78%
Corporate Bond	10/30/20-10/30/25	130,000.00	\$99.7800	\$ 129,714.00	\$ 216.67	1.000%	11.27%
SALLIE MAE BK SALT LAKE CITY UT	06/12/18 - 06/14/21	27,000.00	\$101.3570	\$ 27,366.39	\$ 39.95	2.950%	2.38%
Capital One NATL ASSN MCLEAN VA CTF	09/28/16 - 09/28/21	126,000.00	\$101.0420	\$ 127,312.92	\$ 551.64	1.680%	11.06%
JP Morgan Chase BK NA Columbus Ohio	11/10/20-11/10/25	250,000.00	\$98.4600	\$ 246,150.00	\$ 174.66	0.500%	21.39%
SALLIE MAE BK SALT LAKE CITY	6/3/2020-12/03/20	55,000.00	\$102.9630	\$ 56,629.65	\$ 35.86	0.820%	4.92%
Total CDs				\$ 1,148,850.06	\$ 1,965.26		99.83%
Total Investments: Various Holdings				\$ 1,150,810.11	\$ 1,965.26		100.00%
Total Portfolio Investment							40.08%

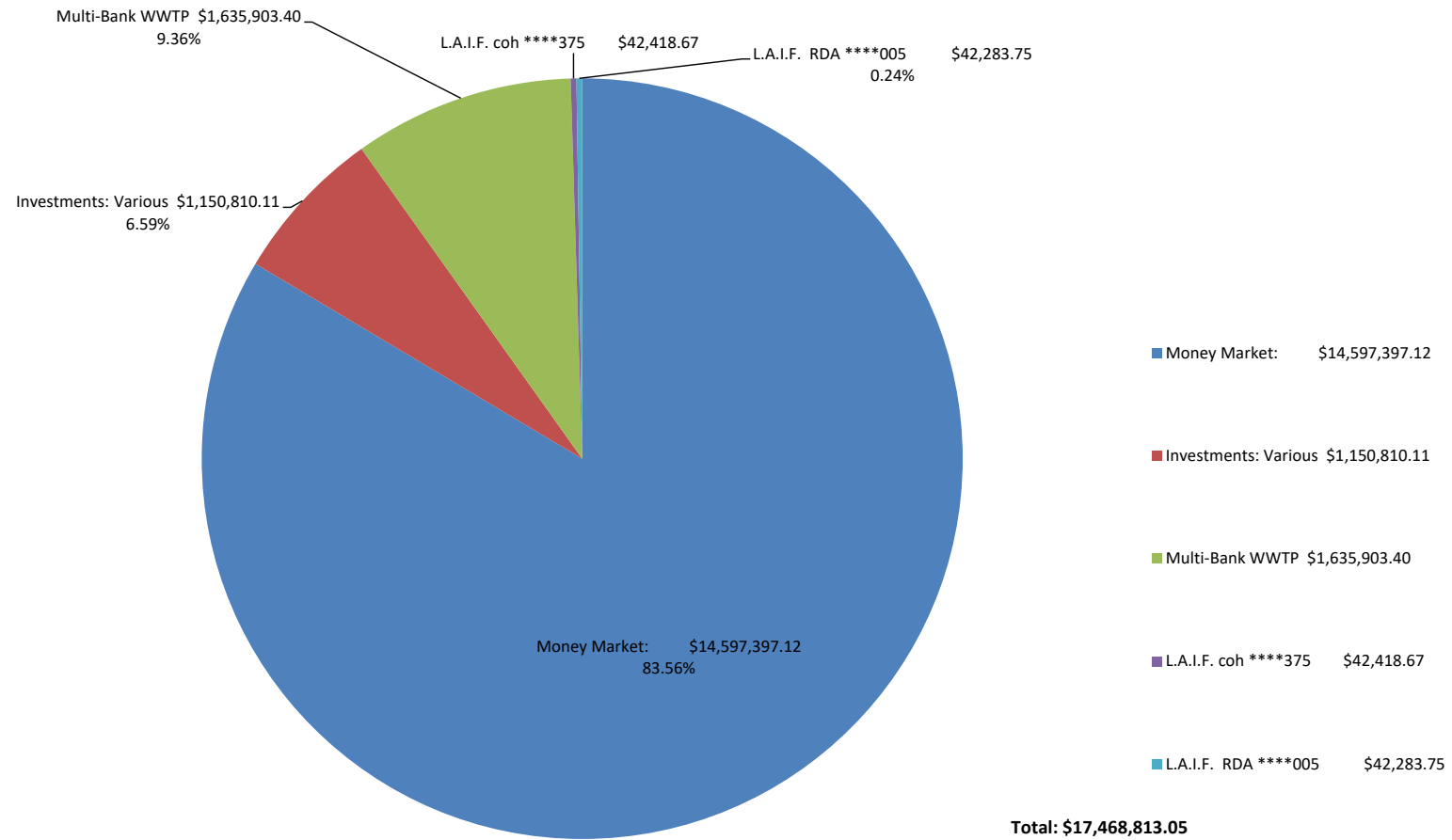
Multi-Bank WWTP - ***934							
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	% of Portfolio	
Cash, Money Funds, and Bank Deposits:			\$13,848.55	\$ 15,552.50	\$ -	0.95%	
Total:			\$1,635,599.08	\$ 1,635,903.40	\$ -		
Fixed Income (Certificate of Deposits)	Maturity Dates	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	% of Portfolio
MORGAN STANLEY PRIVATE BK	04/25/19-04/25/24	100,000.00	\$108.3560	\$ 108,356.00	\$ 504.79	2.530%	6.62%
STATE BK INDIA Chicago	7/10/20-7/10/25	98,000.00	\$102.7300	\$ 100,675.40	\$ 467.18	0.970%	6.15%
STATE BK INDIA New York	06/10/20-12/10/20	125,000.00	\$102.9680	\$ 128,710.00	\$ 75.51	1.010%	7.87%
USALLIANCE NEW YORK	09/27/18-09/27/21	106,000.00	\$102.2680	\$ 108,404.08	\$ 36.01	3.030%	6.63%
BMW BK NORTH AMER	8/14/20-08/14/23	55,000.00	\$100.3810	\$ 55,209.55	\$ 62.84	0.290%	3.37%
MEDALLION BK SALT LAKE	11/18/20-11/18/25	125,000.00	\$100.1990	\$ 125,248.75	\$ 24.49	0.540%	7.66%
Morgan Stanley BK N A SALT LAKE CITY	05/03/18-05/03/21	65,000.00	\$100.9590	\$ 65,623.35	\$ 294.37	2.820%	4.01%
Capital One NATL ASSN MCLEAN VA CTF	09/28/16 - 09/28/21	51,000.00	\$101.0420	\$ 51,531.42	\$ 223.28	1.680%	3.15%
FIRST TECHNOLOGY FED MTN VIEW	05/10/18-02/10/22	250,000.00	\$103.2630	\$ 258,157.50	\$ 431.51	2.900%	15.78%
American Express Centurion Bk CTF DEP	04/26/17 - 04/26/22	67,000.00	\$103.0130	\$ 69,018.71	\$ 290.76	2.320%	4.22%
TEXAS EXCHANGE	9/11/20-12/11/24	250,000.00	\$100.0520	\$ 250,130.00	\$ 68.49	0.490%	15.29%
SALLIE MAE	7/1/20-7/1/25	98,000.00	\$101.8430	\$ 99,806.14	\$ 393.07	0.780%	6.10%
Corporate Bond	11/18/20-11/18/25	200,000.00	\$99.7400	\$ 199,480.00	\$ 238.89	1.000%	12.19%
Total CDs				\$ 1,620,350.90	\$ 3,111.19	99.05%	
Total Multi-Bank WWTP Holdings				\$ 1,635,903.40	\$ 3,111.19	100.00%	
Total Portfolio Investment						56.97%	

L.A.I.F. Investments						
Account #	Quarter Begin Principal as of September 2020	Quarterly Interest Earned as of December 2020		Interest Rate	Total	% of Investment
****375	\$ 42,328.79	\$ 89.88		0.071%	\$ 42,418.67	50.08%
****005	\$ 42,194.15	\$ 89.60		0.071%	\$ 42,283.75	49.92%
Total L.A.I.F Investments Holdings					\$ 84,702.42	100.00%
Total Portfolio Investment						2.95%

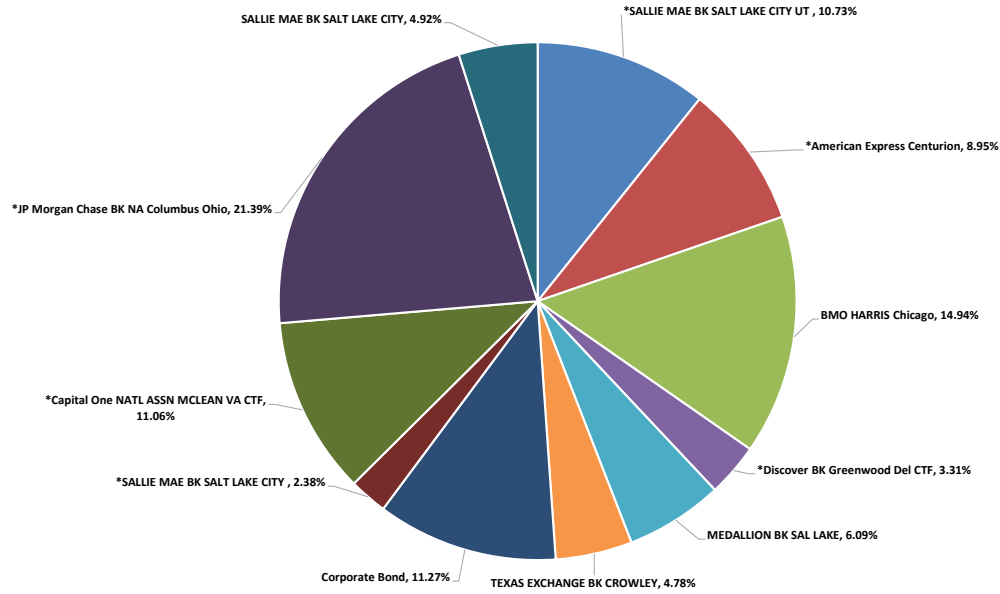
Crystal Aguilar, Treasurer _____ Date _____

Charts and Graphs

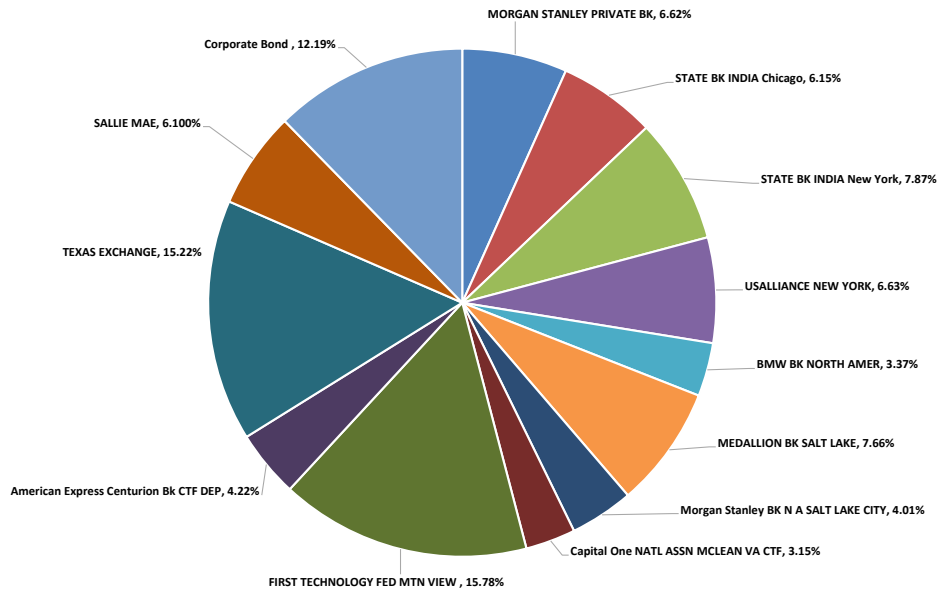
Total Portfolio of Investment (Including Money Market Cash) Dec 2020



Breakdown of Investments: Various - *** 850 Dec 2020



Breakdown of Multi-Bank WWTP - *** 934 Dec 2020





CITY COUNCIL AGENDA ITEM NO. 3.5

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Approval of the Treasurer's Report for January 2021
Presented By: Crystal Aguilar, Treasurer
Approved By: Merry Mayhew

Staff Recommendation:

Review and approve the City of Hughson Treasurer's Report for January 2021.

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 January 2021, the City of Hughson has a cash and investment balance total of \$21,759,956 with \$2,877,937 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 Treasurer report for January 2021 reflects the most current representation of the City's funds and investments and provides a necessary outlook for both past, and present 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 is the City of Hughson Treasurer's Report for January 2021, 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 January 2021:

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of

(\$235,680), which is a negative difference of \$7,128 from the previous year. The CDBG Street Project Fund currently reflects a negative balance of (\$35,776) reflecting a negative difference of \$21,762 from the previous year. 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.

Sewer Development Impact Fee Fund:

The Sewer Development Impact Fee Fund currently reflects a negative balance of (\$1,141,502). This balance reflects the payoff of Municipal Finance Corporation loan, which was approved by the City Council at the November 23, 2020 regular meeting. As development occurs, additional impact fees will be received to cover this deficit.

Fiscal Impact:

As of January 2021, the City's cash, and investments total \$21,759,956. This compares to a January 2020 balance of \$22,194,683 and represents a decrease of \$434,727.

**City of Hughson
Treasurer's Report
January 2021**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 16,354,383.31	\$ 2,660,341.11	\$ -	\$ 19,014,724.42
Adjustment	\$ 31.00	\$ 591.99		
Outstanding Deposits +	\$ 68,902.66	\$ 545.28	\$ -	\$ 69,447.94
Outstanding Checks/transfers -	\$ -	\$ (170,796.76)	\$ -	\$ (170,796.76)
ADJUSTED TOTAL	\$ 16,423,316.97	\$ 2,490,681.62	\$ -	\$ 18,913,375.60

Investments: Various				\$ 1,156,953.49
Multi-Bank WWTP				\$ 1,636,147.50
Investments: L.A.I.F.	\$ 42,485.74	\$ 42,350.61	\$	\$ 84,836.35

General Ledger Adjustments

Wages Payable				-31,357.02
---------------	--	--	--	------------

TOTAL CASH & INVESTMENTS **\$ 21,759,955.92**

<u>Books - All Funds</u>	<u>January 2020</u>	<u>January 2021</u>	<u>Difference</u>	<u>% of Variance</u>
100 GENERAL FUND	2639570.71	2,944,609.14	305,038.43	11.56%
105 GENERAL FUND CONTINGENCY RESERVE	974785.8	977,120.95	2,335.15	0.24%
110 FIXED ASSESTS	0	-	0.00	n/a
210 SEWER	3027979.08	3,211,089.44	183,110.36	6.05%
215 SEWER FIXED ASSET REPLACEMENT	4575265.88	4,761,137.78	185,871.90	4.06%
220 SEWER DEV IMPACT FEE	1748778.18	(1,141,501.67)	-2,890,279.85	-165.27%
225 WWTP Expansion 2008	782770.71	394,939.08	-387,831.63	-49.55%
240 WATER	1958173.68	2,816,753.91	858,580.23	43.85%
245 Water TCP123	-5355.3	(5,599.18)	-243.88	-4.55%
250 WATER DEV IMPACT FEE	-32675.38	58,828.10	91,503.48	280.04%
255 Water Fixed Asset Replacement	1057947.43	1,167,606.94	109,659.51	10.37%
270 COMMUNITY/SENIOR CENTER	10888.12	6,914.42	-3,973.70	-36.50%
280 U.S.F. Resource Com. Center	157.67	240.05	82.38	52.25%
310 Garbage/Refuse	102926.35	127,317.02	24,390.67	23.70%
320 GAS TAX 2103	141111.64	167,156.13	26,044.49	18.46%
321 GAS TAX 2105	50170.49	72,056.60	21,886.11	43.62%
322 GAS TAX 2106	-347.24	4,845.77	5,193.01	1495.51%
323 GAS TAX 2107	37535.73	52,141.07	14,605.34	38.91%
324 GAS TAX 2107.5	2172.14	3,422.14	1,250.00	57.55%
325 Measure L SALES TAX-ROADS	241876.76	548,231.33	306,354.57	126.66%
326 SB-1 ROADS MAINTENANCE REHABILITATION	248081.4	253,560.72	5,479.32	2.21%
340 LANDSCAPE LIGHTING DISTRICT	-6368.21	(8.59)	6,359.62	99.87%
350 BENEFIT ASSESMENT DISTRICT	-953.96	(2.67)	951.29	99.72%
360 COMMUNITY FACILITIES DISTRICT	0	-	0.00	#DIV/0!
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	144247.62	167,178.58	22,930.96	15.90%
371 TRENCH CUT FUND	77516.7	3,093.60	-74,423.10	-96.01%
372 IT RESERVE	93346.75	98,923.03	5,576.28	5.97%
373 SELF-INSURANCE	73303.49	73,303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	1176.82	2,480.28	1,303.46	110.76%
381 AB109 PUBLIC SAFETY	35722.29	35,722.29	0.00	0.00%
382 ASSET FORFEITURE	1660.43	1,660.43	0.00	0.00%
383 VEHICLE ABATEMENT	26394.46	32,618.48	6,224.02	23.58%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE I	235158.14	346,611.06	111,452.92	47.39%
385 FEDERAL FUNDED OFFICER FUND	6620	6,620.00	0.00	0.00%
390 98-EDBG-605 BUSINESS ASSISTANCE	93595.6	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	225606.64	227,637.39	2,030.75	0.90%
393 HOME Program Grant (FTHB)	35043.29	35,043.29	0.00	0.00%
394 96-STBG-1013 Grant	210690.74	211,180.46	489.72	0.23%
395 CALHOME REHAB	40000	40,000.00	0.00	0.00%
410 LOCAL TRANSPORTATION	71671.34	51,671.34	-20,000.00	-27.91%
415 LOCAL TRANSPORTATION NON MOTORIZED	13219	13,219.00	0.00	0.00%
420 TRANSPORTATION STREET PROJECTS	-228552.19	(235,680.14)	-7,127.95	-3.12%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-14013.98	(35,775.98)	-21,762.00	-155.29%
450 STORM DRAIN DEV IMPACT FEE	472710.87	544,614.42	71,903.55	15.21%
451 PUBLIC FACILITY DEV IMPACT FEE	1361992.81	1,436,300.73	74,307.92	5.46%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	23609.9	122,090.76	98,480.86	417.12%
453 PARK DEV IMPACT FEE	513476.19	569,247.74	55,771.55	10.86%
454 PARKLAND IN LIEU	398614.63	443,722.53	45,107.90	11.32%

510 WATER/SEWER DEPOSIT	67189.16	83,018.65	15,829.49	23.56%
520 RDA SUCCESSOR AGENCY	373359.54	458,119.12	84,759.58	22.70%
521 RDA FIXED ASSETS	-	-	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	7,421.35	10,042.85	2,621.50	n/a
531 LANDSCAPE LIGHTING DISTRICT	38,267.51	55,374.28	17,106.77	n/a
532 LANDSCAPE LIGHTING DISTRICT	17,365.31	32,970.31	15,605.00	n/a
533 LANDSCAPE LIGHTING DISTRICT	22,139.48	42,799.62	20,660.14	n/a
534 LANDSCAPE LIGHTING DISTRICT	(41,750.40)	(30,714.75)	11,035.65	n/a
535 LANDSCAPE LIGHTING DISTRICT	7,065.08	10,786.58	3,721.50	n/a
536 LANDSCAPE LIGHTING DISTRICT	9,293.90	23,629.69	14,335.79	n/a
537 LANDSCAPE LIGHTING DISTRICT	(45,034.79)	(49,243.30)	-4,208.51	n/a
538 LANDSCAPE LIGHTING DISTRICT	(23,939.09)	(26,768.47)	-2,829.38	n/a
539 LANDSCAPE LIGHTING DISTRICT	23,370.44	28,584.04	5,213.60	n/a
540 LANDSCAPE LIGHTING DISTRICT	32,309.62	51,114.44	18,804.82	n/a
541 LANDSCAPE LIGHTING DISTRICT	26,013.49	32,515.27	6,501.78	n/a
542 LANDSCAPE LIGHTING DISTRICT	3,997.72	5,557.35	1,559.63	n/a
543 LANDSCAPE LIGHTING DISTRICT	-	18,320.91	18,320.91	n/a
550 BENEFIT ASSESMENT DISTRICT	64,463.34	70,670.12	6,206.78	n/a
551 BENEFIT ASSESMENT DISTRICT	7,410.47	14,973.50	7,563.03	n/a
552 BENEFIT ASSESMENT DISTRICT	95,872.68	125,381.58	29,508.90	n/a
553 BENEFIT ASSESMENT DISTRICT	(1,086.44)	4,626.29	5,712.73	n/a
554 BENEFIT ASSESMENT DISTRICT	36,212.45	51,748.31	15,535.86	n/a
555 BENEFIT ASSESMENT DISTRICT	-	16,063.91	16,063.91	n/a
560 BENEFIT ASSESMENT DISTRICT	7,035.81	24,045.33	17,009.52	n/a
Developer Impact Fees ***	4,232,140.19	1,756,758.66	-2,475,381.53	
TOTAL ALL FUNDS:	22,194,683.28	21,759,955.92	-434,727.36	
Break Down of Impact Fees ***				
220 SEWER DEV IMPACT FEE	1,748,778.18	-\$1,141,501.67	-2,890,279.85	-165.27%
250 WATER DEV IMPACT FEE	-32,675.38	\$58,828.10	91,503.48	280.04%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	144,247.62	\$167,178.58	22,930.96	15.90%
450 STORM DRAIN DEV IMPACT FEE	472,710.87	\$544,614.42	71,903.55	15.21%
451 PUBLIC FACILITY DEV IMPACT FEE	1,361,992.81	\$1,436,300.73	74,307.92	5.46%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	23,609.90	\$122,090.76	98,480.86	417.12%
453 PARK DEV IMPACT FEE	513,476.19	\$569,247.74	55,771.55	10.86%
Break Down of Impact Fees ***	4,232,140.19	1,756,758.66	-2,475,381.53	-58.49%

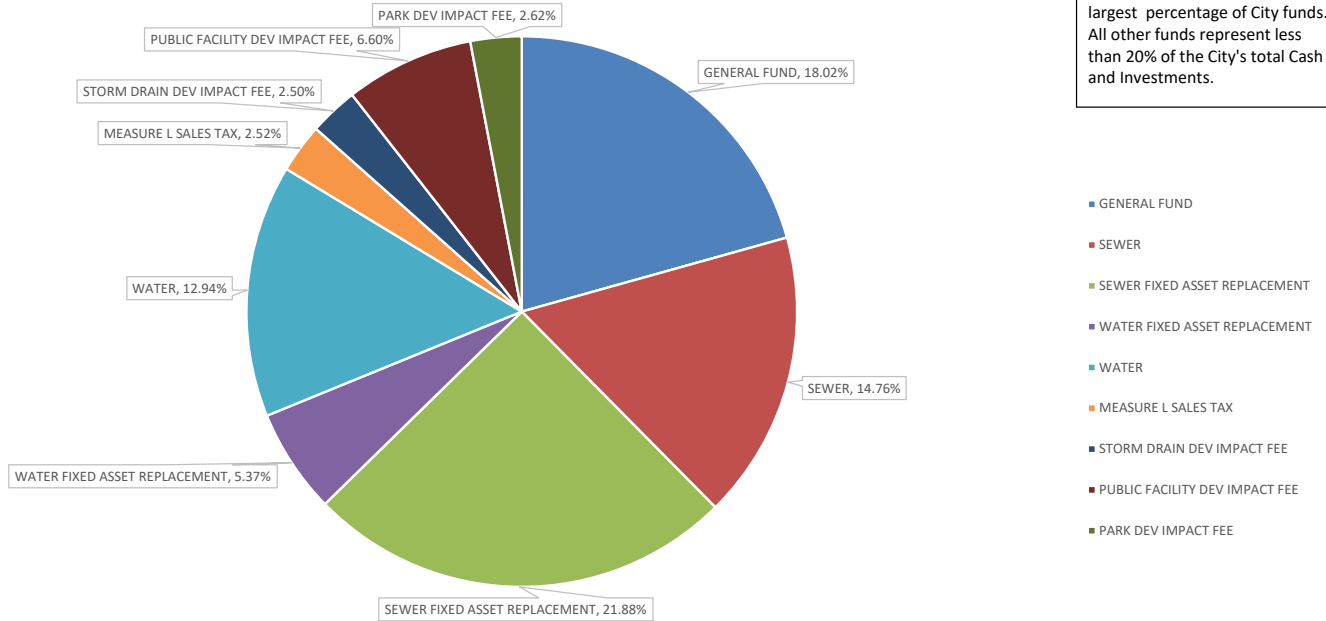
I hereby certify that the investment activity for this reporting period conforms with the Investment Policy adopted by the Hughson City Council, and the California Government Code Section 53601. I also certify that there are adequate funds available to meet the City of Hughson's budgeted and actual expenditures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

Crystal Aguilar, Treasurer

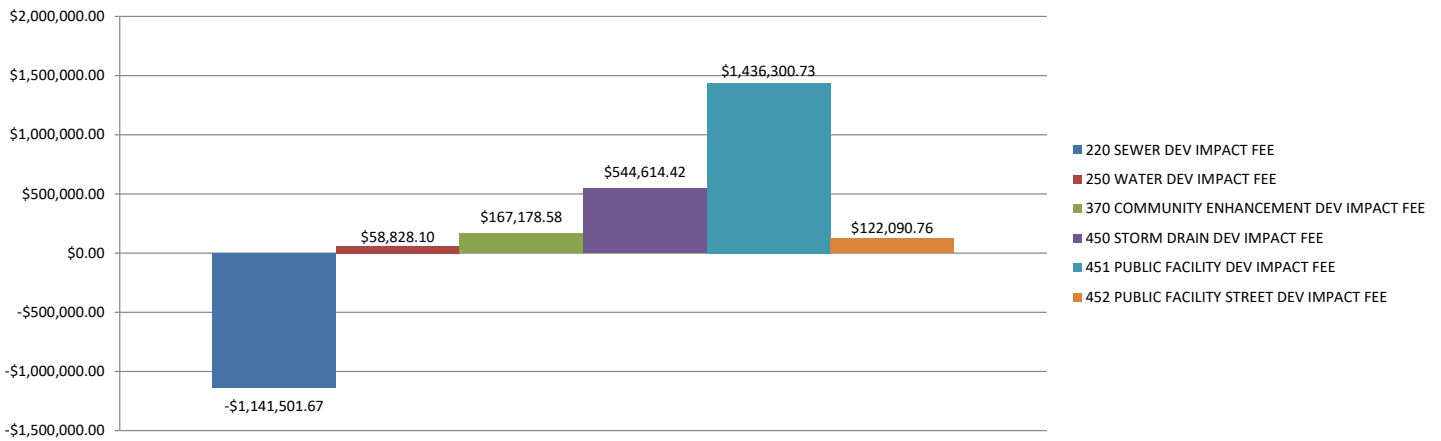
Date

Treasurer's Report - Charts and Graphs January 2021

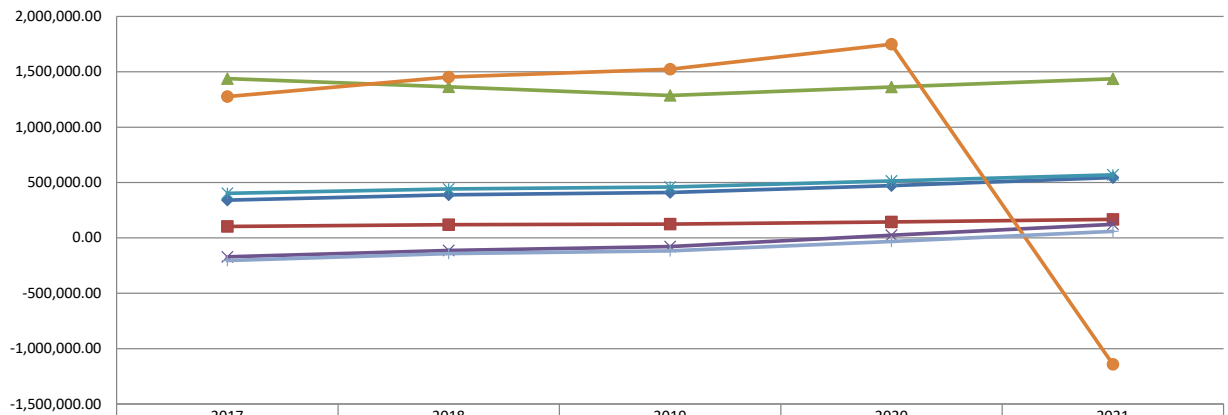
Percentage of Fund - January 2021



January 2021 Breakdown of Developer Impact Fees



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




	2017	2018	2019	2020	2021
Storm Drain	340,901.76	388,750.17	409,373.25	472,710.87	544,614.42
Community Enhancement	103,074.35	118,378.94	124,749.99	144,247.62	167,178.58
Public Facilities Development	1,438,419.94	1,363,467.71	1,285,955.08	1,361,992.80	1,436,300.73
Public Facilities Development-Streets	-171,073.63	(114,046.36)	-78,704.23	23,609.90	122,090.76
Parks Development Impact Fees	402,318.26	442,249.48	459,440.70	513,476.19	569,247.74
Sewer Developer Impact Fees	1,275,515.30	1,452,160.73	1,523,453.99	1,748,778.18	(1,141,501.67)
Water Developer Impact Fees	-204,643.44	(142,230.37)	-116,728.33	(32,675.38)	58,828.10



CITY COUNCIL AGENDA ITEM NO. 3.6

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Adopt Resolution No. 2021-05, Approving Amendment No. 1 to the Professional Services Agreement with Provost & Prichard Consulting Group for Contracted Engineering Design Services for 1,2,3-Trichloropropane Treatment and Authorizing the City Manager to Execute the Agreement
Enclosures: Amendment No. 1 to Master Professional Service Agreement with Provost & Pritchard Consulting Group
Presented By: Merry Mayhew, City Manager
Approved By: 

Staff Recommendations:

1. Adopt Resolution No. 2021-05, approving Amendment No. 1 to the Professional Services Agreement with Provost & Prichard Consulting Group for contracted Engineering Design Services for 1,2,3-Trichloropropane Treatment at Well 8.
2. Authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement, with Provost & Pritchard Consulting Group, inclusive of any final edits by the City Attorney.

Background and Overview:

In August 2009, the California Office of Environmental Health Hazard Assessment (OEHHA) established a California Public Health Goal (PHG) for 1,2,3-trichloropropane (TCP) of 0.0007 µg/L (0.7 parts per trillion). This is the second lowest California PHG among all drinking water contaminants. On July 18, 2017, the State Water Resources Control Board Division of Drinking Water (DDW) voted to adopt a regulation for 1,2,3-trichloropropane with a maximum contaminant level (MCL) of 0.005 µg/L (5 parts per trillion). The new regulation has been promulgated and systems were required to begin compliance sampling for TCP by the end of March 2018.

TCP has been detected in all drinking water wells within the City of Hughson (City). TCP levels currently exceed the MCL value in all active drinking water wells (Wells 3, 4, and 8). Inactive wells 5 and 7 are also contaminated with TCP. Primary drinking

water standards, or maximum contaminant levels (MCLs) are health protective limits that are applicable to drinking water served by public water systems.

On June 29, 2018, the City of Hughson was issued a compliance order for noncompliance of 1,2,3-TCP maximum contaminant level violation by the State Water Resources Control Board. Since that time, quarterly reports have been submitted to the State with the on-going activities taken by the City to gain compliance.

Discussion:

On July 27, 2020, the City Council adopted Resolution No. 2020-44 approving the Professional Services Agreement with Provost & Pritchard for contracted engineering design services for 1,2,3-Trichloropropane (TCP) treatment.

The scope of the Agreement included the design of treatment facilities for three city wells, wells 3, 4, and 8, at a cost of \$467,000. Since that time, the City has made substantial progress on the Well 7 Replacement Project that includes wells 9 and 10. Wells 9 and 10 are at a depth of 700-800 feet and there is currently no indication of TCP in the water. Therefore, the City is anticipating placing treatment at Well 8 only.

Amendment No. 1 to the Agreement amends the estimated cost for the design of TCP treatment facilities at Well 8 to \$259,000.

Additional expenses may be necessary for the environmental review portion of the project and at that time City staff will bring the additional information to Council.

Fiscal Impact:

The fee estimate provided to the City is included with the attached amendment. The summary of costs includes:

Summary of Costs	Estimated Costs
Task Description	
Task 1- Schematic Design	\$ 37,000
Task 2- Construction Documents	\$165,000
Task 3- Bidding Assistance	\$ 15,000
Task 4- Construction Contract Administration	\$ 42,000
Total	\$259,000

The cost to design the treatment facility will be paid for from the funds received from the TCP settlement.

CITY COUNCIL
CITY OF HUGHSON
RESOLUTION NO. 2021-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON APPROVING
THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
WITH PROVOST & PRITCHARD CONSULTING GROUP FOR CONTRACT
ENGINEERING DESIGN SERVICES FOR 1,2,3-TRICHLOROPROPANE
TREATMENT SERVICES**

WHEREAS, on July 27, 2020 the City of Hughson entered into a Professional Services Agreement with Provost and Pritchard for Engineering Design Services for 1,2,3-Trichloropropane Treatment for wells 3, 4, and 8 in the City of Hughson; and

WHEREAS, the City and Consultant now desire to amend the scope of the Agreement by replacing the original Exhibit A attached to the Agreement with a new Exhibit A which includes providing engineering design services for the City of Hughson Well 8 and amending the Not to Exceed amount from \$467,000 to a Not to Exceed amount of \$259,000; and

WHEREAS, all other terms and provisions of the agreement remain in full force and effect.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson does hereby approve the First Amendment to the Professional Services Agreement with Provost and Pritchard attached hereto as Exhibit "A" and authorizes the City Manager or his/her designee to sign the agreement subject to the City Attorney's approval of the agreement as to form.

PASSED AND ADOPTED by the City Council of the City of Hughson at its regularly scheduled meeting on this 22nd day of February 2021 by the following roll call vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

GEORGE CARR, Mayor

ASHTON GOSE, Deputy City Clerk

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

(City of Hughson/Provost & Pritchard Consulting Group)

THIS FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT ("First Amendment") is made effective **February 22, 2021**. The parties are identified in the Recitals below.

RECITALS

- A. Effective July 27, 2020, the City of Hughson, a California municipal corporation ("City") and Provost & Pritchard Consulting ("Consultant") entered into a Professional Services Agreement ("Agreement"), a true and correct copy of which is attached hereto as Attachment 1.
- B. City and Consultant now desire to amend the scope of the Agreement by replacing the original Exhibit A attached to the Agreement with a new Exhibit A which includes providing engineering design services for the City of Hughson Well 8 and amending the Not to Exceed Amount from \$467,000 to a Not to Exceed Amount of \$259,000.

NOW, THEREFORE, the parties agree as follows:

FIRST: Section 1.1 is hereby amended to read as follows:

"Scope of Services" the professional services as are generally set forth in Consultants February 10, 2021, proposal to City attached hereto as Exhibit A and incorporated herein by this reference. Assignment of specific task orders will be issued."

SECOND: Exhibit A is amended by replacing the Consultant's January 31, 2020, proposal to the City with the Consultant's February 10, 2021, proposal to the City, a copy of which is attached hereto as Exhibit A

THIRD: Except as modified herein, all of the other terms and provisions of the Agreement remain in full force and effect.

ALL SIGNATURES ON PAGE 2 FOLLOWING

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

“City”

City of Hughson

By _____

Merry Mayhew, City Manager

Date: _____

“Consultant”

Provost & Pritchard Consulting

By: 

Keith Mortensen, PE, Vice President

Date: 2-11-2021

Attest:

By: _____

Ashton Gose, City Clerk

Date: _____

Approved as to form:

By: 

Daniel J. Schroeder, City Attorney

Date: 2-10-21

EXHIBIT A
SCOPE OF WORK



286 W. Cromwell Avenue
Fresno, CA 93711-6162
Tel: (559) 449-2700
Fax: (559) 449-2715
www.ppeng.com

February 10, 2021

Merry Mayhew
City of Hughson
7018 Pine Street
Hughson, CA 95326

**RE: Amendment for Proposed Engineering Design Services for 1,2,3-
Trichloropropane Treatment at City Supply Wells, City of Hughson,
California**

Dear Ms. Mayhew:

The City of Hughson and Provost & Pritchard Consulting Group entered into an agreement for engineering design services for 1,2,3-TCP treatment for Wells 3, 4, and 8 in July 2020. The City asked Provost & Pritchard to revise the scope of work to only include services for Well 8. This scope of work incorporates these changes and supersedes the previous scope.

Scope of Services

Our updated scope of work for this project is broken down into the following phases.

Phase SD: Schematic Design Phase

- **Project Management**
 - Conduct project management and administration.
 - Prepare and maintain workplan and design schedule.
 - Attend kick-off meeting with City staff.
 - Prepare and submit monthly billing.
 - Conduct QA/QC program.
- **Surveying**
 - Conduct right-of-way and boundary research for the well site.
 - Conduct field survey to locate sufficient monumentation to re-establish the right-of-way and property lines within the project limits.
 - Conduct topographic ground surveys of the project limits.
- **Agency and Utility Coordination**
 - Utility Notifications – Send utility request letters to utility companies to obtain utility information within the project limits.
 - Review Record Information and complete utility base mapping.

- **Geotechnical Services**
 - Hire geotechnical subconsultant to conduct exploratory borings, laboratory testing and provide geotechnical engineering report containing findings, conclusions, and recommendations for use in design and preparation of construction specifications.
- **Schematic Design**
 - Update our existing water quality model prepared during the Feasibility Study with the latest sampling data.
 - Identify any additional samples required.
 - Discuss wash water reclamation and disposal options with the City.
 - Update the capital and operations and maintenance costs from the Feasibility Study.
 - Prepare preliminary 3-D site plan showing the existing facilities and the new GAC vessels. This drawing will be prepared to at least the 10% level to help the City with the property acquisition process.
- **Assumptions**
 - The project management budget is based on a total design project duration of 6 months.
 - Sufficient monumentation will be locatable to determine right-of-way and property limits.
 - The GAC treatment plant is being constructed adjacent to an existing City of Hughson well site.
 - The City will pay for all water quality sampling fees directly.

Phase CD: Construction Document Phase

- **Preliminary Plans, Specifications, and Cost Estimate**
 - Address any remaining comments on the preliminary site plan.
 - Prepare plans for the wellhead treatment construction project, including the following sheets:
 - Cover And Index (1 Sheet)
 - General Notes (1 Sheet)
 - Legend And Abbreviations (1 Sheet)
 - Hydraulic Profile (1 Sheet)
 - Horizontal Control Plan (1 Sheet)
 - Demolition Plan (1 Sheet)
 - Site Plan (1 Sheet)
 - Grading Plan (1 Sheet)
 - Site Piping Plan (1 Sheet)

- GAC Vessel Piping Plan (1 Sheet)
 - Manifold Piping Details (1 Sheet)
 - Miscellaneous Details (7 Sheets)
 - Electrical Sheets (6 sheets) prepared by hired electrical engineering subconsultant.
- Prepare preliminary technical specifications in CSI format.
- Prepare Engineer's Opinion of Probable Construction Cost.
- Submit preliminary (60%) plans, specifications and estimate (PS&E).
- Submit drawings on P&P standard title block (PDF format).
- Submit drawings and specifications to DDW for review (PDF format).
- Schedule and conduct workshop review meeting with DDW.
- *Assumptions*
 - City boiler plate front-end specifications will be used (if available).
 - Wash water will be discharged into an adjacent stormwater basin.
- *Permitting Assistance*
 - Coordinate with the State Water Resources Control Board – Division of Drinking Water (DDW) and the Central Valley Regional Water Quality Control Board regarding the project.
 - Prepare and submit Operations Plan to DDW for approval.
 - Prepare and submit Report of Waste Discharge for wash water land application.
- *Assumptions*
 - City will pay for all permit fees directly.
 - No permits will be required other than those specifically identified above.
 - The City will coordinate with property owners adjacent to the new treatment site regarding aesthetic impacts, and construction activities.
 - Existing electrical service is adequate for addition of treatment equipment power and instrumentation.
- *Draft Final (95%) Design*
 - 60% submittal review meeting with City.
 - Address 60% review comments.
 - Prepare draft final plans, including the same sheets listed in the previous phase.
 - Prepare draft final technical specifications.

- Incorporate City up-front contract documents.
- Prepare draft final cost opinions.
- Submit draft final plans (on P&P standard title block), specifications, and estimate (PDF format).
- **Final (100%) Plans, Specifications, and Estimates**
 - 95% submittal review meeting with City.
 - Address draft final review comments.
 - Prepare final plans.
 - Prepare final technical specifications.
 - Prepare final opinion of probable construction costs.
 - Submit final plans, specifications, and estimates.
 - Submit bid-ready documents (on P&P standard title block) (PDF format).
- **Building Division Plan Review**
 - Submit two full-size plan sets and one set of structural calculations for Building Division plan check.
 - Complete backcheck process to obtain Building Division approval.
- **Assumptions**
 - Contractor will prepare and implement Storm Water Pollution Prevention Plan and Dust Control Plan if required.

Phase BD: Bidding Assistance

- **Bidding Services**
 - Attend pre-bid conference.
 - Assist with the preparation of addenda and clarifications as necessary during the bid period.
 - Review bid proposals and provide recommendation for award.
- **Assumptions**
 - City of Hughson will advertise and facilitate the bidding process and Provost & Pritchard will assist.

Phase CA: Construction Contract Administration

- **Construction Phase Services**
 - Attend pre-construction kickoff meeting.
 - Review contractor submittals prior to the start of construction.
 - Make periodic site visits while construction is active to observe the progress of work; including a site visit for substantial completing and a final walk-through. A total of four (4) construction administration site visits are included in the scope of services.
 - Assist in response to RFIs (assumed 4 RFI responses).
 - Review the contractor's completion documents.
 - Prepare record drawings based on "as-built" information furnished by the Contractor and City.
 - Provide one copy of reproducible record drawings to City for permanent records.
 - Assist with startup.

Deliverables

- RFI Responses (electronic PDF)
- Record drawings (electronic PDF)

Overall Assumptions

- A Conditional Use Permit (CUP) will not be required.
- No flood plain surveys will be required.
- The City will prepare required environmental permitting and will pay all agency review, permit, and/or utility service application fees.
- The City's existing SCADA system can support the addition of the instrumentation and controls associated with the GAC plant.

Fee Estimate

Provost & Pritchard Consulting Group will perform the services in these phases on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. Reimbursable expenses will be invoiced monthly as they are accrued, and our total fees, including reimbursable expenses, will not exceed our estimate without additional authorization. The estimated fee for these work items is \$259,000.

Proposed Fee – City of Hughson TCP Design Services, Well 8	
Phase	Estimated Fee
Phase SD – Schematic Design	\$37,000
Phase CD – Construction Documents	\$165,000
Phase BD – Bidding Assistance	\$15,000
Phase CA – Construction Administration	\$42,000
Total Estimated Fee	\$259,000

Additional Provost & Pritchard Services

The following services are not included in the original proposal or this amendment. However, these and others can be provided at additional cost upon request.

- Carbon or GAC vessel procurement assistance bid package
- Construction Management services
- Services associated with land acquisition
- Applying for plan amendment, rezoning, or code variances
- Legal descriptions and exhibits
- Payment of plan check and permit fees
- Potholing and utility locating services
- Environmental permitting assistance
- Landscape improvements or modifications
- Hydraulic modeling or surge analysis
- Construction staking
- As-built survey
- Radio path survey
- Contractor prequalification
- Labor compliance assistance
- Preparation of Dust Control plans or Storm Water Pollution Prevention Plans (SWPPP)

If this amendment is acceptable, please sign and return a copy. This document will serve as our Notice to Proceed. This proposal is valid for 30 days from the date above.

Client:

Provost & Pritchard Engineering Group,
Inc. dba Provost & Pritchard Consulting
Group

<hr/>	<hr/>
By:	By:
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Name/Title:	Name/Title: Keith Mortensen Vice President
<hr/>	<hr/>
Date Signed:	Date Signed: 2-9-2021
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CITY COUNCIL AGENDA ITEM NO. 3.7

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Acceptance of the Carollo Engineers, Inc., Wastewater Flow Evaluation Report and Recommendations for the Tully Road Sewer Project Design
Enclosures: Wastewater Flow Evaluation Technical Memorandum 1
Presented By: Merry Mayhew, City Manager
Jaime Velazquez, Utilities Superintendent
Approved By: Merry Mayhew

Staff Recommendation:

Accept the Carollo Engineers, Inc., Wastewater Flow Evaluation Report, and Recommendations for the Tully Road Sewer Project Design.

Background:

On Tuesday, July 30, 2019, Public Works/Utilities crews discovered water leaking into the road at Tully Road and Walker Lane. City staff determined that the water was not sewage; rather the water was fresh well water believed to be coming from the Well 7 Replacement Project site at California TrusFrame at 2800 Tully Road.

Once the water leak was discovered, City staff began investigating where the blockage was occurring in the sewer system causing the water backup/leak. While continuing down Tully Road, checking sewer lids to locate possible line blockages, a sink hole appeared at 1713 Tully Road. The sewer line that collapsed was part of the line known as the Dairy Farmers of America (DFA) industrial sewer line, which is believed to be over 100 years old. This sewer line runs north and south along Tully Road from Santa Fe Road to Hatch Road and provides the sewer connection for the DFA site and the industrial businesses south of Santa Fe Avenue. It was also discovered that the older residential subdivision west of Tully at Narcisco Way is connected to the DFA line.

The Public Works/Utilities staff set up a temporary sewer bypass on Tully Road and Graybark Lane using a 4" mobile pump using a second existing sewer main. This second sewer line was installed during the development of the residential

neighborhoods in this area of the City and was installed in the late 1990s/early 2000s. This line runs from Graybark Lane to Hatch Road and serves the residential communities on either side of Tully.

The City contracted with D.A. Wood Construction to excavate the site for repairs and the section between Graybark Lane and Narcisco Way was plugged and back filled. D.A. Wood then installed a permanent 18" bypass on Tully Road and Graybark Lane to the second existing sewer main. During the installation of the bypass, the rest of the existing DFA industrial sewer line south toward Santa Fe Road showed signs of broken pipe. D.A. Wood determined that the overall condition of the pipe was poor, and another collapse was inevitable. To limit heavy loads on Tully Road, City staff worked with Hughson Police Services and the Hughson Fire Protection District to reach out to local industrial and agricultural businesses to have them remind delivery trucks not to utilize Tully road as a short cut from Hatch Road to Santa Fe Avenue. Hughson Cold Storage also closed its entrance at Tully Road to deter this activity.

The excavation work completed by D.A. Wood Construction indicated that a full collapse of the DFA industrial line is inevitable, and that these types of repairs will continue to occur until the line is replaced.

On September 23, 2019, the City Council authorized a contract with Carollo Engineers, Inc. to perform professional services associated with an evaluation of current wastewater flows and the sewer infrastructure for the purpose of determining if the DFA line could be abandoned and if the City could move all sewer and wastewater use to the residential sewer line. To make that determination, Carollo needed to determine if the residential line had the capacity to handle all of the connections that are currently using the old industrial line. Without an active use at the DFA site, the 18" residential line was presumed to have the capacity to handle the current waste from the industrial business connected to the DFA line. However, if a new tenant were to occupy the DFA site, there may not be enough capacity in the 18" line and the residential users could be impacted.

Since September 2019, when the work with Carollo began, two more areas on Tully Road have caused concern, further strengthening the notion that the DFA line needs to be abandoned as soon as possible. First, a dip in the road appeared in early October at Santa Fe and Tully. This indicates that a potential sewer line collapse is imminent. Staff placed a drive plate over the area to stave off a collapse as long as possible. Second, in a location north of Narcisco Way along Tully, the flow has slowed considerably, which could be an indication of buildup of sedimentation or another small collapse. With the ongoing issues on Tully Road, the Utilities Superintendent felt that it was important to have a company come out and camera both the old industrial line and the newer residential line immediately to ensure that the residential line is in an acceptable condition to handle the additional flow and to ensure that the laterals coming into the old industrial line can be moved to the residential line. The camera project proved to be difficult in that more than four tons of sediment and other materials were clogging the residential line and had to be removed to get the camera through the line.

With this additional information provided by the camera project, the City Council approved Amendment No. 1 to the Carollo Agreement on November 9, 2020 for

Carollo to complete the analysis, including the information collected by the cameras, and to prepare figures illustrating the system modifications and the project recommendations to be used as the basis for the final project design.

Discussion:

Following the completion of the existing system analysis by Carollo, improvement projects were identified to mitigate pipeline capacity deficiencies while maintaining the maximum flow depth. Section 1.8.1 of the report discusses the existing system improvements needed to abandon and fill the industrial sewer line on Tully Road (from Whitmore to Hatch Road):

- Project 1A connects the Whitmore Ave Pump Station to the residential sewer on Tully Road and includes construction of approximately 100 linear feet of 12-inch diameter pipeline connecting the industrial manhole to the residential manhole allowing all flows being pumped by the Whitmore Avenue Pump Station to be routed to the residential sewer on Tully Road.
- Project 1B transfers industrial laterals to the residential sewer and each lateral that connects at an existing manhole will be reinstated at an existing manhole with a new drop sewer connection or a new manhole with a drop connection if distances to an existing residential sewer manhole exceed design limitations.
- Project 1C includes abandoning and filling the industrial sewer line.
- Additionally, recent inspection reports indicate two pipe segments on the residential sewer on Tully road have significant structural defects as well as other less significant repairs that are needed.

With the information contained within the Carollo report, the City contracted engineering firm, Willdan will prepare a construction design set and will facilitate the preparation of the project to go out to bid.

Fiscal Impact:

Carollo has estimated the cost of the projects 1A, 1B, and 1C to be \$345,000 and there will be additional costs for the repairs needed on the residential sewer line. While care was taken to locate all laterals attached to the old industrial line that need to be moved to the residential line, the possibility exists that additional laterals will be located during the work and there may be an increase in the cost for any additional laterals. In addition, once the sewer repairs are completed, road repairs will be needed on Tully Road. The Sewer Fixed Asset Replacement Fund has a balance of \$4,704,625 as of June 2020 and is a potential funding source for any necessary improvements associated with this item.



City of Hughson
Wastewater Flow Evaluation

Technical Memorandum 1

FINAL | January 2021





City of Hughson
Wastewater Flow Evaluation

Technical Memorandum 1

FINAL | January 2021

Digitally signed by Timothy J. Loper
Contact Info: Carollo Engineers, Inc.
Date: 2021.01.29 16:32:28 -0800



Digitally signed by Danielle M. Orgill
Contact Info: Carollo Engineers, Inc.
Date: 2021.02.01 10:11:31 -0800



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Abbreviations

AACE	Association for the Advancement of Cost Engineering
ADF	average daily flow
Carollo	Carollo Engineers, Inc.
City	City of Hughson
d/D	depth to diameter
DFA	Dairy Farmers of America
du	dwelling unit
ENR CCI	Engineering News Record Construction Cost Index
fps	feet per second
ft	feet
GIS	geographic information systems
gpd	gallons per day
HDPE	high-density polyethylene
HGL	hydraulic grade line
I/I	infiltration/inflow
in	inches
LDR	Low Density Residential
M	million
MDR	Medium Density Residential
mgd	million gallons per day
ROW	Right of Way
SOI	Sphere of Influence
SSOs	sanitary sewer overflows
TM	technical memorandum
WWTP	wastewater treatment plant

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Technical Memorandum 1

WASTEWATER FLOW EVALUATION

1.1 Background

The City of Hughson (City) lies in the Central Valley of California, just south of the City of Modesto. The City has a population of approximately 6,000 people and provides water and wastewater services for its residential, commercial, and industrial customers. Carollo Engineers, Inc. (Carollo), developed a Sewer System Master Plan in July of 2007 (2007 Master Plan) that included the development of a hydraulic model, evaluation of wastewater flows, and recommendations for collection system improvements.

In August 2019, the City experienced a failure of the Tully Road industrial sewer which caused a sink hole in Tully Road. The City is in the process of performing an assessment of the condition of the remaining portions of the industrial sewer to determine the risk of additional collapse. One alternative the City is considering is abandoning the entire Tully Road industrial sewer and rerouting industrial flows to the parallel domestic sanitary sewer. The City has asked Carollo to conduct an evaluation of the current wastewater flows and to update the hydraulic model to determine if the domestic sanitary sewer on Tully Road had sufficient capacity to convey the additional industrial flows and/or what improvements may be needed to take the industrial pipe offline. The hydraulic model was reviewed, updated, and re-validated to match the current wastewater flows and the entire collection system was evaluated to determine capacity deficiencies under existing and future flow conditions.

The purpose of this technical memorandum (TM) is to:

- Summarize the collection system facilities and updates made from the original 2007 Master Plan.
- Summarize the hydraulic model review and validation process.
- Review the existing system deficiencies and recommended improvements, including options for abandoning the Tully Road industrial sewer.

1.2 Collection System Facilities

The City's existing collection system is shown on Figure 1.1 and consists of approximately 23 miles of gravity sewers (ranging in size from 4 inches to 36 inches), two lift stations and associated force mains. The Hatch Road Lift Station collects wastewater flow from the entire City and conveys it to the wastewater treatment plant (WWTP), which is located at 6700 Leedom Road. A majority of wastewater flow is conveyed to the Hatch Road Lift Station by one of two major trunks along Tully Road (a 24-inch sanitary sewer and a 24-inch industrial sewer). In August 2019, a portion of the Tully Road industrial sewer collapsed between Graybark Lane and Walnut Haven Drive and caused a major sinkhole. Currently, the City is bypass pumping the industrial flows upstream of the collapse to the 24-inch sanitary sewer at Tully Road near Graybark Lane. The extent of the Tully Road industrial sewer collapse is shown on Figure 1.1.

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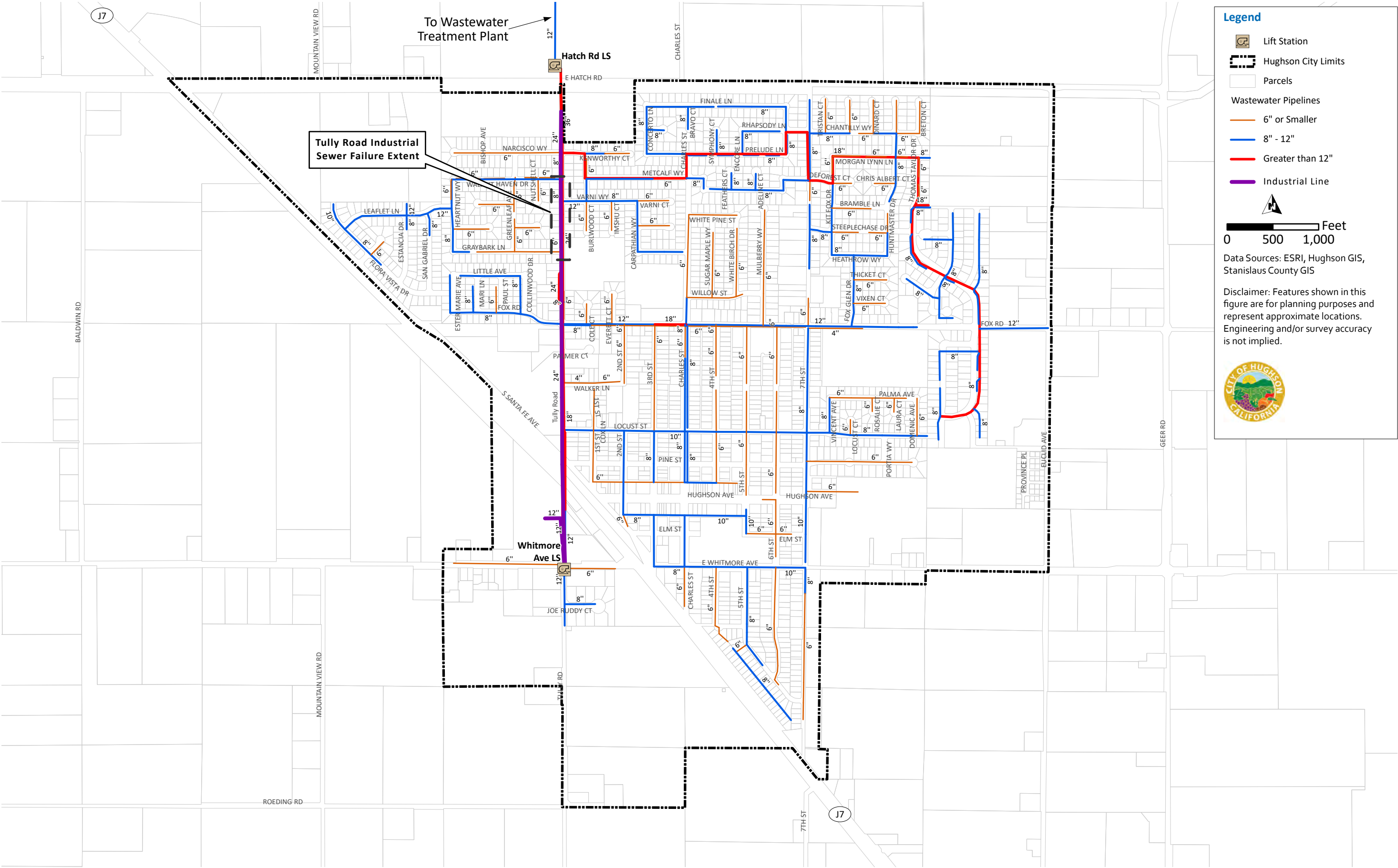


Figure 1.1 Existing Collection System

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It was assumed that there were no other major pipeline abandonment/construction projects implemented since the 2007 Master Plan, with the exception of a few residential areas that had developed.

1.3 Design Flows

This section summarizes the historic flows measured at the City's WWTP and presents the design flows used to model the existing and future sewer collection system.

1.3.1 Historical WWTP Flows

Historical flows at the WWTP from January 2016 to November 2019 were reviewed and analyzed to determine minimum, maximum, and average daily flows experienced by the collection system, and is summarized in Table 1.1. Similar to the historical wastewater flow analysis conducted in the 2007 Master Plan, there is minimal difference in WWTP flow between dry and wet periods. In 2018, the average wet weather flow was actually lower than the average dry weather flow. For modeling purposes, the existing design flow was based on the 2018 average daily flow (ADF) of 0.607 million gallons per day (mgd).

Table 1.1 Historical WWTP Flow Summary

Year	Average Day Flow (mgd)	Average Dry Weather Flow ⁽¹⁾ (mgd)	Average Wet Weather Flow ⁽²⁾ (mgd)	Minimum Day Flow (mgd)	Maximum Day Flow (mgd)
2016	0.600	0.556	0.605	0.36	0.82
2017	0.629	0.617	0.630	0.42	0.88
2018	0.607	0.554	0.513	0.42	0.84
2019 ⁽³⁾	0.508	0.503	0.488	0.25	0.86

Notes:

(1) Based on average daily flow during the months of September and October.

(2) Based on average daily flow during the months of November and December.

(3) Includes data up through November 30, 2019. Excludes several data anomalies where daily flows neared or exceeded 1.0 mgd.

1.3.2 Wastewater Flow Factors

In order to develop wastewater flow projections and allocate future flows to the collection system, relationships between land use and wastewater generation need to be developed. These relationships, called wastewater flow factors are established based on the average wastewater flow generated for each existing land use type. The wastewater flow factors from the 2007 Master Plan were used to allocate existing wastewater loads in the model as well as projecting the future flow of vacant infill. The flow factors were validated with a review of the City's water meter billing data. The flow factors for each land use type are summarized in Table 1.2.

Table 1.2 Wastewater Flow Factors

Land Use Type	Flow Factor (gpd/acre) ⁽¹⁾⁽²⁾
Low Density Residential	1,200
Medium Density Residential	1,400
High Density Residential	1,800
Downtown Commercial	500
Neighborhood Commercial	500
General Commercial	500
Service Commercial	500
Industrial	500
Park/ Open Space	0
Public Facility	500
Urban Reserve	1,178
Roads/ Right-of-Way	0

Notes:

(1) gpd = gallons per day

(2) From 2007 Master Plan

1.3.3 Projected Average Daily Flow

The total projected ADF for the City consists of several components:

- **Existing ADF:** Contributed by developed parcels currently connected to the collection system (determined based on proximity to the collection system). It was assumed that developed homes not currently connected to the collection system (representing minimal flows) would not connect in the near future and were not included in the future evaluation.
- **Planned Developments:** Future flows for planned developments were based on the number of planned residential dwelling units (du) and a wastewater generation rate of 342.9 gpd/du (for low density residential) and 147.4 gpd/du (for medium density residential). Wastewater generation rates were calculated based on the wastewater flow factors presented in Table 1.2 and the average density of allowable du's/acre as outlined in the City's 2005 General Plan (3.5 du/acre for Low Density Residential [LDR] and 9.5 du/acre for Medium Density Residential [MDR]).
- **Vacant Infill:** It was assumed that all undeveloped (vacant) land within the Sphere of Influence (SOI), unless otherwise noted by City staff, would develop based on the General Plan land use. Vacant areas associated with a planned development were not included in the vacant infill analysis. Projected wastewater flows for vacant infill were based on the parcel land use type, area, and the wastewater flow factors presented in Table 1.2.

The planned developments and the vacant infill are shown on Figure 1.2. Table 1.3 summarizes the number and type of residential dwelling units, land use type, and projected wastewater flows for the planned developments. As shown on Table 1.3, the planned developments contribute an estimated 0.13 mgd ADF in the future.

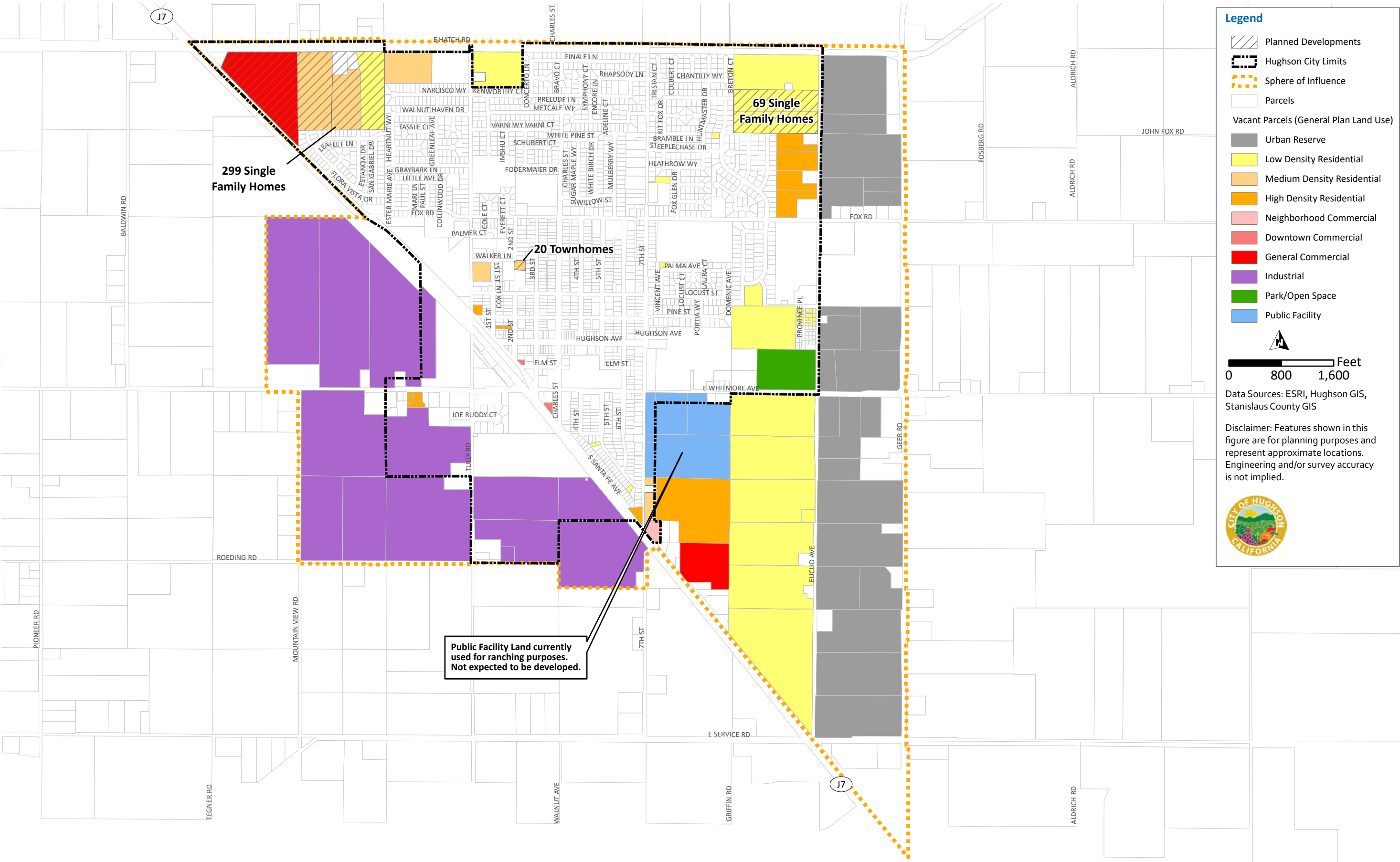


Figure 1.2 Planned Development and Vacant Land Use

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Table 1.3 Planned Development Summary

Development Location	Residential Type	Number of Units	Wastewater Generation Rate ⁽¹⁾ (gpd/du)	Projected Wastewater Flow (gpd)
Hatch Rd. & Santa Fe Ave.	Single Family (LDR)	299	342.9	102,527
Morgan Lynn Ln. & Thomas Taylor Dr.	Single Family (LDR)	69	342.9	23,660
Walker Ln. & 2 nd St.	Town houses (MDR)	20	147.4	2,948
Total	-	-	-	129,135

Notes:

(1) Based on the wastewater flow factors presented in Table 1.2 and the average density of allowable du's/acre as outlined in the City's 2005 General Plan (3.5 du/acre for LDR and 9.5 du/acre for MDR).

The projected wastewater flow for the undeveloped (vacant) parcels is summarized in Table 1.4. The vacant area included in Table 1.4 does not include the planned developments or the vacant Public Facility land southeast of Whitmore Avenue and 7th Street. Assuming the remaining 832.4 vacant acres develop according to the City's General Plan, this will account for approximately 0.76 mgd in additional future flows.

Table 1.4 Vacant Infill Summary

Land Use Type	Vacant Area ⁽¹⁾ (acres)	Wastewater Flow Factor (gpd/acre)	Projected Wastewater Flow (gpd)
Low Density Residential	174.9	1,200	209,885
Medium Density Residential	21.6	1,400	30,234
High Density Residential	40.2	1,800	72,364
Downtown Commercial	0.5	500	235
Neighborhood Commercial	1.4	500	710
General Commercial	10.8	500	5,419
Service Commercial	0	500	0
Industrial	335.9	500	167,932
Parks/ Open Space	12.7	0	0
Public Facility	0	500	0
Urban Reserve	234.4	1,178	276,080
Roads/ Right-of-Way	0	0	0
Agriculture	0	0	0
Total	832.4	-	762,859

Notes:

(1) Does not include vacant area associated with a planned development or the vacant Public Facility land near Whitmore Avenue and 7th Street (currently used for ranching).

The projected wastewater flows for the existing customers, planned developments, and vacant infill is summarized in Table 1.5. As shown in Table 1.5, the City's existing design flow is 0.607 mgd and by buildout the total design flow increases to 1.50 mgd.

Table 1.5 Existing and Projected Wastewater Flow Summary

Component	Design Flow (mgd)
Existing	0.607
Buildout	
Planned Developments	0.129
Vacant Infill	0.763
Total Design Flow	1.499

1.4 Hydraulic Model Review and Validation

A wastewater collection system model is a simplified representation of the real sewer system. Sewer system models can assess the conveyance capacity for a collection system and can also be used to perform “what if” scenarios to assess the impacts of future developments and land use changes. The City’s previous 2007 hydraulic model was developed in the H2OMAP Sewer, by Innovyze (formerly MWH Soft). This software is no longer in use; therefore the City’s previous model was imported to InfoSewer, also by Innovyze.

1.4.1 Hydraulic Model Review

After the model was imported to InfoSewer, Carollo reviewed the hydraulic model against industry standards to identify discrepancies or data gaps. The model review process included the following:

- Running queries to identify missing attributes, pipes or junctions not connected to the network, and duplicate pipes.
- Verifying that the model data (i.e., inverts, diameters, etc.) was input correctly and that the flow direction, size, and layout of the modeled pipelines were logical.
- Reviewing pipeline connectivity to determine, in a general sense, how flows are routed through the collection system.
- Reviewing other miscellaneous model parameters (including calculation options).

1.4.2 Hydraulic Model Update

The following updates and changes were made to the previous hydraulic model:

- Pump flow rates and controls were updated based on information received from the City.
- The portion of the Tully Road industrial sewer that collapsed was inactivated in the model and the upstream industrial flows were routed to the parallel 24-inch sanitary sewer pipe.
- Previously future pipes serving several proposed residential areas (near Fox Road and Little Avenue, Metcalf Way and Adeline Court, and Fox Road and Thomas Taylor Drive) were assumed to have been constructed (aerial background shows these areas to be developed).
- Average daily wastewater flows (loads) were re-allocated to the appropriate model junctions (discussed further in Section 1.4.3). A representative diurnal pattern from the 2007 flow monitoring program was applied to the updated wastewater loads.
- Dairy Farmers of America (DFA) has come offline since 2007; this industrial wastewater load was removed from the hydraulic model.

- The hydraulic model contains calculation options that need to be set by the user at the beginning of the project. These include run dates, time steps, reporting parameters, and flow routing method. Once the run parameters were established, the model was debugged to ensure that it ran without errors or warnings.

1.4.3 Wastewater Flow Allocation

Determining the quantity of wastewater flow generated by a municipality and how they are distributed throughout the collection system is a critical component of the hydraulic modeling process. Various techniques can be used to assign wastewater flows to individual model junctions, depending on the type of data that is available. Adequate estimates of the volume of wastewater are important in maintaining and sizing sewer system facilities, both for present and future conditions. The following steps outline the wastewater load allocation process:

- **Step 1:** The service area was broken up into individual loading polygons. Each loading polygon represents the geographic area that contributes flows into a single model node (i.e., manhole). Loading polygons were developed using GIS, based on the City's parcel, sewer pipeline, and lateral shapefiles. In an "all pipe" model, such as the City's model, a loading polygon will usually encompass an area the size of a few lots.
- **Step 2:** The existing ADF associated with each loading polygon was based on land use designations, parcel area, and wastewater flow factors (Table 1.2).
- **Step 3:** Once the existing wastewater loads were allocated into the model, they were adjusted as needed during model validation to closely match the average daily flows measured at the WWTP.

1.5 Hydraulic Model Validation

Hydraulic model validation is a crucial component of the hydraulic modeling effort to ensure confidence in the flows that are being simulated. The validated model serves as an established benchmark for further analysis and evaluation. As discussed in Section 1.3.1, evaluation of historical WWTP flow data shows that there is very little impact on the collection system from wet weather inflow and infiltration (I/I). Therefore, the model was validated to ADF only. The 2018 ADF recorded at the WWTP was approximately 0.61 mgd. The model generated flow (0.61 mgd) matched the measured data from the WWTP.

1.6 Evaluation Criteria

This section presents the planning criteria and methodologies for the analysis used to evaluate the City's existing wastewater collection system and associated facilities, which are utilized to identify existing system deficiencies, and to size proposed improvements. The planning criteria, based on the 2007 Master Plan, is summarized in the sections below.

1.6.1 Peak Flow Depth Criteria

The primary criterion used to identify existing pipeline capacity deficiencies or to size new sewer improvements is the peak flow depth criteria. This criterion is expressed as a maximum depth of flow to pipe diameter ratio (d/D). Design d/D ratios typically range from 0.5 to 1.0 (full pipe), with lower values typically used for smaller pipes, which may experience flow peaks greater than planned or may experience blockages from debris, paper, or rags.

The 2007 Master Plan recommended a maximum d/D ratio of 0.92 to evaluate the existing collection system and a maximum d/D of 0.75 be used for sizing future improvements.

1.6.2 Changes in Pipe Size

When a smaller sewer joins a large one, the invert of the larger sewer will be lowered sufficiently to maintain the same energy gradient. An approximate method for securing these results is to place the 0.8 depth point (80 percent of the pipe diameter) of both sewers at the same elevation. For master planning purposes, and in the absence of field data, sewer crowns were matched at the manholes.

1.6.3 Design Velocities

To minimize the settlement of sewage solids, it is standard practice in the design of gravity sewers to specify that a minimum velocity of 2 feet per second (fps) be maintained when the pipeline is half full. At this velocity, the sewer will typically provide self-cleaning.

1.6.4 Pump Stations and Force Mains

Pump stations were evaluated and sized for peak flow with the largest pump out of service. Additionally, the 2007 Master Plan recommended maintaining a force main velocity between 2.0 and 6.5 fps. A Hazen-Williams roughness coefficient 'C' of 120 was used.

1.7 Capacity Evaluation

Following the existing ADF validation, which is summarized in Section 1.5, a capacity analysis of the existing and future collection system was performed. The capacity analysis entailed identifying areas in the collection system where flow restrictions occur or where pipe capacity is insufficient to convey ADF. Sewers that lack sufficient capacity to convey ADF create bottlenecks in the collection system that can potentially cause sanitary sewer overflows (SSOs).

1.7.1 Existing System

For the existing wastewater collection system, the ADF was routed through the hydraulic model. Manholes where the maximum hydraulic grade line (HGL) exceeded the maximum flow depth criteria outlined in Section 1.6.1 were identified. Additionally, pump stations in which the peak hour flow exceeded the firm capacity were identified as deficient. The existing deficiencies are shown on Figure 1.3 in red. In general, the City's collection system has sufficient capacity to convey existing ADF without exceeding the established flow depth criteria. Several segments of the Tully Road industrial pipeline were shown to surcharge under existing ADF conditions, where the Whitmore Avenue Lift Station force main discharges to a manhole followed by a gravity pipe with an adverse slope.

1.7.2 Future System

The analysis of the future system was performed in a manner similar to the existing system analysis. The future system includes the complete buildout of the City limits and SOI, including all known developments and vacant infill. The purpose of the future system evaluation is to verify that the existing system improvements were appropriately sized to convey future flows, and to identify the locations of sewers that are adequately sized to convey existing flows, but cannot convey future flows. The future deficiencies are shown on Figure 1.3 in blue. As shown on Figure 1.3 there were only a few capacity deficiencies triggered under future flow conditions. Evaluation of the future system shows that the existing 24-inch sanitary sewer on Tully Road has sufficient capacity to convey flows from the Tully Road industrial line.

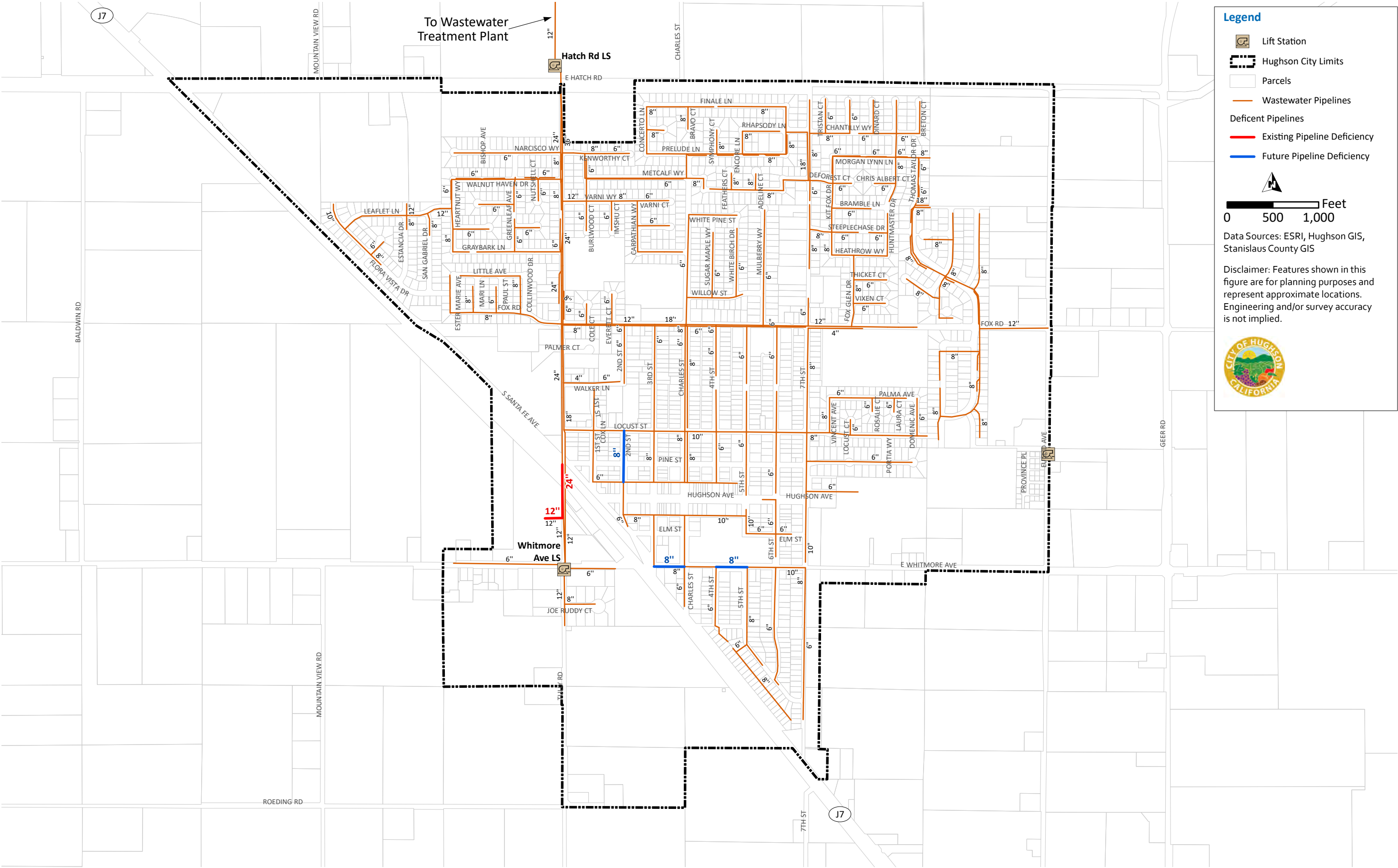


Figure 1.3 Collection System Deficiencies

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1.7.3 Tully Road Industrial Sewer Alternatives

In August 2019, a portion of the Tully Road industrial sewer collapsed causing a sinkhole. The City has been bypass pumping upstream flows from the industrial sewer to the 24-inch sanitary sewer on Tully Road and Graybark Lane. Due to the unknown condition of the remaining industrial sewer, the City is interested in abandoning the industrial sewer and routing all industrial flows to the 24-inch sanitary sewer trunk on Tully Road. An alternative scenario was set up in the model where all industrial wastewater loads (existing and future) along Tully Road were re-allocated to the sanitary trunk. For this alternative, Whitmore Avenue Lift Station was kept online and the associated force main discharged into the manhole along the sanitary 24-inch line at the intersection of Tully Road and Locust Street. The updated hydraulic model shows that the 24-inch sanitary sewer does have sufficient capacity to convey the additional industrial loads, under existing and future ADF conditions.

Based on this analysis, the City plans to move forward with abandoning the industrial sewer on Tully Road and extending all laterals over to the residential sewer.

1.8 Collection System Improvements

This section summarizes the improvements recommended for the wastewater collection system. The recommended improvements discussed in this section are needed to mitigate the deficiencies shown on Figure 1.3 and to serve future customers. The proposed existing improvements are sized for future conditions. As the City continues to grow, it is recommended that the proposed pipeline diameters be constructed so that the facilities have sufficient capacity for future conditions. Building a smaller interim project with the plans of upsizing in the future to account for further growth is not recommended due to the extended useful life of the improvements proposed herein. The proposed pipeline diameter represents the ultimate diameter for anticipated future conditions.

1.8.1 Existing System Improvements

Following the completion of the existing system analysis, improvement projects were identified to mitigate pipeline capacity deficiencies while maintaining the maximum flow depth criteria outlined in Section 1.6.1. The proposed improvements to address existing deficiencies are shown on Figure 1.4 and are summarized below:

- **Abandon Industrial Sewer on Tully Road (P-1):** This project includes abandoning and filling the existing industrial sewer line on Tully Road (from Whitmore Avenue to Hatch Road) and extending the existing industrial service laterals from the industrial sewer to the residential sewer. Key components of this project include:
 - **Connect Whitmore Ave Pump Station to the residential sewer on Tully Road (P-1A):** Construct approximately 100 LF of 12-inch diameter pipeline connecting the industrial manhole (discharge location for the Whitmore Avenue Pump Station force main) to the residential manhole (shown on Figure 1.4, Detail A). This will allow all flows being pumped by the Whitmore Avenue Pump Station to be routed to the residential sewer on Tully Road.
 - **Transfer industrial laterals to residential sewer (P-1B):** Each lateral that connects at an existing manhole will be reinstated at an existing manhole with a new drop sewer connection or a new manhole with a drop connection if distances to an existing residential sewer manhole exceed design limitations. Existing industrial laterals that

are connected to the existing industrial line by a direct tap will be extended to the existing 12-inch sanitary sewer and reinstated with a new manhole and drop connection. The locations of the assumed existing laterals is shown on Figure 1.4, Detail B. Construction details for extending and connecting the sewer laterals to the residential sewer are provided in Appendix A. The contractor shall be responsible for field verifying the exact locations of the assumed industrial laterals shown on Figure 1.4, Detail B, and identifying and transferring any other industrial laterals not shown Figure 1.4, Detail B over to the residential sewer.

- **Abandon and Fill Industrial Sewer (P-1C):** The remaining industrial sewer and manholes (unless otherwise noted above) are to be abandoned and filled. The recommended method and materials to be used are included in the construction details in Appendix A.

The City installed a permanent bypass line at Tully Road and Graybark Lane, where flows from the industrial sewer are bypassed to the residential sewer (shown on Figure 1.4, Detail C). It is recommended that this industrial manhole and permanent bypass pipe be left in service in order to convey flows from the upstream residential area off Graybark Lane.

Should the City decide to maintain the Industrial sewer pipeline on Tully Road, the following projects are recommended to address existing capacity deficiencies. The following projects (shown on Figure 1.4, Detail D) are not needed if the City is planning to move forward with Project P-1 (abandoning the industrial sewer):

- **Pipeline near Tully Road and Whitmore Avenue Court (Alternate P-1):** This project includes the addition of approximately 530 feet of 12-inch diameter pipeline along Tully Road, discharging just upstream of the Whitmore Avenue Lift Station. The original pipeline discharges upstream of a gravity pipeline with an adverse pipe slope. Therefore, it is recommended that the 12-inch gravity line be rerouted upstream of the Whitmore Avenue Lift Station.
- **Force main near Tully Road and Whitmore Avenue Court (Alternate FM-1):** This project includes extending the 12-inch diameter force main along Tully Road another 590 feet to the downstream manhole (at Tully Road and Pine Street). The original force main flows into a gravity pipeline that has an adverse slope. Therefore, it is recommended that the force main be extended to the next manhole downstream to bypass the adverse slope pipe. The original 12-inch diameter gravity main with the adverse pipe slope should be abandoned.

1.8.2 Future System Improvements

This section summarizes the proposed improvements that will serve future users. The locations of the new trunk sewers are conceptual and may change during the design phase. The proposed improvements to address future deficiencies are shown on Figure 1.4 and are summarized below:

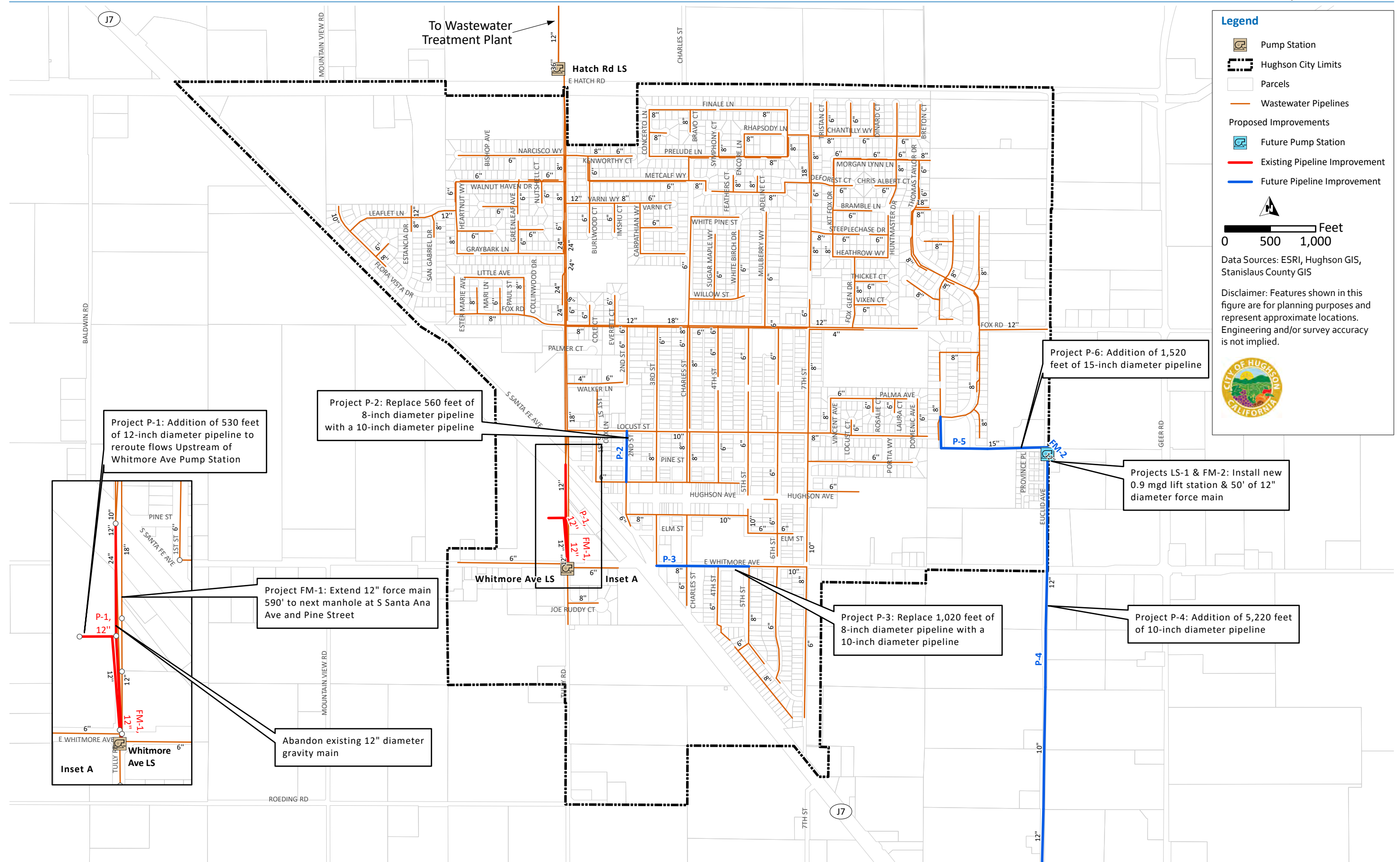
- **Pipeline along 2nd Street (P-2):** This project includes the replacement of approximately 560 feet of 8-inch diameter pipeline along 2nd Street, between Hughson Avenue and Locust Street. Under future ADF conditions, the maximum d/D ratio exceeds 0.92. To mitigate this capacity deficiency, it is recommended the existing pipeline be replaced with a 10-inch diameter pipeline.

- **Pipeline along Whitmore Avenue (P-3):** This project includes the replacement of approximately 1,020 feet of 8-inch diameter pipeline along Whitmore Avenue, between 5th Street and 3rd Street. Under future ADF conditions, the maximum d/D ratio exceeds 0.92. To mitigate this capacity deficiency, it is recommended the existing pipeline be replaced with a 10-inch diameter pipeline.
- **Euclid Project:** This project consists of multiple gravity pipelines, a pump station, and a force main. These projects are recommended to serve future growth along Euclid Avenue. The project consists of the following:
 - **Pipeline along Euclid Avenue (P-4):** This project includes the addition of approximately 5,220 feet of 10-inch diameter pipeline along Euclid Avenue, between Dennis Wallace Lane and E Service Road.
 - **Lift Station near the intersection of Euclid Avenue and Dennis Wallace Lane (LS-1):** This project includes the addition of a 0.9 mgd firm capacity lift station near the intersection of Euclid Avenue and Dennis Wallace Lane.
 - **Force Main along Euclid Avenue (FM-2):** This project includes the addition of approximately 50 feet of 12-inch diameter force main along Euclid Avenue, north of the lift station.
 - **Pipeline along Euclid Avenue (P-5):** This project includes the addition of approximately 1,520 feet of 15-inch diameter pipeline from project FM2, west to Mariposa Drive, and north along Mariposa Drive.

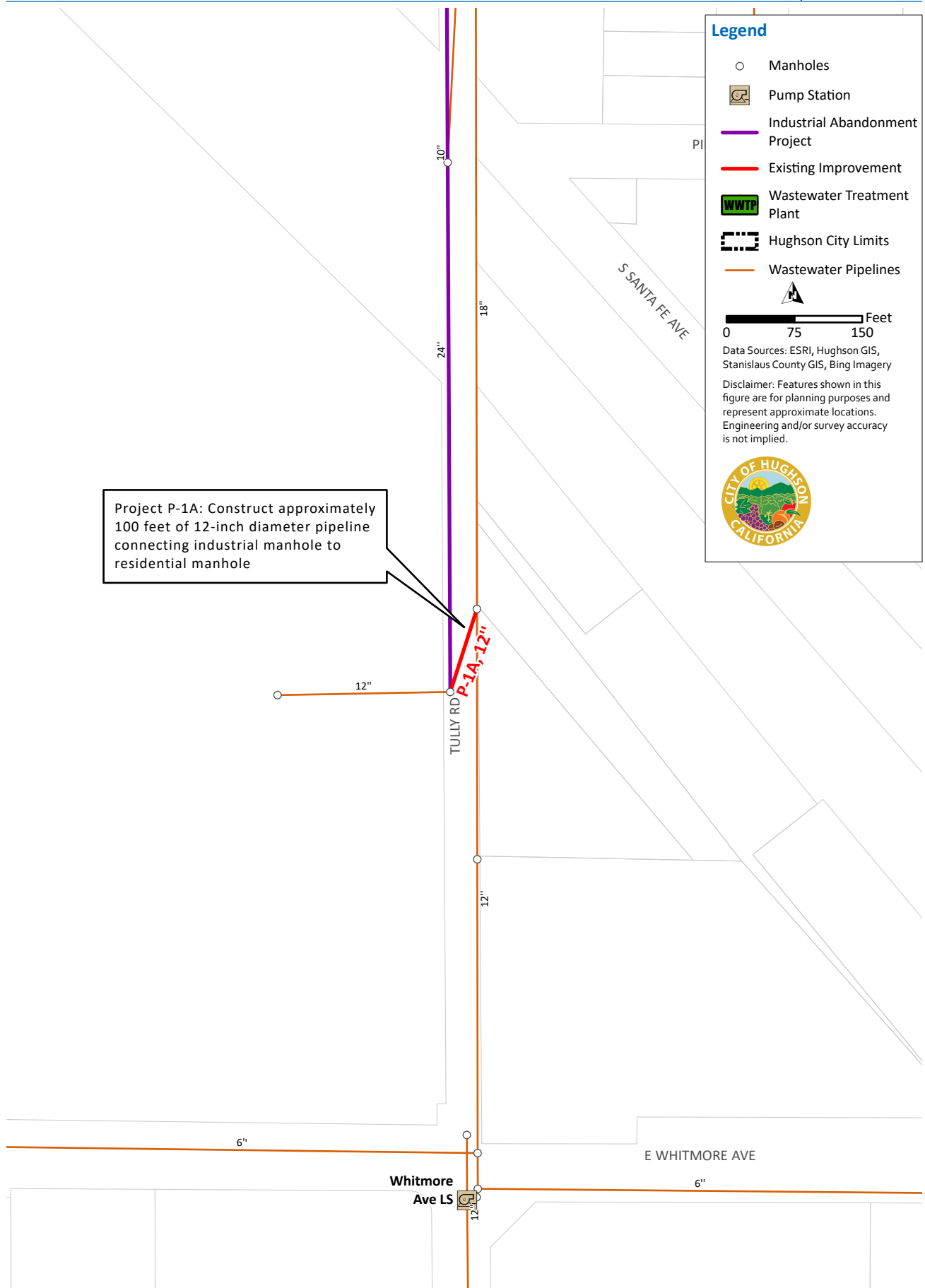
1.8.3 Additional Recommendations

Recent inspection records indicate two pipe segments on the residential sewer on Tully Road with significant structural defects (grade 3 or grade 5 cracks). Due to some inconsistencies in the information provided on the CCTV inspection forms and data obtained from a recent survey, it is recommended that the City re-inspect the two pipelines, identify the specific locations of the defects, and perform point repairs at these locations as soon as possible. In addition, it is recommended that the remaining portion of the residential sewer along Tully Road be inspected to confirm condition and estimated remaining useful life.

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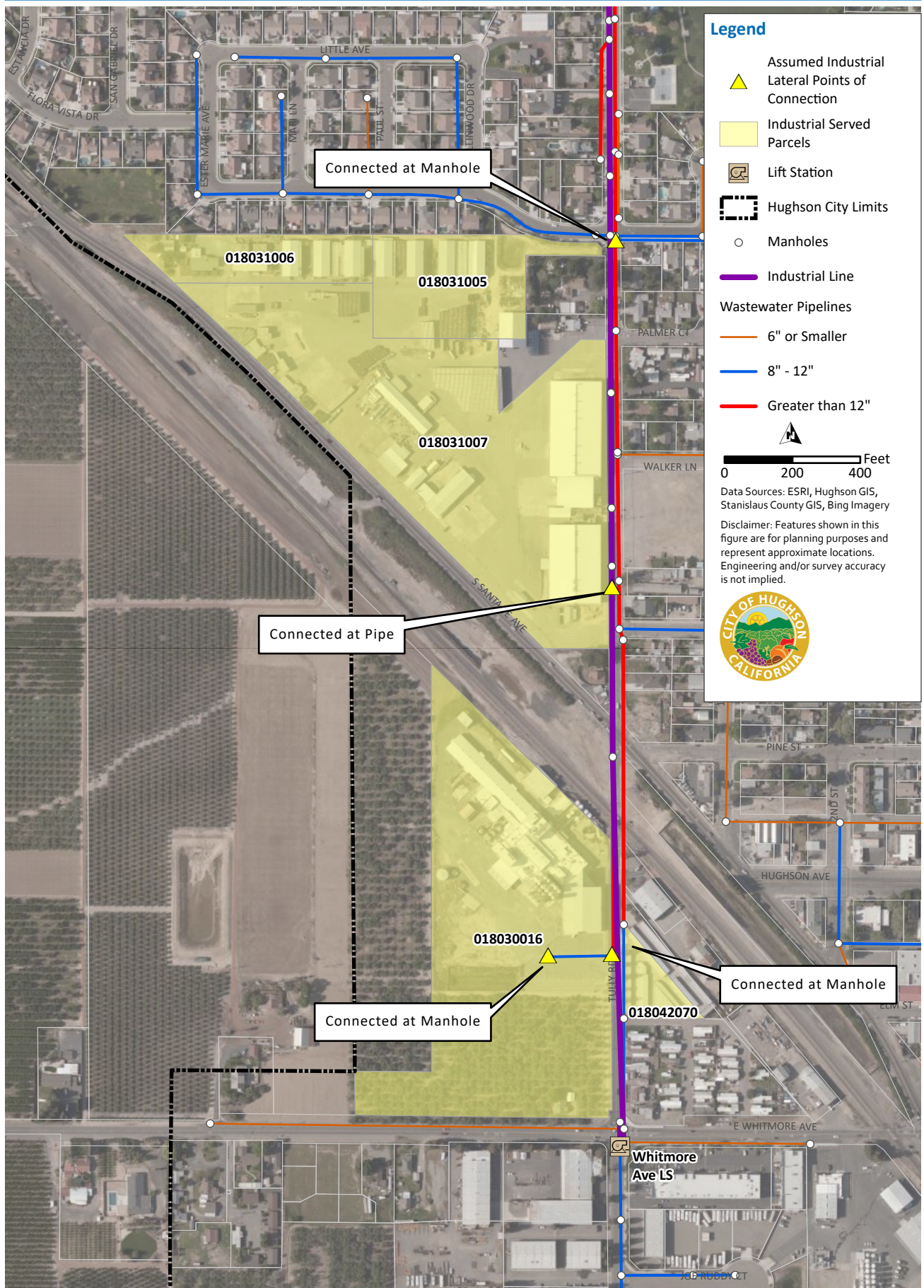


Figure 1.4 Detail B (Assumed Industrial Laterals)

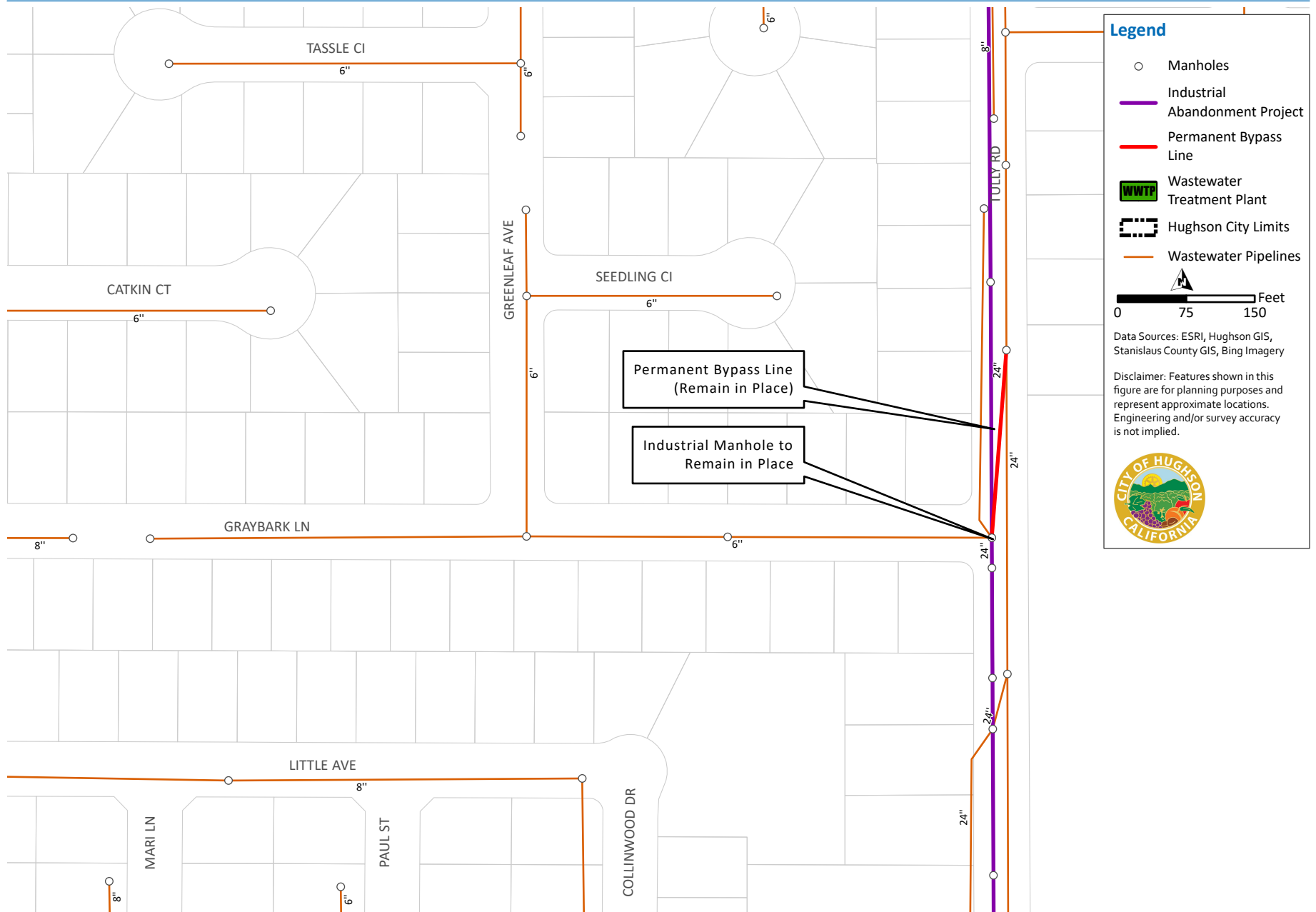


Figure 1.4 Detail C (Permanent Bypass Line)

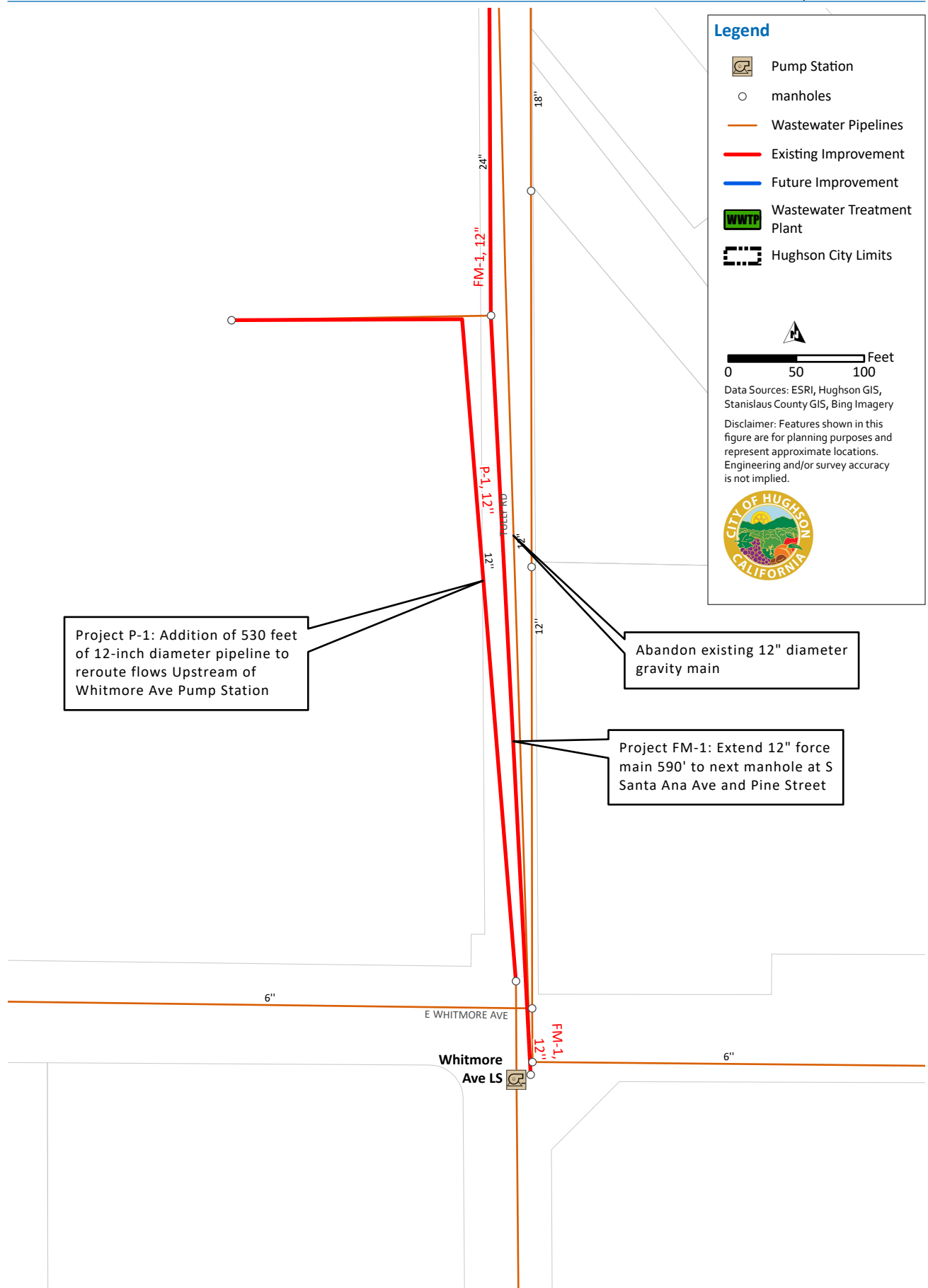


Figure 1.4 Detail D (Alternative Projects FM-1 and P1)

1.9 Project Costs and Contingency

The cost estimates presented in this study are opinions developed from bid tabulations, cost curves, information obtained from previous studies, and Carollo's experience on other projects. The costs are based on an Engineering News Record Construction Cost Index (ENR CCI) 20-City Average of 11,455 (August 2020).

Project cost estimates are calculated based on the project location, size, length, and other factors. Allowances for project contingencies consistent with an "Order of Magnitude" estimate are also included in the project costs prepared as part of this study, as outlined in this section.

1.9.1 Cost Estimating Accuracy

The cost estimates for the proposed improvements have been prepared for general master planning purposes and for guidance in project evaluation and implementation. Final costs of a project will depend on actual labor and materials costs, competitive market conditions, final project scope, implementation schedule, and other variable factors such as preliminary alignment generation, investigation of alternative routings, and detailed utility and topography surveys.

The Association for the Advancement of Cost Engineering (AACE) defines an Order of Magnitude Estimate, deemed appropriate for master plan studies as an approximate estimate made without detailed engineering data. It is normally expected that an estimate of this type would be accurate within plus 50 percent to minus 30 percent. The following sections present the assumptions used in developing order of magnitude cost estimates for recommended facilities.

1.9.2 Baseline Construction Costs

Baseline Construction Cost is the total estimated construction cost, in dollars, of the proposed improvements for pipelines and lift stations. Baseline Construction Costs for pipelines were calculated by multiplying the estimated length by the unit construction cost listed in Table 1.6. These costs include the construction of pipelines and appurtenances (e.g., manholes). The unit costs are for "typical" field conditions with construction in stable soil at a depth ranging between 10 feet to 15 feet.

Table 1.6 Pipeline Unit Costs

Pipe Size (inches)	Replacement Unit Construction Cost ⁽¹⁾ (\$/linear foot)	
	Gravity Pipe	Force Main
10	240	235
12	255	245
15	275	320

Notes:

(1) ENR 20 City Average Construction Cost Index for August 2020 is 11,455.

The Baseline Construction Cost for the proposed lift station was estimated based on nine lift station projects completed both by Carollo and other engineering companies. The Baseline Construction Costs and total pump capacities for these nine projects were used to develop a lift station cost curve, which was then used to estimate the Baseline Construction Cost for the proposed lift station. The Baseline Construction Cost for the proposed 0.9-mgd lift station is \$652,000.

The Baseline Construction Cost to abandon the industrial line and extend the industrial service laterals to the residential line is based on present day construction costs and bid tabulations from past projects for sanitary sewer pipelines of similar size and length. The baseline construction costs includes the following:

- Mobilization and demobilization for each industrial service removal and reinstatement,
- Traffic control,
- Bypass sanitary sewer pumping and handling,
- Dust control throughout the entirety of each industrial service transfer,
- Pavement removal and replacement,
- Excavation and backfill efforts,
- Pre-inspection CCTV,
- Industrial sewer facility removal and replacement with the necessary sewer lateral piping and appurtenances, manhole structures and accessories, and
- Required testing per the project specifications.

1.9.3 Estimated Contingency Costs

Contingency costs must be reviewed on a case-by-case basis because they will vary considerably with each project. Consequently, it is appropriate to allow for uncertainties associated with the preliminary layout of a project. Factors such as unexpected construction conditions, the need for unforeseen mechanical items, and variations in final quantities are a few of the items that can increase project costs for which it is wise to make allowances in preliminary estimates. To assist the City in making financial decisions for these future construction projects, the estimated construction cost will include a construction contingency as a percentage of the total construction cost.

Project construction contingency costs include costs associated with project engineering, construction phase professional services, and project administration. The Construction Cost contingency is assumed to be 30 percent of the Baseline Construction Costs for the purposes of this study. Engineering services associated with new facilities include preliminary investigation and reports, Right of Way (ROW) acquisition, foundation explorations, preparation of drawings and specifications during construction, surveying and staking, sampling of testing material, and start-up services. Construction phase professional services cover items such as construction management, engineering services, materials testing, and inspection during construction. Finally, there are project administration costs, which cover items such as legal fees, environmental compliance requirements, financing expenses, administrative costs, and interest during construction.

The cost of these items can vary, but for the purpose of this study, it is assumed that the other project contingency costs will equal approximately 27.5 percent of the Estimated Construction Cost.

As shown in the following sample calculation of the Capital Improvement Cost, the total cost of all project construction contingencies (construction, engineering services, construction management, and project administration) is 166 percent of the Baseline Construction Cost. Note that contingencies were not applied to land acquisition costs. Calculation of the 166 percent is the overall mark-up on the Baseline Construction Cost to arrive at the Capital Improvement Cost. It is not an additional contingency.

Example:

Baseline Construction Cost	\$1,000,000
<u>Construction Contingency (30 percent)</u>	<u>\$300,000</u>
Estimated Construction Cost	\$1,300,000
Engineering Cost (10 percent)	\$130,000
Construction Management (10 percent)	\$130,000
<u>Project Administration (7.5 percent)</u>	<u>\$98,000</u>
Capital Improvement Cost	\$1,658,000

1.9.4 Estimated Capital Improvement Costs

A detailed cost estimate for each project is provided in Table 1.7. Based on the Baseline Construction Costs and estimated contingencies, the total estimated capital costs for the proposed improvements is \$5.0 million (M). The existing recommended improvement (to abandon the industrial sewer on Tully Road due to condition) accounts for approximately 7 percent of the total estimated capital costs (\$345,000). The estimated capital costs to address future capacity deficiencies and provide service for future users accounts for approximately 93 percent (\$4.6M). Alternative projects are included in Table 1.7 to address existing capacity deficiencies should the City decide not to move forward with abandoning the industrial sewer. The total estimated construction cost for these alternative projects is \$473,000.

1.10 Conclusions

The City contracted with Carollo to update and validate their existing wastewater hydraulic model and re-evaluate the existing collection system under existing and future flow conditions. In general, the City's existing collection system has sufficient capacity to convey existing and future average daily flows. Several improvements were recommended to mitigate existing or future capacity deficiencies as well as to serve future growth along Euclid Avenue. In total, 0.3 miles of pipeline were recommended to be upsized and 1.3 miles of new pipeline are recommended to be installed to serve future growth. The recommendations presented in this TM were sized for future conditions. The total estimated capital improvement costs for the recommended improvements is \$5.0M, including \$345,000 to abandon the Tully Road industrial sewer. Alternative projects are included in the recommended improvements to address existing capacity deficiencies should the City decide not to move forward with abandoning the industrial sewer. The total estimated construction cost for these alternative projects is \$473,000.

The Tully Road sanitary sewer was evaluated to determine if there was sufficient capacity to convey all flows from the Industrial sewer, which has had some recent failures. An alternative scenario was set up in the model where all industrial wastewater loads (existing and future) along Tully Road were re-allocated to the sanitary trunk. Based on the updated hydraulic model, the Tully Road sanitary sewer does have sufficient capacity to convey all existing and future industrial flows along Tully Road.

Recent inspection records indicate two pipe segments on the residential sewer on Tully Road with significant structural defects (grade 3 or grade 5 cracks). Due to some inconsistencies in the information provided on the CCTV inspection forms and data obtained from a recent survey, it is recommended that the City re-inspect the two pipelines, identify the specific locations of the defects, and perform point repairs at these locations as soon as possible.

It is recommended that the City move forward with inspecting the remaining portions of the Tully Road industrial sewer to determine the condition and remaining useful life. The 24-inch sanitary sewer trunk on Tully Road has sufficient capacity to also serve existing and future industrial users on Tully Road (based on data and assumptions presented in this TM), should the City decide to abandon the industrial sewer. Carollo recommends the City inspect the 24-inch sanitary sewer on Tully Road prior to abandoning the industrial line to determine the condition and remaining useful life of that sewer, as it would then be a critical pipeline serving a majority of the City. If the industrial sewer is kept online, two proposed improvements (P-1 and FM-1) were included to mitigate existing deficiencies associated with an adverse pipe just downstream of the Whitmore Avenue Lift Station force main. These projects would not be needed if the industrial sewer is abandoned.

Table 1.7 Capital Improvement Cost Estimate

Project No.	Type of Improvement	Location Description	Ex. Size/ Diameter (in.)	New Size/ Diameter (in.)	Replace / New	Length (ft)	Firm Capacity (mgd)	Baseline Construction Cost (\$) ⁽¹⁾	Estimated Construction Cost (\$) ⁽²⁾	Total Capital Cost ⁽²⁾⁽³⁾⁽⁴⁾ (\$)
Existing System Improvements										
P-1A	Pipe	Tully Road and Whitmore Avenue	-	12	New	100	-	\$26,000	\$34,000	\$43,000
P-1B	Pipe	Tully Road (Between Whitmore Avenue and Fox Road)	-	-	-	-	-	\$127,000	\$165,000	\$211,000
P-1C	Pipe	Tully Road (Between Whitmore Avenue and Hatch Road)	-	-	-	4,650	-	\$55,000	\$72,000	\$91,000
Alt P-1 ⁽⁵⁾	Pipe	Tully Road and Whitmore Avenue Court	-	12	New	530	-	\$135,000	\$175,500	\$224,000
Alt FM-1 ⁽⁵⁾	Pipe	Tully Road and Whitmore Avenue Court	-	12	New	590	-	\$150,000	\$195,000	\$249,000
Subtotal Existing ⁽⁶⁾								\$208,000	\$271,000	\$345,000
Future System Improvements										
P-2	Pipe	2nd Street (from Hughson Avenue to Locust Street)	8	10	Replace	560	-	\$143,000	\$186,000	\$237,000
P-3	Pipe	Whitmore Avenue (5th Street to 3rd Street)	8	10	Replace	1,020	-	\$260,000	\$338,000	\$431,000
P-4	Pipe	Euclid Avenue (Dennis Wallace Lane to E Service Road)	-	10	New	5,220	-	\$1,331,000	\$1,730,000	\$2,206,000
LS-1	Lift Station	Euclid Avenue and Dennis Wallace Lane	-	-	New	-	0.9	\$652,000	\$848,000	\$1,081,000
FM-2	Pipe	Euclid Avenue and Orchard Lane	-	12	New	50	-	\$13,000	\$17,000	\$22,000
P-5	Pipe	Orchard Lane and Mariposa Drive	-	15	New	1,520	-	\$388,000	\$504,000	\$643,000
Subtotal Future								\$2,787,000	\$3,623,000	\$4,620,000

Notes:

(1) Based on unit costs presented in Section 1.9.2.

(2) Baseline Construction Cost plus 30% to account for unforeseen events and unknown conditions.

(3) Estimated Construction Cost plus 27.5% to cover other costs including Engineering, Construction Management, and Project Administration.

(4) Costs are based on the Engineering News Record Construction Cost Index 20-city average of 11,455 (August 2020).

(5) This project is only recommended if the City decides to not abandon the industrial sewer on Tully Road (Projects P-1A, P-1B, and P-1C).

(6) Cost does not include Alternate projects Alt P-1 and Alt FM-1.

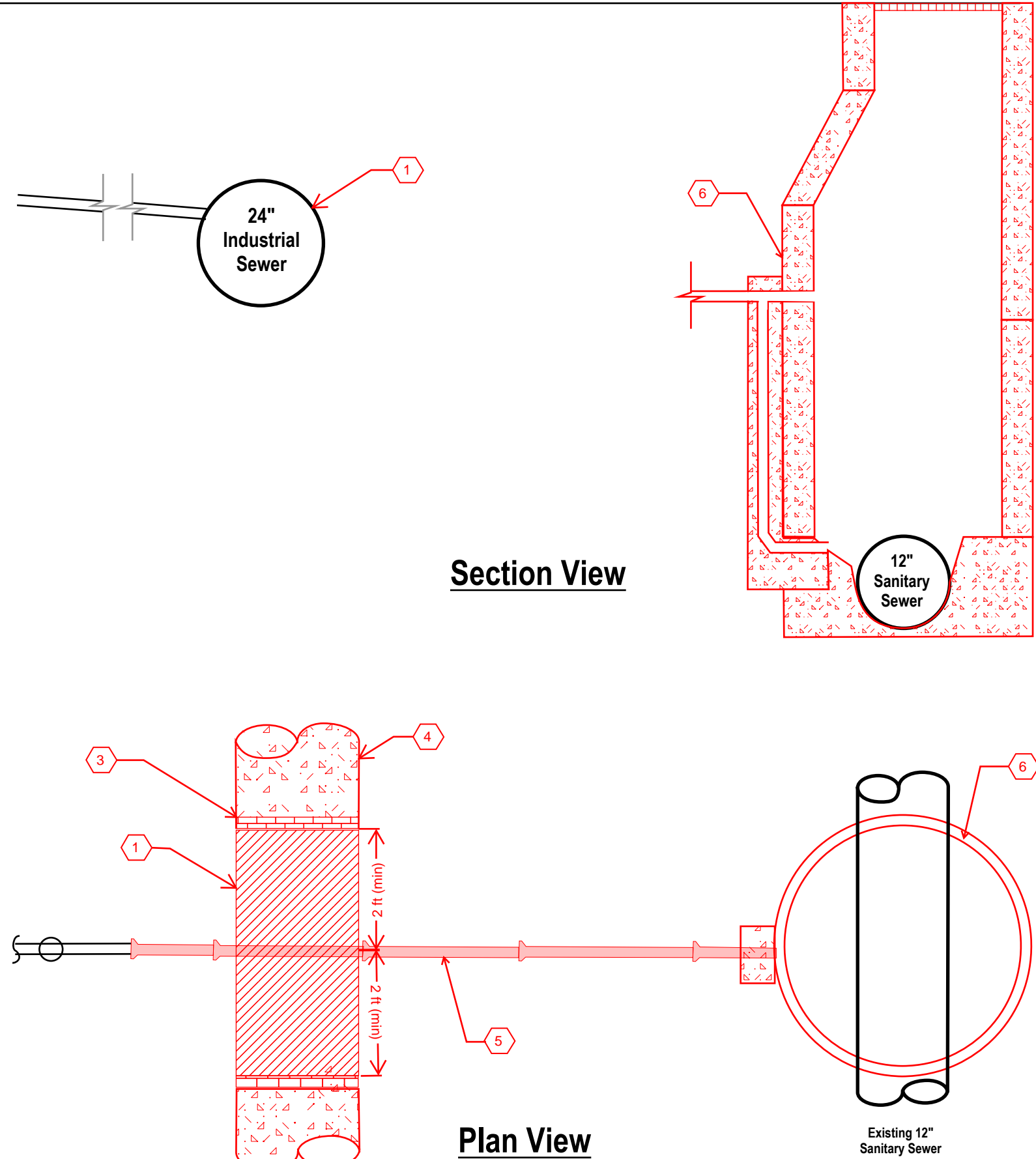
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Appendix A

INDUSTRIAL ABANDONMENT PROJECT DETAILS

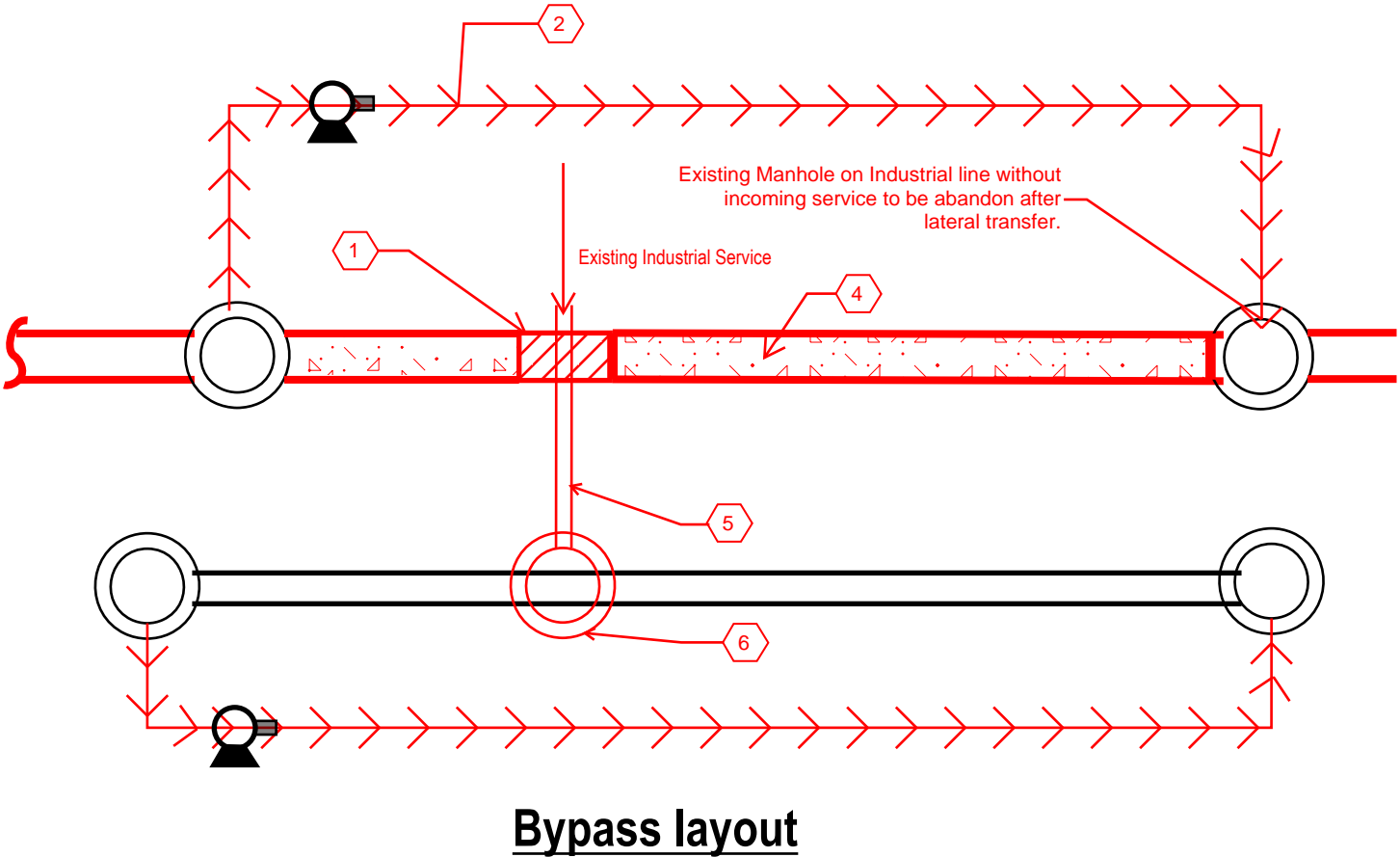
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OPTION 1: Extend sewer lateral via tap to new Sanitary Sewer MH



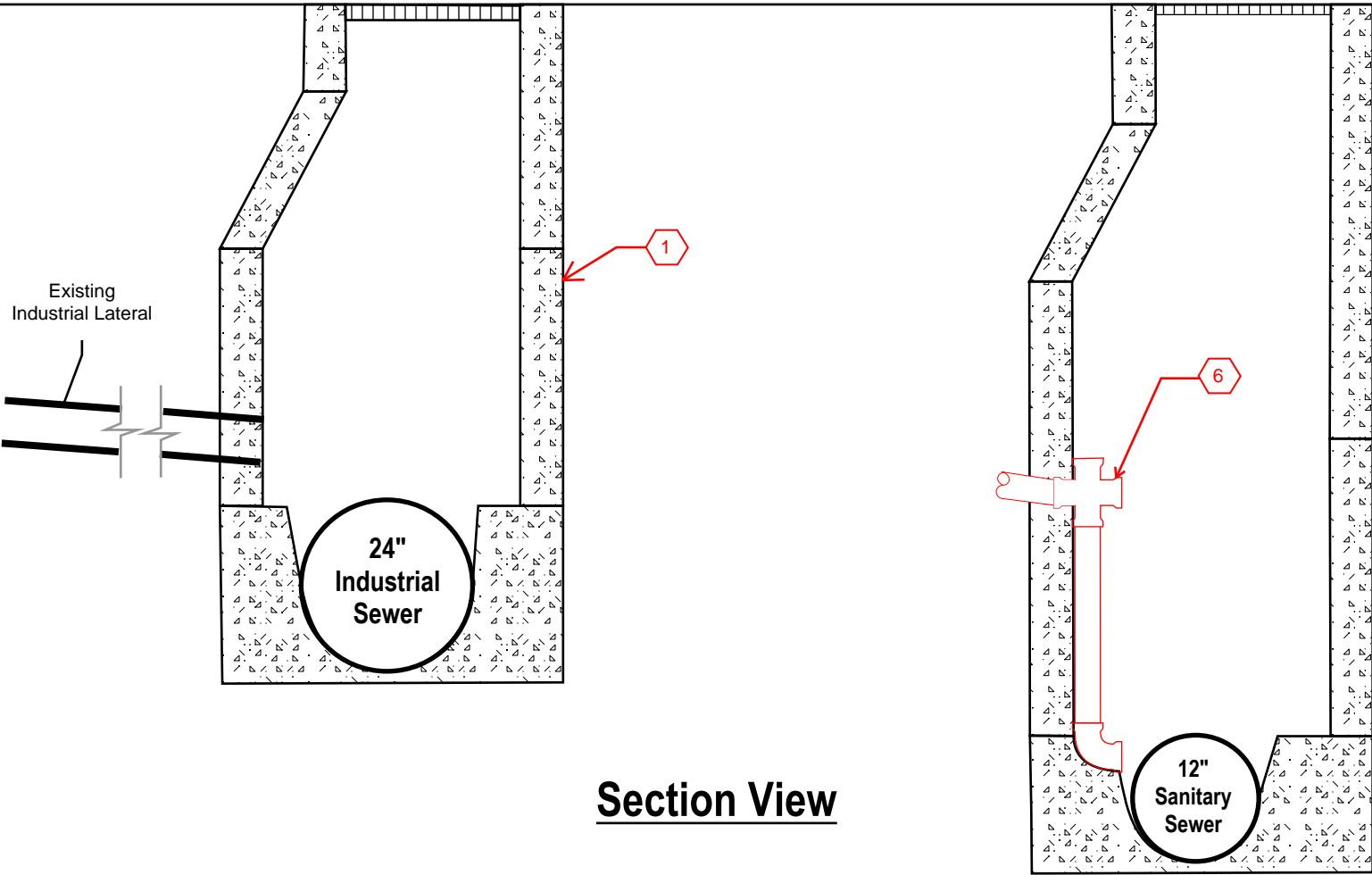
Key Notes:

- 1 Existing 24-inch diameter pipe segment to be removed a minimum 4 feet from proposed alignment of new sewer lateral
- 2 CONTRACTOR to bypass both industrial line and municipal line during lateral transfer.
- 3 Brick and Mortar Plug
- 4 Fill Existing 24" RCP with Cellular Concrete or CLSM after lateral transfer is complete
- 5 Extend Sewer Lateral to New Drop Manhole
- 6 Construct New Drop Manhole over existing 12-inch sanitary sewer.

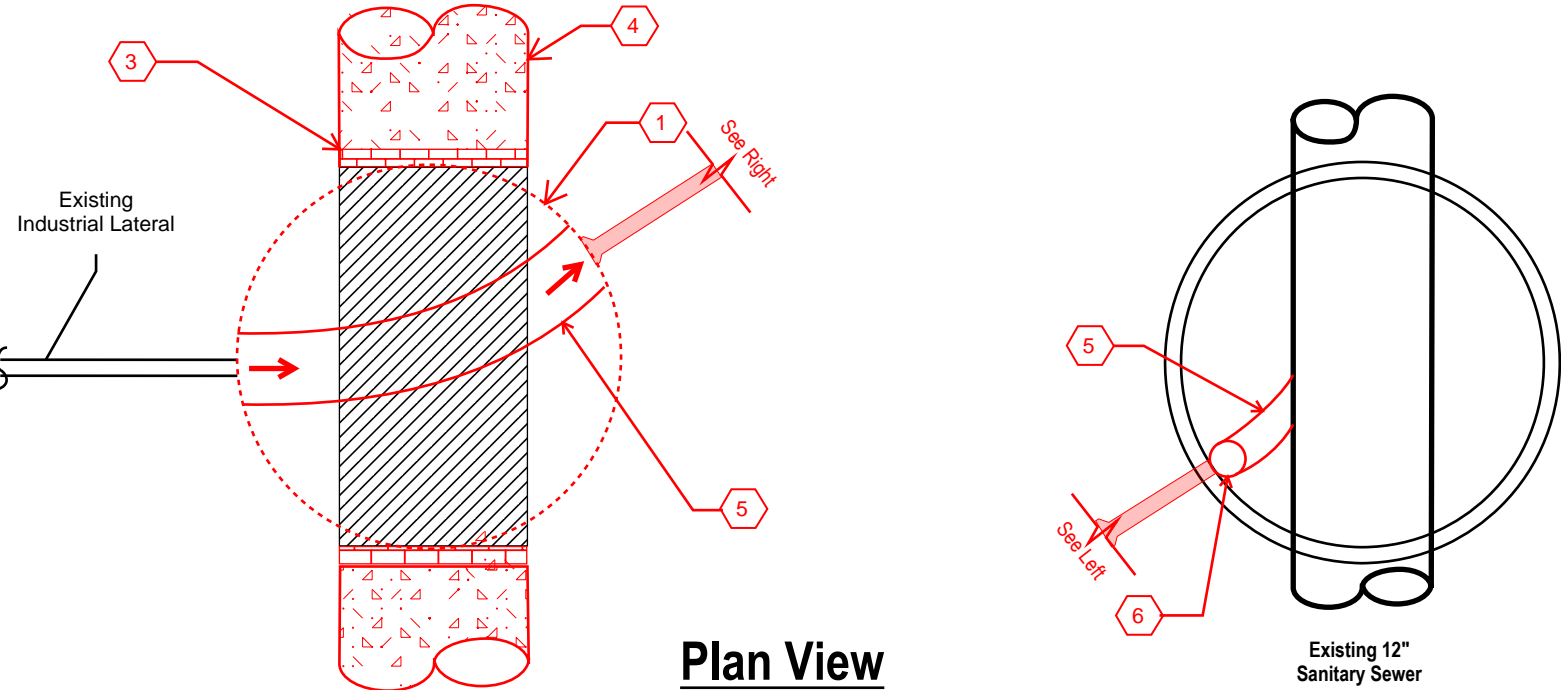


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OPTION 2: Extending sewer lateral from existing manhole
to existing Manhole on 12" Sanitary Sewer

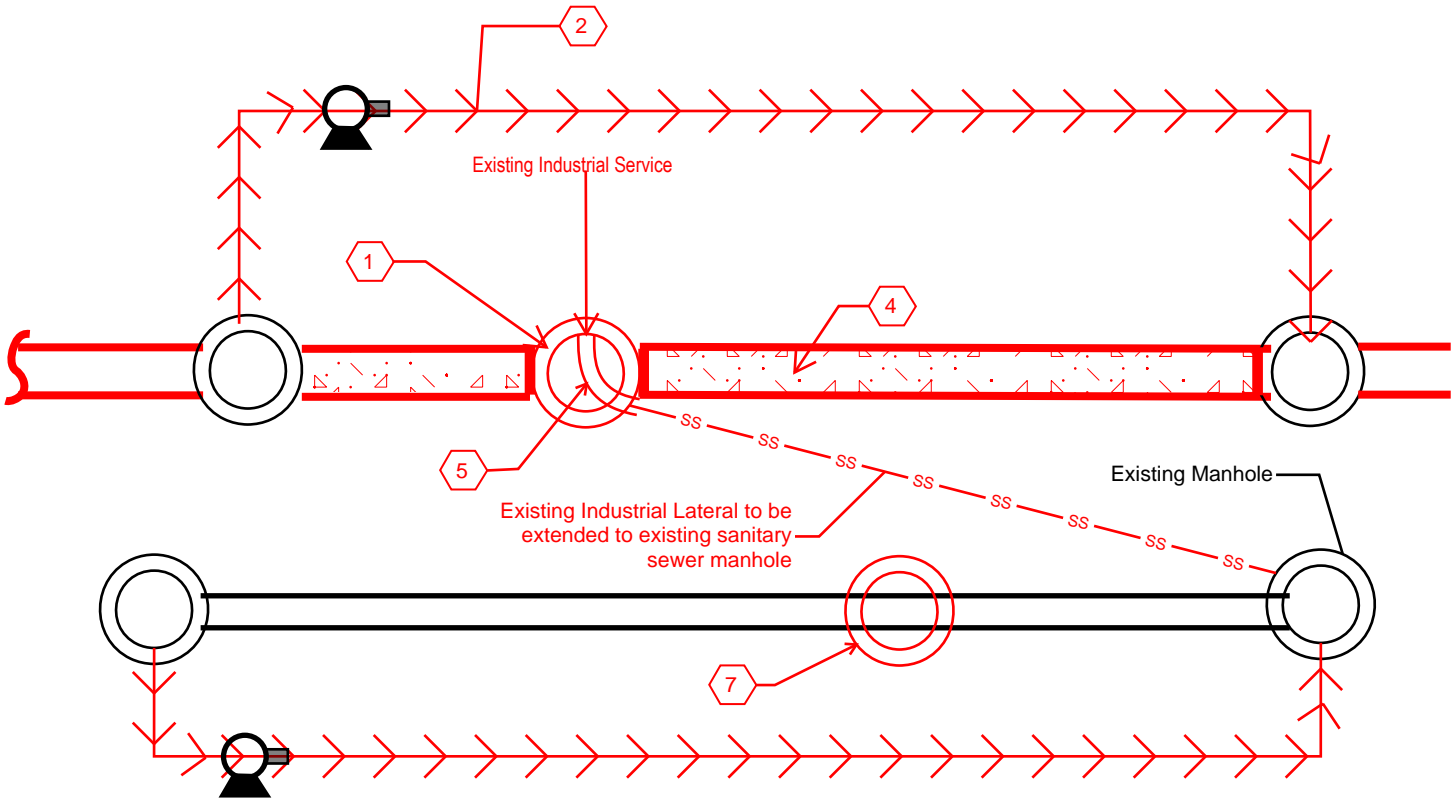


Section View



Plan View

- Key Notes:**
- 1 Existing manhole and 24-inch pipe. Pipe segment within to be remain in place until lateral transfer has been COMPLETED.
 - 2 CONTRACTOR to bypass both industrial line and municipal line during lateral transfer.
 - 3 Brick and Mortar Plug
 - 4 Fill Existing 24" RCP with Cellular Concrete or CLSM after lateral transfer is complete
 - 5 Form new flow channel in existing manhole
 - 6 Construct Drop in existing 12-inch sanitary sewer. Core into existing manhole with a diamond core drill of appropriate size.
 - 7 New drop manhole to be constructed over existing 12-inch Sanitary Sewer, if construction constraints and/or distance to existing manhole are unreasonable.




Bypass layout

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CITY COUNCIL AGENDA ITEM NO. 3.8

SECTION 3: CONSENT CALENDAR

Meeting Date: February 22, 2021
Subject: Approve the Revised 2021 City Council Appointments to Boards and Committees
Enclosure: Current 2021 Boards and Committees Appointments
Presented By: Ashton Gose, Deputy City Clerk
Approved By: 

Staff Recommendation:

Approve the Revised 2021 City Council Boards and Committees Appointments.

Background and Overview:

On January 25, 2021, the City Council approved the 2021 Boards and Committees Appointments (Attachment 1). At this time, the Mayor is removing himself from the City's Economic Development Committee, subject to Council's approval, as there are already two Councilmembers participating and one alternate.

Upon approval of the change, the Deputy City Clerk will amend the 2021 Boards and Committees Appointments as approved.

Appointments remain effective until December 31, 2021, unless otherwise acted upon by the City Council.

Fiscal Impact:

There is no fiscal impact associated with this item.



City Council Boards & Committees Appointments

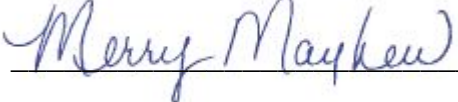
Adopted January 25, 2021

2+2 Committee School District: Quarterly	Ramon Bawanan Michael Buck
Hughson Sports & Fitness Complex Steering Committee – Once Monthly	Sam Rush
2+2 Fire District Committee: Every Other Month	Harold Hill George Carr
Budget & Finance Subcommittee: As needed – 3 to 4 times per year	Ramon Bawanan George Carr
Economic Development Committee: 4 th Monday of Each Month	Harold Hill Michael Buck George Carr Sam Rush (Alt)
Southeast Stanislaus Hughson Family Resource Center Advisory Board: Once Monthly	George Carr
Sierra Vista Children & Family Board: Once Monthly	VACANCY
League of California Cities Executive Committee: Quarterly – Or as Needed	George Carr Harold Hill (Alt)
San Joaquin Valley Air Pollution Control District Committee: As Needed	Sam Rush Michael Buck (Alt)
Stanislaus Council of Governments (StanCOG) Board of Directors: 3 rd Wednesday of Each Month	George Carr Harold Hill (Alt)
Stanislaus County Disaster Council: Once A Year or As Needed	Harold Hill Sam Rush (Alt)
Stanislaus County Local Task Force on Solid Waste: Quarterly	Sam Rush Michael Buck (Alt)
Stanislaus Economic Development Action Committee (EDAC): 2 Times Per Year	Harold Hill Sam Rush (Alt)
JPA – West Turlock Subbasin Groundwater Sustainability Agency - Quarterly	Michael Buck Sam Rush (Alt)
Turlock Mosquito Abatement District	Michael Ann Mitchell



CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date: February 22, 2021
Subject: Approval to Adopt the City of Hughson 2020 Annual Goals Report and Discussion of any Changes to the 2021 Goals and Actions
Enclosure: 2020 Annual Goals Report
Presented By: Merry Mayhew, City Manager
Approved By: 

Staff Recommendations:

1. Accept the City of Hughson 2020 Annual Goals Report.
2. Discuss and direct staff of any changes to the 2021 Goals and Actions.

Background and Overview:

On July 8, 2019, the Hughson City Council adopted the 2018 Goals Report. The report included the City's Vision Statement, Mission Statement, set of Core Values, and goals and actions for the immediate future.

Over the past two years, these goals have provided a strategic work plan that ensures the Council's priorities are clear to all City employees, residents and partners. In contrast to the values, which outline the "way" the City will conduct business, the goals indicate "what" the City will work on and towards.

Discussion

The Annual Goals Report is intended to review the priorities that were previously set by Council and the activities completed within each goal. The attached Annual Goals Report shows the actions that have been completed, partially completed, and minimal or no progress made.

The Goals are re-evaluated every two years or as necessary. City staff has determined that now is an opportune time to conduct a review to ensure they align with the priorities of the 2021 City Council and with allocated resources during the annual budget process.

The established Council goals and actions include the following with proposed actions in blue:

1. Complete Applicable Measure L Projects
 - a. Coordinate with contract City Engineer to ensure future Measure L projects are designed, engineered and ready for construction.
 - i. Tully Road overlay
 - ii. Whitmore Avenue overlay
 - b. Coordinate with StanCOG to ensure City is meeting project delivery, accounting and reporting obligations to receive applicable Measure L funding.
 - c. Coordinate with Stanislaus County and other neighboring agencies on any projects that may affect travelers in Hughson.
 - i. Coordinate with Stanislaus County on the section of Whitmore s in the unincorporated area.
 - d. Find opportunities to leverage Measure L monies to expand the scope of listed projects or increase the number of projects.
 - i. Leverage Measure L project on Tully Road with CDBG funds to extend sidewalks, curbs and gutters on Tully Road, south of Fox.
2. Complete Well No. 7 Replacement Project
 - a. Continue to provide quarterly Compliance Order updates to the State Water Board.
 - b. Release for bid, select and manage contractors for the four (4) phases of the project-well drilling, storage tank, water treatment equipment and general well construction.
 - c. Ensure Hughson Municipal Water System comes into compliance with the State of California's MCL (Maximum Containment Level) for arsenic.
3. Complete Other City Water Projects
 - a. Complete application for funding under the State of California's Consolidation Incentive Program to extend municipal water service to two private water systems (Cobles Corner and Country Villa). If awarded, bring forward to City Council for formal acceptance.
 - b. Continue efforts to identify funding for the implementation of a corrective action plan to bring the City's municipal water system with the State's standard for 1,2,3-TCP.
 - c. Implement ~~Phase I of~~ the City's Water Meter Radio Replacement Program.
4. Implement Sewer Fund Stabilization – Completed, recommend removal of this item from Goals.
 - a. Update the 2009 Sewer Rate Study to determine if it is still appropriate given current conditions.
 - b. Continue to look for new opportunities to expand the use of the sewer treatment plant.
 - c. Work with State Water Board to review terms of the current sewer treatment plant loans and debt service.
5. Improve Business Atmosphere in City

- a. Expand City's coordination with existing business owners to provide assistance, support and additional opportunities.
 - b. Actively seek new business opportunities, which are well suited for the City. Proactively reach out to property owners and potential new business owners to catalyze new business opportunities.
 - c. Coordinate with the Hughson Chamber of Commerce to expand support to businesses.
 - d. Continue and expand work with Small business Development Center to provide resources to businesses.
 - e. Focus on filling City's Small Business Incubation Center to help stimulate small businesses that are looking to grow.
6. Improve Viability of and Expand Industrial Area
- a. Annex useable property, along major street frontages into industrial area.
 - b. Emphasize Tully road as a quick and easy way to access State Route 99.
 - c. Enhance Tully Road to accommodate larger volumes of truck traffic to facilitate growth in the area.
 - d. Expand coordination with existing business owners to provide assistance, support and opportunity to businesses.
 - e. Actively seek new business opportunities which are well suited for the City. Proactively reach out to property owners and potential new business owners to catalyze new business.
7. Revitalize Downtown
- a. Utilize, where practical and appropriate, the Community Planning Assistance Team (CPAT) findings and strategies to help revitalize the downtown.
 - b. Complete the next phase of the City's downtown street improvements.
 - c. Proactively work with property owners to fill vacancies and explore consolidating parcels to create larger developable areas for future commercial growth.
 - d. Devise strategy to create greater linkages and support to all of Hughson's commercial areas.
 - e. Install decorative crosswalks, bike racks, wall murals and other art, as well as enhance alleys in the downtown.
8. Update Land Use and Development Policies
- a. Develop a funding strategy and schedule for the update to the City of Hughson's General Plan.
9. Maintain Adequate Resources for Public Safety
- a. Continue to work with Hughson Police Services to ensure they have the tools necessary for the provision of law enforcement services.
 - b. Support the Hughson Fire Protection District with its efforts to generate additional revenue to support the current level of service.
 - c. Work with local public safety partners to ensure their facility and equipment needs are met leveraging local resources to their fullest potential.

10. Update City Fees

- a. Conduct a comprehensive review of the City's current fees for service and bring forward recommended adjustments or additions for City Council consideration.
- b. Manage consultant (Bartle Wells and Associates) conducting Development Impact Fee update and bring forward recommended adjustments for City Council consideration. [Completed, recommend removal from actions.](#)
- c. Conduct outreach with the public and other stakeholders during the fee update process.

11. Improve City Facilities

- a. Develop a plan to build a new Corporation Yard
- b. Pursue external funding for the modernization of the Lebright Fields property.
- c. Use and leverage when possible, Park Development Impact Fees to upgrade existing facilities.
- d. Develop and implement a plan for completion of deferred maintenance at City rented facilities.

12. Develop Long Range Financial Model

- a. Begin development of a draft Long Range Financial Planning Model (LRFPM) utilizing current resources and consultant expert services
- b. Present draft LRFPM to Budget and Finance Subcommittee for discussion and input.
- c. Modify draft LRFPM based on direction from Subcommittee and brief other Councilmembers to share major elements.
- d. Finalize LRFPM after full vetted by City Council and staff.
- e. Utilize LRFPM during the annual budget process.

The City Council has the opportunity to discuss, add, modify or delete any of the goals and/or actions and establish priorities that will guide the work of the organization moving forward.

Fiscal Impact:

There is no direct fiscal impact associated with item. City Council goals and priorities once established will be incorporated into the annual budget accordingly based on available resources.

2020 | CITY OF HUGHSON GOALS REPORT

ANNUAL REPORT CARD – February 2021



GOALS & ACTIONS

2019 - 2020 GOALS

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

GOALS & ACTIONS

✓ Complete/Significant Progress - ✓ Limited Progress - ✓ Minimal/No Progress

1. Complete Applicable Measure L Projects ✓

On May 13, 2019, the Hughson City Council accepted the **Santa Fe Overlay Project (Phase 1)** and authorized the City Clerk to file a Notice of Completion (NOC). The Santa Fe Overlay Project (Phase 1) consisted of widening Santa Fe Avenue and applying an overlay of asphalt concrete between Hatch Road and Whitmore Avenue. Project construction commenced on April 8, 2019 and was completed on April 18, 2019. The total cost of this project including design, engineering, and all construction costs, equaled \$525,987.07.

Euclid Avenue (from Hatch Road to Whitmore Avenue) presented a unique opportunity to leverage Measure L Funding. The Province Place Development, approved by the City Council on February 14, 2017, included a condition of approval that required the existing pavement within the entire width of Euclid Avenue to be overlaid with a minimum of two inches of pavement with dig outs. In addition, **the existing pavement within the entire width of Euclid Avenue southerly of the project limits to Whitmore Avenue** was to be overlaid with a minimum two-inch pavement overlay and the cost of this improvement to be reimbursed by the City using Measure L funding. Windward Pacific Builders (WPC) completed both improvements in July 2019 and was provided reimbursement for the latter segment in the amount of \$60,632.50. The Locust Street Improvement Project, in partnership with the Hughson Unified School District, also provided a cost-effective option to make improvements to the **Euclid Avenue segment from Locust Street to Fox Road**. Working with the existing contractor, Ross F. Carroll (RFC), the City took advantage of some economies of scale. The City Engineer evaluated this roadway and based on his recommendation a slurry seal was applied rather than an overlay. A proposal was obtained from RFC in the amount of \$36,554 and the improvements were completed in the early fall of 2019.

On February 10, 2020, the Hughson City Council awarded the **Santa Fe Overlay Project (Phase 2)** to Tom Mayo Construction, Inc. This project consisted of widening Santa Fe Avenue and applying an overlay of asphalt concrete. The project limits between Whitmore Avenue and Seventh Street are approximately .5 miles. The construction began on May 4, 2020 and the Notice of Completion was filed on June 8, 2020.



2. Complete Well 7 Replacement Project ✓



The **Well 7 Replacement Project** is a four-phase project that includes the construction of a new water well site (Hughson Well No. 9), which will contain a water treatment system, a 1 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 a new water distribution pipeline to connect the well sites.

Well 7 Replacement Project Phase I included improvements to the sewer lift station, underground work, testing, casing and well drilling/development. This phase of the project was completed in November 2018.

Well Replacement Project Phase II included the construction of the 1-million-gallon storage tank and the construction was completed in August 2019.

Well Replacement Project Phase III included the purchase of a water treatment system for the new replacement Well No. 9 and the re-drilled Well No. 5 site. This phase was completed in September 2020.

Well Replacement Project Phase IV includes the installation of the water treatment system. The notice to proceed was signed on December 8, 2020 with a final completion date of January 2022.

The City is awaiting an updated financing agreement with terms that the \$12.8 million project will be funded by approximately \$9.6 million in State grant funding and \$3.2 million in loans.

3. Complete Other Water Projects ✓

1,2,3,-TCP (trichloropropane Treatment)

In 2018 a feasibility study was completed by Provost and Pritchard containing an analysis of TCP treatment. During this same time, the City pursued litigation against the responsible parties that lead to the **1,2,3,-TCP (trichloropropane)** contaminant in its water source that exceeds the State established MCL (Maximum Contaminant Level).

In early 2020 City staff released a Request for Proposals for Engineering Design Services associated with 1,2,3,-TCP treatment and in July 2020, an Agreement was approved with Provost and Pritchard for the design of a TCP treatment system. **In October 2020, a settlement was reached in the litigation, which provides funding for the construction of TCP treatment at Well 8.** Provost and Pritchard are in the process of **designing the treatment system at the Well 8 site.**



City staff continues to work with the State Water Board to explore the **Hughson Water Consolidation Project** that would provide grant funding to reconstruct and expand the water line along Whitmore Avenue to bring an out of boundary service connection to two private water systems (Cobles Corner and Country Villa Apartments). An application for grant funding is under development and City staff is working with Self-Help Enterprises and the State on the required environmental work to complete its formal submission. Construction is estimated for 2022.

City staff made limited progress on **Phase I (2019) and Phase II (2020) of the Water Meter Project** due to staffing challenges. Originally, intended to be completed using internal resources, City staff will re-evaluate the approach to determine if it is more feasible to contract a firm for installation of the meters and associated public outreach/education.

4. Implement Sewer Fund Stabilization ✓



City staff explored a variety of different strategies with the goal of stabilizing the sewer fund.

On March 9, 2020, the Hughson City Council approved an agreement between the City of Hughson and Stanislaus County that would provide for the **disposal of backwash water** from the Geer Road Landfill at the Hughson Wastewater Treatment Facility. This agreement will generate additional revenue to offset the cost of operations.

In 2019 and 2020 City staff working with the State Water Board to request modifications to the wastewater treatment facility debt service obligation and on August 10, 2020, the Council approved the **Amendment extending the WWTP loan term from 20 to 30 years**, effectively cutting the annual loan payment in half.

On November 23, 2020, the Hughson City Council approved the Bartle Wells Associates **Comprehensive Wastewater Rate Study** which allowed for the Council to provide residents with a 20% discount in sewer fees. The Council also approved to **pay off a \$3.1 million loan** with a 3.4% interest rate. The loan was paid off in December 2020.

Bartle Wells Associates also provided the City with a Development Impact Fee report that the Council approved in December. Most Development Impact Fees had not been increased since 2006 and 2007. Increased rates became effective January 2021 providing for additional impact fee revenue.

5. Improve Business Atmosphere in City ✓



The **Hughson Small Business Incubation Center** operated in 2020 with the Hughson Chamber of Commerce, Hughson Chronicle, Elite Medical Solutions and MS Medical Credentialing as current tenants. The City continues to provide support to existing and prospective businesses through an agreement with the **Opportunity Stanislaus Small Business Development Center**. The partnership between the City of Hughson and the Hughson Chamber of Commerce continues to be strong. 2019 also saw the arrival of some **new businesses—Hughson Asian Kitchen, El Fuego, Tribes Pilates, and Fitness, etc.** Due to the

COVID-19 pandemic, City staff has offered support to existing businesses in a variety of ways—helping to clarify State/local directives, sharing information regarding available business resources/assistance, and promoting shopping local.

In early 2021, **Callahan's Brewing** received their first building permit approval. This business continues to work with engineering to rehabilitate the building and for additional plans for the business.

Additionally, the City offered a **\$50,000 Business Relief Program** and a **"Recovery across Downtown" (RAD) program** was offered to residents and Hughson businesses. If more funds become available, staff will bring additional programs to Council for approval.

6. Improve Viability of & Expand Industrial Area ✓



City staff made minimal progress in this area despite our best efforts. **Dairy Farmers of America (DFA)** idled its Hughson Plant on September 14, 2018. The City was able to negotiate a settlement with DFA cancelling its permit to operate and abandoning its sewer capacity. Working with Opportunity Stanislaus, City staff was able to refer several parties interested in purchasing or leasing the vacant property to DFA. Unfortunately, none of those

conversations materialized into a new business being sited at that location.

In early 2021, the DFA site went up for sale by an auction firm. Opportunity Stanislaus is working with parties that may be interested in purchasing the site.

In late 2019, Hughson Investment Group sold the **The Market Neighborhood Shopping Center** near the corner of Whitmore Avenue/Tully Road to a local investor. As part of the sale, HIG was able to pay its outstanding development impact fees to the City in full. Also, at the time of the sale/purchase, all the suites at the location were in leases (although a month later Don't Panic, It's Organic announced it was closing its doors). City staff reached out to the new ownership to welcome them to the Hughson community and begin building a working relationship.

7. Revitalize Downtown v



The work from the **Community Planning Assistant Team**, conducted in July 2018, to create a strategy for **Downtown Hughson** was a focus for the Hughson Economic Development Committee (EDC). The Hughson EDC provided direction to assist staff with the planning and implementation of those elements deemed practical. Examples of public sector investment included: developing a directional signage program, rehabilitation of the Hughson water tower as a focal point, creating a shade canopy through tree planting, utilizing vacant parcels in creative ways, developing a pocket park, erecting an entry feature, additional street art and furniture, etc. Examples of private sector investment included the siting of a brewery/pub, developing a brand

for Hughson, expanding the existing La Perla Tapatia Market, establishing a downtown improvement district, etc.

There was some development activity in Downtown Hughson. Ron Callahan and his investors purchased the former Assemblymember George House building to be the future location of Callahan Brewing Company. City staff began working with Ron Callahan and his architect on building improvement plans. **In early 2021 the first building permit was issued to Callahan Brewing Company.**

The Hughson Unified School District also exited their location on the corner of **Hughson Avenue and Third Street** which left a vacancy. The property was purchased by **California Almond** and is being used as offices for seven different farming businesses: AB LaGrange Ranch, AM59 LLC, Bellevue 59 LLC, K and T Ranch, Modesto Reservoir Ranch, TCA Properties, and Triple A Ranches.

8. Update Land Use and Development Policies v

On November 25, 2019, the Hughson City Council authorized City staff to apply for the **SB 2 Planning Grant Funding Program**. The City submitted a request for \$160,000 of grant funding to assist with the preparation of the **Hughson General Plan Update** that would have a housing focus.

City staff was recently notified that it had been awarded the SB 2 funding. In addition, the City received a **\$60,000 Local Early Planning (LEAP) grant**. The City will apply the \$220,000 directly to the costs associated with a comprehensive update to the General Plan. City staff estimates the overall cost of a General Plan update to be \$500,000-\$600,000. City staff are currently reviewing requirements for the **Rural Economic Action Plan (REAP) grant** to determine if this is another



potential source of funding that can be used for the General Plan update. Lastly, in November 2020, the **Development Impact Fees Study**, conducted by Bartle Wells Associates, incorporated a General Plan Update Fee. This could be an additional source of funding for this necessary planning work. The Hughson General Plan was last updated in 2005 and it is advised that municipalities update this important planning tool every 10-15 years.

9. Maintain Adequate Resources for Public Safety✓

Hughson Police Services continues to expand the City's **Portable Observation Devices (PODs)**, a tool they utilize to provide effective law enforcement services. Under development, the number



of PODs are being increased and some may be equipped with **license plate reader technology**. In addition, the Euclid Development has a requirement to place a camera in each development. City staff negotiated a new **3-year law enforcement contract with the Stanislaus County Sheriff's Department** effective July 1, 2020 – June 30, 2024. In anticipation of the Chief of Police retirement in 2020, the Hughson City Council approved the Sheriff's recommendation and **Lieutenant Fidel Landeros assumed the role in August**

2020.

Discussions are under way with the Sheriff's Department on Hughson's participation in the Stanislaus County **Fusion Center** that would provide collaborative efforts between law enforcement agencies to share resources, expertise, and information with the goal of maximizing their ability to detect, prevent, investigate, and respond to criminal and terrorist activity.

10. Update City Fees ✓



City staff made some progress in this area. However, due to the 2019 COVID-19 pandemic and resulting economic concerns that are due to public health restrictions, City staff determined that the timing was not right to increase **general City fees**. This will be revisited by spring of 2022, if not sooner.

As mentioned previously, The Bartle Wells Associates **Development Impact Fee Nexus Study** was completed and approved by Council in late 2020 resulting in increased impact fees and the Bartle Wells Associates **Sewer Rate Study** resulted in a decrease of sewer fees.

11. Improve City Facilities v



The City submitted a \$4 million grant application for the **Lebright Fields Modernization Project** in August 2019 to the **Statewide Park Development and Community Revitalization Program**. By early 2020, City staff was notified by the California Department of Parks and Recreation that it had not been awarded the grant.

On February 24, 2020, the Hughson City Council approved a \$50,000 funding allocation for the **Hughson Sports and Fitness Complex Parking Lot Project** as requested by the Hughson Unified School District. The project expected to be jointly funded by the Hughson Unified School District, Stanislaus County, the Hughson Sports and Fitness Complex Steering Committee and the City of Hughson. Funding was earmarked from the City's one-time **State of California**

Proposition 68 (Per Capita Program) funding allocation that is projected be at least \$200,000. According to the School District, this project is currently on hold.

Due to the receipt of Cares Act funding, the **City has planned upgrades to facilities using touchless technology**. This includes the recent installation of **automatic double sliding doors at the Sr. Center**. Additional upgrades will be **public and employee doors with wave or other automatic opening technology**.

12. Develop Long Range Financial Model v



City staff made limited progress in this area. Discussions took place with the Budget and Finance Subcommittee on several occasions and focused on (1) how the City could pay down or entirely long-term debt obligations. (2) revisiting the City's investment practices to maximize returns, (3) reviewing the City's comprehensive fee structure to ensure they were set at appropriate levels, and (4)

exploring a policy for the use or designation of reserves for specific purposes (pension liability, deferred maintenance, etc.) requiring a majority vote of the City Council. City staff has explored several options for the latter and is expected to bring forward a proposal for consideration and action after the Director of Finance and Administrative Services position has been filled.