



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

AGENDA
MONDAY, MARCH 8, 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=m485679ade2dde83c0d4b073411ac00cc>

Meeting Number (Access Code): 182 941 3058

Password: mM2kuDEeN39 (66258333 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 March 8, 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 March 8, 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

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** CalRecycle's Short Lived Climate Pollutants Regulations (SB 1383, Lara)
– Stephen Qualls, Central Valley Division Regional Public Affairs Manager
League of California Cities.

3. CONSENT CALENDAR:

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

3.1: Approve the Minutes of the Regular Meeting of February 22, 2021.

3.2: Approve the Warrants Register.

3.3: Reject Claim for Damages – Mercury Insurance Company (Date of Occurrence: 10/18/2020)

- 3.4:** Adopt Resolution No. 2021-06, Adding New Director of Finance and Administrative Services Anna Nicholas as a Signatory on the City of Hughson Bank Accounts at Bank of the West, Effective March 22, 2021.
- 3.5:** Approve the Street Striping Payment in the Amount of \$34,675 to FineLine Striping.
- 3.6:** Adopt Resolution No. 2021-07, Approving the City of Hughson 2021 Senate Bill 1, Road Repair and Accountability Act, Local Streets and Roads Annual Reporting Program Project List.

4. UNFINISHED BUSINESS:

- 4.1:** Accept the Willdan Proposal to Provide Professional Engineering Design Services, to Prepare Plans, Specifications, and Estimates (PS&E) for Sewer Improvements on Tully Road from Whitmore Avenue to Hatch Road for the Tully Road Sewer Project

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

- 6.1:** Approve the Stanislaus Community Response Guidelines for Individuals Experiencing Homelessness.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

Deputy City Clerk:

Community Development Director:

Director of Finance and Administrative Services:

Police Services:

City Attorney:

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

8.3: Mayor's Comments: (Information Only – No Action)**9. CLOSED SESSION TO DISCUSS THE FOLLOWING:**

- 9.1: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Paragraph 91) OF SUBDIVISION (D) OF Section 54956.9)
Name of Case: Building Industry Association of the Greater Valley vs. City of Hughson et. al, Case No. CV-21-000815, Superior Court of California, County of Stanislaus.

ADJOURNMENT:**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.

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.

UPCOMING EVENTS:

March 9	▪ Parks, Recreation and Entertainment Commission Meeting, Via WebEx Videoconference, 6:00 PM Cancelled
March 16	▪ Planning Commission Meeting, WebEx Videoconference, 6:00 P.M. Cancelled
March 22	▪ City Council Meeting, Via WebEx Videoconference, 7:00 PM
March 23	▪ Special Planning Commission Meeting, WebEx Videoconference, 6:00 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: March 5, 2021 **TIME:** 4:00 PM
NAME: Ashton Gose **TITLE:** Deputy City Clerk



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

Meeting Date: March 8, 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 February 22, 2021.

Background and Overview:

The draft minutes of the February 22, 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, FEBRUARY 22, 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)
Councilmember Michael Buck (via videoconference)

Staff Present: Merry Mayhew, City Manager
Ashton Gose, Deputy City Clerk
Daniel Schroeder, City Attorney
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.

2. PRESENTATIONS:

2.1: State of the City Address – Presented by Mayor George Carr.

Mayor George Carr presented the State of the City Address.

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.

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

HILL/BUCK 5-0-0-0 motion passes to approve the Consent Calendar excluding agenda item number 3.6 and 3.7, with the following roll call vote:

BAWANAN	HILL	RUSH	CARR	BUCK
AYE	AYE	AYE	AYE	AYE

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.

BAWANAN/HILL 5-0-0-0 motion passes to approve agenda item number 3.6 and 3.7, with the following roll call vote:

BAWANAN	HILL	RUSH	CARR	BUCK
AYE	AYE	AYE	AYE	AYE

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.

City Manager Mayhew presented the staff report on this item.

Mayor Carr opened public comment at 7:59 PM. There was no public comment. Mayor Carr closed public comment at 7:59 PM.

HILL/BUCK 5-0-0-0 motion passes to adopt the City of Hughson 2020 Goals Report, with the following roll call vote:

BAWANAN	HILL	RUSH	CARR	BUCK
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 provided an update on the employment recruitment for the Community Development Director and the Director of Finance and Administrative Services. She attended an AB1368 Workshop on February 12, 2021. She informed the Council about an employee involved City vehicle collision.

Deputy City Clerk:

Deputy City Clerk Gose provided a reminder regarding Conflict of Interest 700 Forms. She also informed the Council that the Fiscal Year 2020-2021 Adopted Budget document is available on the City website. She congratulated Mayor Carr on his first State of the City Address.

Utilities Superintendent:

Superintendent Velazquez updated the Council on several Wastewater Treatment Plant repairs.

Police Services:

Chief Landeros provided the City Council with the latest Crime Statistic Report. He also introduced Deputy Flores to the Council and staff.

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

Councilmember Bawanan congratulated Mayor Carr on his first State of the City Address. He attended a Hughson Ministerial meeting. He thanked City staff and Hughson Police Services for all their hard work.

Councilmember Buck attended a West Turlock Subbasin GSA meeting on February 4, 2021. He volunteered at the Hughson Ag Boosters Dinner on February 6, 2021. He attended a City/School 2+2 Committee meeting on February 8, 2021. He also attended a San Joaquin Valley Air Pollution Control District Special City Selection Committee meeting on February 11, 2021. He congratulated Mayor Carr on his first State of the City Address, and thanked staff and Hughson Police Services on all their hard work.

Councilmember Rush congratulated Mayor Carr on his first State of the City Address, and thanked Hughson Police Services on all their hard work.

Mayor Pro Tem Hill congratulated Mayor Carr on his first State of the City Address. He thanked Hughson Police Services for keeping Hughson the safest City in Stanislaus County. He attended the Hughson Ag Boosters Dinner on February 6, 2021.

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

Mayor Carr appreciated all the compliments regarding the State of the City Address. He volunteered at the Hughson Ag Boosters Dinner on February 6, 2021. He also attended a Stanislaus Council of Governments meeting on February 17, 2021.

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

CARR/HILL 5-0-0-0 motion passes to adjourn the regular meeting of February 22, 2021 at 8:23 PM with the following roll call vote:

BAWANAN	HILL	RUSH	CARR	BUCK
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: March 8, 2021
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Lisa Whiteside, Finance Manager

Approved By: Merry Mayhew

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 February 1, 2021 through March 4, 2021.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 02/18/2021 - 03/04/2021

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						
00005	A&A PORTABLES, INC	02/22/2021	Regular	0.00	161.56	53712
114-11450877	Invoice	12/31/2020	Well 7 Fence	0.00	80.78	
114-11572409	Invoice	01/31/2021	Well 7 Fence	0.00	80.78	
00016	ABS PRESORT	02/22/2021	Regular	0.00	1,101.38	53713
126031	Invoice	02/16/2021	BILL PRINTING- FEB	0.00	908.57	
126035	Invoice	02/08/2021	BILL PRINTING- Inserts for SRWA	0.00	192.81	
00049	ALLIED ADMINISTRATORS	02/22/2021	Regular	0.00	3,700.12	53714
INV0004778	Invoice	02/01/2021	DELTA DENTAL	0.00	3,700.12	
00094	AT&T MOBILITY	02/22/2021	Regular	0.00	506.85	53715
287303621604X0...	Invoice	02/02/2021	PHONES	0.00	506.85	
00196	CALAVERAS MATERIALS, INC.	02/22/2021	Regular	0.00	125.05	53716
2207444	Invoice	02/12/2021	asphalt material for 5th st	0.00	125.05	
00284	CHARTER COMMUNICATION	02/22/2021	Regular	0.00	334.24	53717
0013555020121	Invoice	02/01/2021	IP ADDRESS- PINE ST	0.00	241.46	
0054047021021	Invoice	02/10/2021	IP ADDRESS- 1ST	0.00	92.78	
00293	CITIZENS BUSINESS BANK	02/22/2021	Regular	0.00	86,736.28	53718
INV0004780	Invoice	02/16/2021	Installment Sale Agreement #06-003-AF	0.00	86,736.28	
00305	CITY OF HUGHSON	02/22/2021	Regular	0.00	1,916.57	53719
INV0004776	Invoice	02/01/2021	LLDS & STARN PARK	0.00	1,916.57	
00310	CLARK'S PEST CONTROL	02/22/2021	Regular	0.00	110.00	53720
27657265	Invoice	02/08/2021	PEST CONTROL	0.00	110.00	
00332	CONDOR EARTH TECHNOLOGIES	02/22/2021	Regular	0.00	353.75	53721
83973	Invoice	12/31/2020	PROFESSIONAL SERVICES FOR MS4	0.00	353.75	
00464	EZ NETWORK SOLUTIONS	02/22/2021	Regular	0.00	24,683.54	53722
38499	Invoice	07/14/2020	System Engineer Support	0.00	259.50	
38889	Invoice	10/15/2020	Additional ThinkPads	0.00	14,435.39	
38890	Invoice	10/15/2020	IT SERVICES	0.00	5,790.22	
38897	Invoice	10/27/2020	IT SERVICES	0.00	501.33	
TS38980	Invoice	11/01/2020	IT SERVICES	0.00	3,697.10	
00546	GRANITE TELECOMMUNICATION	02/22/2021	Regular	0.00	1,443.27	53723
510986114	Invoice	02/01/2021	PHONES	0.00	1,443.27	
00627	HUGHSON NAPA AUTO & TRUCK	02/22/2021	Regular	0.00	18.94	53724
302597	Invoice	01/25/2021	BLANKET P.O. NAPA AUTO PARTS	0.00	18.94	
01583	Hunts & Sons, Inc.	02/22/2021	Regular	0.00	1,219.03	53725
INV0004792	Invoice	02/01/2021	BLANKET P.O. W.H. BREASHERS (fuel)	0.00	1,219.03	
00799	MOSS, LEVY & HARTZHEIM, LLP	02/22/2021	Regular	0.00	6,000.00	53726
10815	Invoice	01/31/2021	Audit Fieldwork	0.00	6,000.00	
01435	North Valley Labor Compliance Services	02/22/2021	Regular	0.00	337.50	53727
4690	Invoice	01/31/2021	Well 7 Phase III	0.00	337.50	
00855	OPERATING ENGINEERS LOCAL	02/22/2021	Regular	0.00	312.00	53728
INV0004777	Invoice	02/01/2021	LOCAL UNION DUES #3	0.00	312.00	

Check Report

Date Range: 02/18/2021 - 03/04/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00901	PREFERRED ALLIANCE, INC.	02/22/2021	Regular	0.00	78.54	53729
0164692-IN	Invoice	01/31/2021	OFF-SITE PARTICIPANT	0.00	78.54	
00914	QUICK N SAVE	02/22/2021	Regular	0.00	392.43	53730
1010342.	Invoice	02/01/2021	BLANKET P.O. QUICK N SAVE	0.00	48.61	
1010728.	Invoice	02/02/2021	BLANKET P.O. QUICK N SAVE	0.00	47.71	
1011138	Invoice	02/03/2021	BLANKET P.O. QUICK N SAVE	0.00	45.91	
1011569	Invoice	02/04/2021	BLANKET P.O. QUICK N SAVE	0.00	181.59	
1011591	Invoice	02/04/2021	BLANKET P.O. QUICK N SAVE	0.00	50.99	
1018696	Invoice	01/28/2021	BLANKET P.O. QUICK N SAVE	0.00	17.62	
00931	RAY A. MORGAN COMPANY	02/22/2021	Regular	0.00	691.00	53731
28638707	Invoice	01/26/2021	LEASE	0.00	691.00	
00944	RESCUE ENGINEERS, INC	02/22/2021	Regular	0.00	136,165.00	53732
INV0004779	Invoice	01/26/2021	Well 7 Phase III	0.00	136,165.00	
01493	Salonen Electrical Inc dba Technical Electrical	02/22/2021	Regular	0.00	315.00	53733
2599	Invoice	02/05/2021	Troubleshooting	0.00	315.00	
00978	SAN JOAQUIN VALLEY	02/22/2021	Regular	0.00	577.00	53734
N144177	Invoice	02/12/2021	permit genset	0.00	577.00	
01000	SEEGER'S	02/22/2021	Regular	0.00	212.51	53735
135837-IN	Invoice	02/12/2021	OFFICE SUPPLIES	0.00	212.51	
01009	SHRED-IT USA LLC	02/22/2021	Regular	0.00	173.33	53736
8181412733	Invoice	02/07/2021	Shredding	0.00	173.33	
01049	STANISLAUS COUNTY	02/22/2021	Regular	0.00	14,005.89	53737
55524	Invoice	01/27/2021	Election	0.00	14,005.89	
01040	STANISLAUS COUNTY SHERIFF	02/22/2021	Regular	0.00	94,146.51	53738
2021-HPS06	Invoice	01/15/2021	LAW ENFORCEMENT SERVICES- DEC	0.00	94,146.51	
01055	STAPLES	02/22/2021	Regular	0.00	304.11	53739
2749658571	Invoice	01/13/2021	Office Supplies	0.00	103.53	
2749658791	Invoice	01/13/2021	Office Supplies	0.00	138.04	
2749771351	Invoice	01/13/2021	Office Supplies	0.00	25.88	
2750677271	Invoice	01/14/2021	Office Supplies	0.00	36.66	
01434	State of California Department of Justice	02/22/2021	Regular	0.00	32.00	53740
492813	Invoice	02/04/2021	Finger Prints - Finance Director	0.00	32.00	
01090	SUTTER HEALTH PLUS	02/22/2021	Regular	0.00	13,753.54	53741
1502784	Invoice	03/01/2021	MEDICAL INSURANCE- MARCH	0.00	13,753.54	
01093	SYNAGRO WEST, LLC	02/22/2021	Regular	0.00	1,165.24	53742
20012	Invoice	01/31/2021	Blanket PO	0.00	1,165.24	
00787	THE MODESTO BEE	02/22/2021	Regular	0.00	326.20	53743
0001938279-1102...	Invoice	09/22/2020	Advertising for Auction	0.00	326.20	
01152	TYLER TECHNOLOGIES	02/22/2021	Regular	0.00	23,980.71	53744
025-308310	Invoice	08/31/2020	License and Maintenance Fees	0.00	2,966.56	
025-324254	Invoice	03/01/2021	Annual Fee	0.00	21,014.15	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	02/23/2021	Regular	0.00	40.12	53745
INV0004765	Invoice	02/12/2021	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	40.12	
00032	AFLAC	02/26/2021	Regular	0.00	691.38	53746
438416	Invoice	02/11/2021	AFLAC	0.00	691.38	
00310	CLARK'S PEST CONTROL	02/26/2021	Regular	0.00	65.00	53747
27671191	Invoice	02/24/2021	PEST CONTROL	0.00	65.00	

Check Report

Date Range: 02/18/2021 - 03/04/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00463	EXPRESS PERSONNEL SERVICE	02/26/2021	Regular	0.00	851.20	53748
25017802	Invoice	02/10/2021	Extra Help- PW	0.00	851.20	
00755	MCR ENGINEERING, INC	02/26/2021	Regular	0.00	5,880.00	53749
15849	Invoice	02/16/2021	Well 7 Tank	0.00	5,880.00	
00824	NEUMILLER & BEARDSLEE	02/26/2021	Regular	0.00	6,117.81	53750
315055	Invoice	02/17/2021	LEGAL SERVICES	0.00	1,600.00	
315432	Invoice	02/17/2021	LEGAL SERVICES	0.00	4,517.81	
00884	PITNEY BOWES	02/26/2021	Regular	0.00	500.00	53751
INV0004793	Invoice	02/14/2021	POSTAGE	0.00	500.00	
01092	SWRCB ACCOUNTING OFFICE	02/26/2021	Regular	0.00	2,848.00	53752
WD-0178019	Invoice	11/24/2020	Annual Waste Discharge Fee	0.00	2,848.00	
00787	THE MODESTO BEE	02/26/2021	Regular	0.00	1,086.00	53753
0001970141-0201...	Invoice	01/31/2021	Job Posting for Fin. Director & Com. Dev. Dir...	0.00	1,086.00	
01144	TROPHY WORKS	02/26/2021	Regular	0.00	32.36	53754
907784	Invoice	02/23/2021	Name plate: Nicholas & Wyse	0.00	32.36	
01152	TYLER TECHNOLOGIES	02/26/2021	Regular	0.00	2,645.87	53755
025-325005	Invoice	03/01/2021	Annual Fee	0.00	2,645.87	
01180	V. RIVERA CONCRETE	02/26/2021	Regular	0.00	750.00	53756
1237	Invoice	02/24/2021	Mulberry Sidewalk	0.00	750.00	
01206	WARDEN'S OFFICE	02/26/2021	Regular	0.00	51.11	53757
2049665-0	Invoice	02/23/2021	MISC OFFICE SUPPLIES	0.00	51.11	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	02/26/2021	Regular	0.00	40.12	53758
INV0004804	Invoice	03/01/2021	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	40.12	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	47	0.00	436,978.06
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
	64	47	0.00	436,978.06

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	47	0.00	436,978.06
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
	64	47	0.00	436,978.06

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	2/2021	436,978.06
			436,978.06



Hughson

Refund Check Register

Refund Check Detail

UBPKT01601 - Refunds 01 UBPKT01592 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
13-1460-000	Hook, Jacob	2/1/2021	53708	89.60			89.60	Generated From Billing
13-3790-003	Choate, Seth	2/1/2021	53709	48.36			48.36	Deposit
15-4420-001	GARZA, ONOFRE	2/1/2021	53710	83.94			83.94	Deposit
16-1490-001	MARTIN, NICHOLAS & STACEY	2/1/2021	53711	103.84			103.84	Deposit
Total Refunds: 4				Total Refunded Amount:	325.74			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	325.74
Revenue Total:	325.74

General Ledger Distribution

Posting Date: 02/01/2021

	Account Number	Account Name	Posting Amount	IFT
Fund:	510 - WATER/SEWER DEPOSIT			
	510-10001	CLAIM ON CASH-WATER/SEWER DEPOSIT	-325.74	Yes
	510-11040	CUSTOMER CREDITS	325.74	
	510 Total:		0.00	
Fund:	999 - POOLED CASH/CONSOLIDATED CASH			
	999-10010	CASH IN BANK-MONEY MARKET	-325.74	
	999-20000	DUE TO OTHER FUNDS (POOLED CASH)	325.74	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	

City of Hughson
7018 Pine Street * PO Box 9
Hughson, CA 95326
(209) 883-4054 Fax (209) 883-2638



RECEIVED

DEC 17 2020
[Signature]
City Clerk's Office
City of Hughson

CLAIM FORM
Form B

CLAIM AGAINST City of Hughson

Claimant's name: Mercury Insurance Company As Subrogee of [REDACTED] (Name of Entity)

SS#: _____ DOB: [REDACTED] Gender: Male X Female _____

Claimant's address: P.O. Box 10730 Santa Ana CA 92711

Address where notices about claim are to be sent, if different from above: _____

Date of incident/accident: 10/18/2020 06:05 A.M.

Date injuries, damages, or losses were discovered: 10/18/2020

Location of incident/accident: Tully Rd/Hatch Rd

What did entity or employee do to cause this loss, damage, or injury? Our insured hit man hole causing damage to vehicle.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What are the names of the entity's employees who caused this injury, damage, or loss (if known)? _____

What specific injuries, damages, or losses did claimant receive? Bottom of cab, both doors.

(Use back of this form or separate sheet if necessary to answer this question in detail.)

What amount of money is claimant seeking or, if the amount is in excess of \$10,000, which is the appropriate court of jurisdiction. Note: If Superior and Municipal Courts are consolidated, you must represent whether it is a "limited civil case" [see Government Code 910(f)]
\$3866.12

How was this amount calculated (please itemize)? Estimate, photos

(Use back of this form or separate sheet if necessary to answer this question in detail.)

Date Signed: 12/07/2020 Signature: Edward Machorro on Behalf of Mercury Insurance

If signed by representative:

Representative's Name _____ Address _____

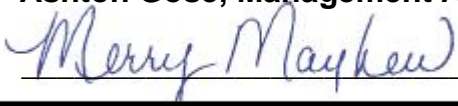
Telephone # _____

Relationship to Claimant _____



CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: March 8, 2021
Subject: Approval to Adopt Resolution No. 2021-06, Adding New Director of Finance and Administrative Services Anna Nicholas as a Signatory on the City of Hughson Bank Accounts at Bank of the West, Effective March 22, 2021
Presented By: Ashton Gose, Management Analyst
Approved By: 

Staff Recommendation:

Adopt Resolution No. 2021-06, adding new Director of Finance and Administrative Services Anna Nicholas as a signatory on the City of Hughson bank accounts at the Bank of the West, effective March 22, 2021.

Background and Overview:

With the hiring of Anna Nicholas as the new Director of Finance and Administrative Services, it is necessary to initiate a change on the signature card for the City of Hughson bank accounts at Bank of the West to add Director Nicholas as a signatory for the City of Hughson. Bank of the West requires the City of Hughson to provide them with certified copies of the City Council Minutes from which action taken to remove a designated signatory from, and/or, add a new signatory to the bank signature card. Therefore, the change on the signature card will not take effect until the March 8, 2021 meeting minutes are approved at the March 22, 2021 meeting.

Upon approval of this action, the individuals with signature authority will include George Carr, Merry Mayhew, Anna Nicholas, and Lisa Whiteside. The Management Analyst will notify Bank of the West and the signatories for the City of Hughson will be updated.

Fiscal Impact:

There is no fiscal impact associated with approval of this item.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON ADDING NEW
DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES ANNA NICHOLAS AS A
SIGNATORY ON THE CITY OF HUGHSON BANK ACCOUNTS
AT BANK OF THE WEST, EFFECTIVE MARCH 22, 2021**

WHEREAS, Anna Nicholas was hired to the position of Director of Finance and Administrative Services on March 1, 2021; and

WHEREAS, it is necessary to make changes to the City of Hughson bank accounts, by adding Director of Finance and Administrative Services Anna Nicholas as a designated signatory on the signature card for the City of Hughson Bank Account; and

WHEREAS, Bank of the West requires the City of Hughson provide the bank with certified copies of the City Council Minutes from which action was taken to remove a designated signatory from, and/or, add a new signatory to the bank signature card.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson hereby add new Director of Finance and Administrative Services Anna Nicholas, as a designated signatory on the City bank accounts; effective March 22, 2021.

PASSED AND ADOPTED by the Hughson City Council at a regular meeting thereof, held on March 8, 2021, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.5

SECTION 3: CONSENT CALENDAR

Meeting Date: March 8, 2021
Subject: Approval of Street Striping Payment in the Amount of \$34,675 to FineLine Striping
Enclosure: FineLine Invoice #193
Presented By: Merry Mayhew, City Manager
Jose Vasquez, Public Works Superintendent

Approved By:

A handwritten signature in blue ink that reads "Merry Mayhew". The signature is written over a horizontal line.

Staff Recommendation:

Approve payment of the street striping invoice in the amount of \$34,675 to FineLine Striping.

Background and Discussion:

Historically the City of Hughson has used FineLine Striping to stripe streets and repaint road markings. The City's financial system shows that FineLine was paid approximately \$30,000 annually from 2014 through 2016, and approximately \$35,000 annually from 2017 through 2019 for street striping and repainting road markings. The current 2021 invoice is \$34,675.

After FineLine completed the striping work in 2021, City staff realized that according to the City's Purchasing Code 3.24.080, three estimates should have been collected for purchases greater than \$15,000, but less than \$50,000.

The Purchasing Code was established to ensure that work is awarded to bidders who best meet the City's needs, including timing, cost, responsiveness, service availability, and responsibility.

While City staff feel that FineLine has historically provided a low cost for the street striping annually, in the future three estimates will be collected prior to authorizing the work.

Fiscal Impact:

The cost for street striping has been historically paid for through Fund 320 – Gas Tax 2103. The balance in Fund 320 was \$141,206 as of June 30, 2020.



CL#1014124

3900 Pelandale Ave
#420-390
Modesto, CA 95356

Invoice

Date	Invoice #
2/25/2021	193

Bill To
City of Hughson P.O. Box 9 Hughson, CA 95326

E-mail
finelinestriping@gmail.com

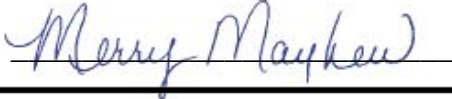
P.O. No.	Terms
	Due on receipt

Quantity	Description	Amount
1	**** 2020 Street Striping 2020 Street Striping (Section 2 Fox rd. south to Main st.)	34,675.00
Total		\$34,675.00



CITY COUNCIL AGENDA ITEM NO 3.6

SECTION 3: CONSENT CALENDAR

Meeting Date: March 8, 2021
Subject: Adopt Resolution No. 2021-07, Approving the City of Hughson 2021 Senate Bill 1, Road Repair and Accountability Act, Local Streets and Roads Annual Reporting Program Project List
Enclosure: Local Streets and Roads Annual Reporting Program Project List
Presented By: Rachel Wyse, Community Development Director
Approved By: 

Staff Recommendation:

Adopt Resolution No.2021-07, approving the City of Hughson 2021 Senate Bill 1, Road Repair and Accountability Act, Local Streets and Roads Annual Reporting Program Project List.

Background and Overview:

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 was passed by the Legislature and signed into law by the Governor in April 2017. SB 1 establishes the Road Maintenance and Rehabilitation Program (RMRP) to address the significant deferred maintenance funding shortfall on the State's transportation system. The bill provides that funding shall be used for projects that include, but are not limited to:

- Road maintenance and rehabilitation
- Safety projects
- Railroad grade separations
- Complete street components
- Traffic control devices

The RMRP is anticipated to receive approximately \$5.2 billion annually from:

- A 12-cent per gallon gasoline excise tax
- A 20-cent per gallon diesel excise tax increase
- Vehicle registration surcharge
- A new \$100 per year zero-emission vehicle registration surcharge

SB 1 specifies the annual allocation of funds for several transportation programs listed in the bill. The remaining RMRA revenues will be split 50/50 between state

highway and local streets maintenance and rehabilitation. SB 1 continuously appropriates the RMRA revenues to cities and counties using the same formula that applies to the existing base 18-cent per gallon gasoline excise tax.

If a city has a pavement condition index (PCI) score of 80 or higher, it may spend the funds on other transportation priorities. As of October 2013, the City of Hughson's PCI was 82. The nine cities in Stanislaus County hope to have an updated pavement condition index in the Fiscal Year 2020-2021 which will identify any changes to the City's PCI. However, at this time, the City is maintaining that the PCI of 82 is accurate.

The City currently has \$253,560 in SB 1 funds. The City has received \$79,027 of that fund balance during the first nine months of the 2019-2020 Fiscal Year. Approximately \$11,500-\$13,000 in funding comes in per month. There are three more months left in the fiscal year and the City could potentially receive \$34,500 to \$39,000 for a total of \$90,527-\$118,027 in funding. The amount of money will be dependent on the amount of gas tax received over the next few months.

City staff is proposing the use of SB 1 Funds for the Whitmore Avenue Resurfacing projects, which includes resurfacing the roadways between Tully and Charles and Santa Fe to Euclid Rd. The proposed projects will cost an estimated total of \$600,000. The majority of the funding for the Whitmore projects will be coming from federal funding sources. The project will use an estimated \$200,000 in SB 1 funding for engineering and design.

SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Hughson are aware of the projects proposed for funding in the community and which projects have been completed each fiscal year. A project list is attached to the Resolution and will be submitted to Caltrans prior to May 1st each year.

Fiscal Impact:

Revenue and corresponding expenditures from the SB 1 (RMRP) program will be included in the Fiscal Year 2021-2022 Final Budget. Funding received each year will be included in the City's annual budget process.

CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2021-07

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON APPROVING
THE 2021 SENATE BILL 1, ROAD REPAIR AND ACCOUNTABILITY ACT, LOCAL
STREETS AND ROADS ANNUAL REPORTING PROGRAM PROJECT LIST**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Hughson are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Hughson must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Hughson is expected to receive an estimated \$90,527-\$118,027 in RMRA funding in Fiscal Year 2021-2022 from SB 1; and

WHEREAS, City staff in coordination with the City Engineer uses all available tools and information to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Hughson maintain its highest pavement condition index (PCI) in the County, rehabilitate several streets/roads, add needed pedestrian, and bicycle transportation infrastructure throughout the City into the future; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in a "good to excellent" condition and this revenue will help us increase the overall quality of our road system and over

the next decade will maintain our streets and roads in a “good to excellent” condition; and

WHEREAS, if the Legislature and Governor failed to act, city streets and county roads would have continued to deteriorate, having many and varied negative impacts on our community; and

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, the local street and road system is also critical for farm to market needs, interconnectivity, multimodal needs, and commerce; and

WHEREAS, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduced vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

WHEREAS, restoring roads before they fail also reduces construction time which results in less air pollution from heavy equipment and less water pollution from site runoff; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED that the City Council of the City of Hughson does hereby approve the 2021 Senate Bill 1, Road Repair and Accountability Act, Local Streets and Roads Annual Reporting Program Project List, attached hereto as Exhibit “A”, which includes a carryover project from the 2020 Senate Bill 1 list.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hughson on this 8th day of March 2021, by the following vote: ()

AYES:

NOES:

ABSTENTIONS:

ABSENT:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

EXHIBIT "A"

**2021 Senate Bill 1, Road Repair and Accountability Act, Local Streets and Roads
Annual Reporting Program Project List**

PROJECT	From	To	Type	Year
Whitmore Avenue Resurfacing Project-Design and Engineering	Santa Fe	Euclid	Maintenance	2021
Carryover List				
Whitmore Avenue Pedestrian Improvement Project – Design and Engineering	E of Tully Road	Charles Street	Maintenance	2020/2021



CITY COUNCIL AGENDA ITEM NO. 4.1

SECTION 4: UNFINISHED BUSINESS

Meeting Date: March 8, 2021
Subject: Acceptance of the Willdan Proposal for Sewer Improvements for the Tully Road Sewer Project
Enclosures: Proposal for Sewer Improvements on Tully Road
Presented By: Merry Mayhew, City Manager
Jaime Velazquez, Utilities Superintendent

Approved By:

Staff Recommendation:

Accept the Willdan Proposal to provide professional engineering design services, to prepare plans, specifications, and estimates (PS&E) for sewer improvements on Tully Road from Whitmore Avenue to Hatch Road for the Tully Road Sewer Project.

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.

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 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.

Carollo completed the analysis which evaluated the wastewater system, including the industrial and residential sewer trunk lines located on Tully Road (from Whitmore to Hatch Road) and additional laterals that could be affected by the plan to abandon and fill the industrial line and needed repairs to the residential line to handle increased flows. The Carollo report, further identified as The Wastewater Flow Evaluation, was accepted by the City Council on February 22, 2021, consistent with staff's recommendations. The report determined that to maintain maximum flow depth, while mitigating pipeline capacity deficiencies, a phased improvement project was needed to abandon and fill the industrial sewer line while simultaneously moving the laterals from the industrial line to the residential sewer line to handle the increased flows. In addition, the project would include needed repairs to the residential line.

Discussion:

Following the analysis of the Carollo report, Willdan prepared a construction design plan and cost estimate for the Tully Road Sewer Improvement project, consistent with the phased approach recommended in the Carollo report. The Willdan estimate identifies the phases in further detail (see page 2 "Project Understanding") and corresponding task costs (see pages 5-6, "Schedule"). Below is a synopsis of the aforementioned phases for Project 1, Project 2-optional tasks/projects, and associated costs.

In addition to Project 1, Willdan noted in the Carollo report that a recommendation to replace an 8" sewer line with a 10-inch line on 2nd Street from Hughson Avenue to Locust Street because of issues with that line. Carollo also recommended replacing the 8-inch sewer pipe with a 10-inch sewer pipe on Whitmore Ave from 5th Street to 3rd Street. This is an area where staff continuously have issues with sewer plugs. Willdan prepared an optional design task for these two projects as the City could save a substantial amount by completing the 2nd Street sewer line project at the same time as completing the Tully Road sewer line. The design for the area on Whitmore Ave. could be used during the Whitmore Project that should be occurring in 2022. Replacing the sewer line during the Whitmore Project will allow the City to leverage sewer funds with Federal, and potentially State funds. Should Willdan complete the design at this time it will be ready when needed and the design will be less expensive for the City.

Project 1 - Tully Road Sewer Line, which includes P-1A, Connect Whitmore Avenue Pump Station to the Residential Sewer line on Tully Road; P-1B, Transfer Industrial Laterals to Residential Sewer; P-1C, Abandon and Fill Industrial Sewer; and additional task D, Repair of Existing Issues Within the Residential Sewer System for a total design cost of \$27,620.

Optional

Project 2 - Replace 8-inch sewer pipes with 10-inch sewer pipes on 2nd Street, from Hughson Avenue to Locust Street and replace the 8-inch sewer pipe with

a 10-inch sewer pipe on Whitmore Ave from 5th Street to 3rd Street for a total design cost of \$20,300.

Fiscal Impact:

Willdan estimated a cost of \$27,620 for the design of the sewer replacement on Tully Road and \$20,300 for the optional designs. While Carollo has estimated the cost of the projects 1A, 1B, and 1C to be \$345,000 with additional costs for the repairs needed on the residential sewer line, once Willdan has completed the design the City should have an updated estimate of the Project cost.

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. If approved, the design costs will be included as mid-year budget adjustments.



March 04, 2021 (Revised)

Mrs. Merry Mayhew
City Manager
City of Hughson
7018 Pine Street, P.O. Box 9
Hughson, CA 95326
(209) 883-4054
mmayhew@hughson.org

Subject: Proposal for Sewer Improvements on Tully Road

Dear Mrs. Mayhew:

Willdan Engineering (Willdan) is pleased to submit this proposal to provide professional engineering services to prepare plans, specifications, and estimates (PS&E) for sewer improvements on Tully Road from Whitmore Avenue to Hatch Road.

We understand the design of the sewer improvements will require reviewing existing CCTV inspections to identify structural deficiencies in the residential sewer and locations of existing laterals in the industrial sewer. Willdan understands the City's requirements for professional services and outstanding customer service. We are an industry leader in water and wastewater design, street improvements, construction management and inspection. Willdan is uniquely positioned to assist the City with developing sewer construction standard specifications and details. We offer the City:

- **Public Sector Experience.** Our staff offers the City a multi-faceted perspective from both a public agency and consultant point of view. Many of our staff members have experience as former public agency staff and managers. Through our service as contract City Engineer and former Public Works directors for many cities in California, we know first-hand how important it is to protect the significant investment the City has in its roadways, water, sewer, and storm drain utilities, as well as any utilities located within City roadways.
- **Utilities and Underground Facilities.** Willdan has extensive experience coordinating with the various utilities and has established working relationships with the project's affected utility agencies. This experience – along with our existing relationship with current City staff – will ensure the project schedule and required detailed plans and studies meet City and utility agency requirements. Early and frequent communications with the utility agencies will be required to inform and monitor the utility progress and address project concerns.
- **Strong Project Team.** Mr. Tyrone Peter, PE, Deputy Director of Engineering, will serve as Project Manager and act as the City's main point of contact for the project. Mr. Peter has 14 years of comprehensive experience with pavement maintenance; pavement rehabilitation design; and design of state highways, new streets, street widening, street realignment, ADA compliance, light rail and railroad, grade separation, flood control facility, water, and sewer improvement projects. He has supervised feasibility studies, project study reports, project reports, construction document preparation, grade certification issuance, construction administration, and construction inspection. He is proficient at managing large project teams with subconsultants and multiple technical disciplines. During his career, Mr. Peter has served as project manager, civil engineering task leader, supervising engineer, senior engineer, design engineer, and designer for over 200 street improvement projects.

The enclosed proposal includes Willdan's proposed scope of work and project fee (separate file) as requested by the City.

Willdan will provide the City with the technical assistance necessary to develop and implement the construction improvements. Once the construction plans are complete, Willdan can provide bid support services to assist the City, as well as construction engineering, management, and inspection services.

Project Understanding

Willdan understands the City is seeking engineering design services for abandoning the industrial sewer on Tully Road from Whitmore Avenue to Hatch Road as outlined in the Wastewater Flow Evaluation Technical Memorandum 1 and specified below.

- **P-1A Connect Whitmore Ave Pump Station to the residential sewer on Tully Road:** Construct approximately 100 LF of 12-inch diameter pipeline connecting the industrial manhole to the residential manhole.
- **P-1B Transfer industrial laterals to residential sewer:** Each industrial lateral that connects at an existing manhole will be reinstated at an existing residential sewer 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.
- **P-1C Abandon and fill industrial sewer:** Abandon remaining industrial sewer and manhole by filling with a sand based method, or City specified substance, after lateral transfer is complete.
- **Identify and repair existing issues with residential sewer:** Review CCTV inspection for fractures, identify locations on the plans, and provide construction details for repairing existing structural deficiencies with residential sewer on Tully Road.

These improvements will not include any capacity enhancements that require addressing any environmentally sensitive issues. Therefore, the project will be considered categorically exempt for CEQA compliance. Willdan anticipates that base plans will be prepared using record drawings. Survey and aerial imaging is not anticipated. The base plan will be annotated with proper symbols/hatches and construction notes describing applicable strategies.

It is assumed that the sizes of the proposed sewers have been identified by the City and hydraulic calculations for capacity will not be required.

Willdan does not anticipate the need for geotechnical investigations of the subgrade and existing pavement, laboratory testing and report. The pavement repairs, if needed, will be based on as-built information's and our in-house pavement experts, with the consultation with the City Staff.

Willdan will provide project management; utility coordination; and sewer improvement design plans/drawings, specifications, and engineer's estimate. These plans will be provided for review at the 50% completion, 90% completion and 100% completion milestones.

As an optional task, we understand that the City would consider:

1. Replacing 8-inch sewer pipe with 10-inch sewer pipe in select locations
2. Utility potholing
3. Engineering support services during construction



SCOPE OF WORK

Project Management

Mr. Peter will maintain contact with City staff primarily through email updates on the project's status on a schedule agreed upon with City staff at the kick-off meeting. It is our experience, this communication activity results in early identification and resolution of potential issues that could cause project delays.

Upon receipt of the Notice to Proceed, a project kick-off meeting will be conducted to meet with City staff and concur on project goals, timeline, and scope of work. Each aspect of the project will be discussed, including design criteria, utility coordination, traffic control, environmental clearance, plans and specifications preparation, cost estimates, submittal reviews, and any anticipated construction issues.

Willdan will obtain any necessary or updated supporting documentation, such as utility contacts, atlas maps and record drawings, and current/changed boilerplate specification documents from the City.

Throughout the duration of the project, Willdan will coordinate the work of our staff and monitor progress against the schedule and implement necessary measures to correct schedule slippage or budget overrun.

One additional meeting will follow submittal of the preliminary 50% design submittal. At that time, the project team will receive direction from the City for final design implementation.

Project Management Deliverable(s)

- Meeting attendance rosters and notes
- Detailed project schedule
- Telephone logs

Research and Development

Willdan will confer with City staff to review, in full detail, the requirements for the project. Obtain available information pertinent to the project such as record drawings of sewer plans, utility plans, street plans, etc.

Willdan will provide utility coordination, including notices to all utility companies, in accordance with City's procedures. All documentation of contacts and responses will be copied to the City. Willdan will prepare utility notices and deliver them to the City for mailing under City letterhead. If so desired by the City, Willdan can transmit these notices under Willdan's letterhead; however, the City shall be responsible for any fees assessed to Willdan by the utility companies. In either case, all responses, questions, and correspondence from the utility companies will be addressed to Willdan's Utility Coordinator.

Willdan will be responsible for:

- Notify and coordinate with the utility agencies regarding the project-related modification of their facilities. Determine special requirements for utility facilities, including protection, right-of-way, and construction methods within the vicinity of the utility.
- Provide a second utility notification letter (prepare to relocate) and a third utility notification letter (notice to relocate), along with the 100 percent submittal PS&E for any utilities that are required to relocate.
- Submit a preliminary and final set of plans to each utility company that identifies the location of the utility, and any conflict area clouded to show the utility companies the areas that conflict.
- Verify that the project's final design is compatible with known utilities in the project area to be installed, relocated, adjusted, or otherwise modified, including adding utility relocation windows into the City's construction schedule if necessary.





Research and Development Deliverable(s)

- Copies of transmittals, submittals, and letters sent to utilities and agencies
- Summary of utility coordination status upon delivery of final construction contract documents

Field Investigation

Willdan will conduct a field investigation to verify existing topographic conditions and identify street utility valves, boxes and manholes and unusual or special conditions, if any.

As an optional task, Willdan's subcontractor will perform potholing at three (3) locations to investigate utility conflicts with the design or construction of the proposed sewer. Pothole will be performed at locations where industrial laterals will be connected to the residential sewer. It is assumed that the City will issue a no fee encroachment permit for potholing within the City limits.

Base Plan Preparation

In 2020, Willdan prepared plan and profile exhibits of the proposed sewer improvements on Tully Road. The exhibit, shown in Appendix A, will be used as a base plan. The City will furnish Willdan with copies of any available improvement plans, aerial photogrammetric survey, and utility mapping within the project limits, including street, storm drain, culvert, sewer, any existing survey and aerials, and other data necessary to support the base mapping within the project limits. We do not anticipate any supplemental aerial imaging will be necessary to complete base mapping. A site visit was conducted during the concept phase to confirm accuracy of the base mapping. From the base plan and field review data, we will prepare construction plans as specified in the scope of work. The plans will be prepared electronically in AutoCAD 2020 digital format or equal.

Plans, Specifications, and Estimate (PS&E)

Willdan will prepare engineering plans, technical specifications, and engineer's estimate of construction costs for the sewer repair/rehabilitation project(s). Plans will be prepared on 22-inch by 34-inch layout and submitted half size on bond at the 50-percent, 90-percent and on both half- and full-size bond at 100-percent submittal for the City's review and comment. Final approved drawings will be wet stamped and signed by the engineer of record.

Sewer Construction Plans

The assigned sewer segment(s) construction plans will include 20 scale plan views with 1"=4' vertical scale profile for sewer improvements with typical cross-sections. The plan set will also contain demolition plans, location maps, general and construction notes, and details sufficient to support successful bid and construction of the improvements. Pavement reconstruction plans, as required by the construction methods, will include 40 scale plan views (double pane).

The project plans will be prepared in AutoCAD 2020 on the City's standard title block. Drafting of the plans will be performed in accordance with City drafting standards, format, and conventions. An appropriate horizontal and scale (e.g., horizontal 1" = 20') will be used to clearly convey the design. The City will provide City standard plans, drafting standards (layers, colors, text properties, pen-tables, etc.), title and base sheet, and sample plans – if available. If these items are not available, Willdan will provide examples for City approval at the kick-off meeting. Willdan will identify and/or develop standard details as necessary for inclusion into the project plans to delineate construction of the improvements.

Willdan will incorporate identified utility features and locations provided by the serving utilities on the respective street improvement plans. The plans will also include any utilities that are to be constructed within the respective street segment areas, as well as those to be relocated by others, where applicable.

Willdan understands the City has performed CCTV investigation of the proposed sewer segments and will provide the results at the time of the Notice to Proceed.



Pavement Delineation and Signing

Pavement delineation and signing plans are not expected to be required in this project as minor portions of striping will be impacted and replaced in-kind. Any details, if required, will be included as part of the pavement reconstruction plans.

⇒ Research and Development Deliverable(s)

- One PDF set and three half-size sets of plans at 50-percent design completion
- One MS Word file and three hard copies of complete specifications at 90- and 100-percent design completion
- One PDF set, one full-size and three half-size sets of plans at 90- and 100-percent design completion

Bidding Assistance

During the bidding process, Willdan will be on call to provide analysis and interpretation of the drawings and specifications. When requested to do so, Willdan will prepare and issue addenda to address concerns of potential bidders. If a pre-bid conference is necessary, Willdan will be present to answer questions from prospective bidders.

Optional Task

Upgrade Future System Improvements

As an optional task, the City has requested a separate fee for design services for replacing 8-inch sewer pipes with 10-inch sewer pipes on 2nd Street (from Hughson Avenue to Locust Street) and on Whitmore Avenue (from 5th Street to 3rd Street). These segments correspond with Project P-2 and Project P-3, respectively, as shown on Figure 1.4 Proposed Collection System Improvements of the Waste Water Flow Evaluation Technical Memorandum 1, and attached to this proposal as Appendix B. The plans for the additional improvements will be a part of this bid package.

If the City chooses to bid the future system improvements as a standalone bid, a separate title sheet and detail sheet will be required for the plans, as well as a separate set of specs. The additional plan sheets and specs will be provided for an additional fee.

Utility Potholing

Willdan will obtain pothole information for potential utility conflicts with design and construction. We do not anticipate utility conflicts. However, we have an allowance for three (3) potholes to be performed by a subconsultant at locations where the industrial laterals will be connected to residential sewers. The actual cost will be provided to the City prior to scheduling the potholes. It is assumed that the City will issue a no fee encroachment permit for potholing within the City limits.

Engineering During Construction

During the construction period, Willdan will be on call to provide analysis and interpretation of the drawings and specifications. Willdan will review and respond to material submittals for compliance with the contract. If required, Willdan will assist the City's contractor with site meetings (assumed two meetings).

SCHEDULE

We estimate that the bid package can be completed within 12 weeks after the Notice-to-Proceed.

Our proposed not to exceed fees for the above scope of services are as follows:

Task 1 – Project Management	\$ 2,870.00
Task 2 –Research, Field Visit, Design, Utility Coordination, PS&E	\$ 22,900.00
Task 3 – Bid Assistance (RFI and RFC responses – Assume 6 total)	\$ 1,850.00
Total Fee	\$ 27,620.00

Optional Task (2nd Street and Whitmore Avenue)

Task 4 – Upgrade Future System Improvements	\$ 5,500.00
Task 5 – Title Sheet, Details, and Specification for Future System Improvement (<i>If City chooses a separate Bid Package</i>)	\$ 4,900.00
Task 6 – Utility Potholing (Assume 3 Potholes)	\$ 6,300.00
Task 7 – Engineering During Construction (RFI and RFC responses – Assume 12 total)	\$ 3,600.00
Total Optional Task Fee	\$ 20,300.00

Please indicate the City's approval and authorization to proceed by either printing out and signing two originals and returning one hard copy original to our office, or by scanning one signed original and returning it by email.

Thank you for the opportunity to continue to serve the City of Hughson. We recognize the importance of installing the sewer laterals at Tully Road. Should you have any questions regarding this proposal, please contact me at (714) 393-1963 or tpeter@willdan.com.

Respectfully submitted,

WILLDAN ENGINEERING



Tyrone Peter, PE
Deputy Director of Engineering

Approval and Authorization to Proceed by:

CITY OF HUGHSON

Signature

Date

Name and Title (Print)

910005/WW.00.60/P21-072R1_21627



APPENDIX A

CONCEPT PLAN AND PROFILE


APPENDIX B

FUTURE SYSTEM IMPROVEMENTS LOCATIONS OF WORK



CITY COUNCIL AGENDA ITEM NO 6.1

SECTION 6: NEW BUSINESS

Meeting Date: March 8, 2021
Subject: Approval of the Stanislaus Community Response Guidelines for Individuals Experiencing Homelessness
Enclosure: Stanislaus Community Response Guidelines for Individuals Experiencing Homelessness
Presented By: Merry Mayhew, City Manager
Approved By: 

Staff Recommendations:

1. Approve the Stanislaus Community Response Guidelines for Individuals Experiencing Homelessness for use within the City of Hughson.
2. Authorize the City Manager to sign committing to the Stanislaus Community Response Guidelines and process.

Background and Overview:

The Stanislaus Community Response Guidelines (SCRG) for Individuals Experiencing Homelessness was developed by members of agencies who work with the homeless to provide resources and law enforcement personnel. The SCRG is provided to inform and assist regional, county and city jurisdictions with response protocols to homeless encampments.

The purpose of SCRG is to develop a standard process for identifying and responding to encampments that require a multi-agency approach. The procedures set forth in the document are intended to facilitate outreach to encampments of individuals experiencing homelessness and connect them to shelter, housing and support services.

The City of Hughson does not currently have an issue with significant encampments; however, Stanislaus County and other larger cities continue to deal with encampments that are due to a variety of challenges such as physical disabilities, mental health condition, medical illnesses, substance abuse issues and emotional scars associated with trauma. Due to the severity of some of these issues, it can take multiple attempts on

behalf of an agency working with the individuals to get the assistance the individuals need. Agencies that have worked with individuals in encampments believe that the development of a coordinated effort among multiple agencies can significantly increase the probability of successful outcomes for these individuals.

Deploying a multi-agency response using these guidelines would be utilized if:

1. A Significant Encampment, identified as a gathering of ten (10) or more individuals experiencing homelessness, exists; and
2. An Immediate Hazard exists, as defined in the guidelines.

If these conditions exist, the City as the lead agency would contact the Stanislaus County Community Services Agency – Housing and Homeless Division to coordinate outreach efforts. Team members would be provided to engage with the individuals at the encampment offering housing and other resources.

If efforts to provide needed resources failed to resolve the encampment issues, local law enforcement would assist in posting a notice to vacate the premises and would be available to support the lead agency's effort to abate any garbage and debris left behind.

The SCRG provides specific procedures in abating the items left behind ensuring that the work is completed safely and legally, retaining items that are considered to be of value, as the law requires.

Signing the SCRG signifies the City's commitment to using this multi-agency response approach and provides the engagement response team and resources to the people experiencing homeless within a significant encampment where immediate hazards exist.

Fiscal Impact:

There is no fiscal impact to the City committing to the Stanislaus Community Response Guidelines for Individuals Experiencing Homelessness.

STANISLAUS COMMUNITY RESPONSE GUIDELINES FOR INDIVIDUALS EXPERIENCING HOMELESSNESS

AUTHORITY

The Stanislaus Community Response Guidelines for Individuals Experiencing Homelessness (SCRG) was developed to address outreach to and removal of significant encampments of individuals experiencing homelessness within our community. For the benefit of the health, well-being and survival of individuals experiencing homelessness throughout Stanislaus County, the SCRG was developed to inform and assist regional, county and city jurisdictions with response protocols for encampments of individuals experiencing homelessness. It is recommended local agencies support and authorize their respective chief administrative executives (Chief Executive Officers, City Managers, Regional Directors, etc.) to implement the SCRG.

BACKGROUND

Individuals experiencing homelessness continue to produce encampments in Stanislaus County due to a variety of challenges. Quite often, individuals experiencing homelessness suffer from physical disabilities, mental health conditions, medical illnesses, substance abuse issues and emotional scars associated with trauma. Due to these conditions, it sometimes requires multiple attempts before an individual experiencing homelessness will accept assistance. At times, encampments may present an imminent threat to the health and well-being of the community at-large. Despite improved communication and collaboration between public safety and housing & homeless services providers, addressing these challenges continues to be time, labor and resource intensive. The development of a coordinated and consistent process to address encampments of individuals experiencing homelessness will significantly increase the probability of successful outcomes for the individuals, responding staff and the community.

PURPOSE

The purpose of the SCRG is to develop a standard process for identifying and responding to significant encampments of individuals experiencing homelessness that require a multi-agency approach. The procedures set forth in this document are intended to facilitate outreach to encampments of individuals experiencing homelessness and connect them to shelter, housing and support services. The SCRG serves as a general response to encampments of individuals experiencing homelessness and is not intended to impede the general work duties of local law enforcement. Law enforcement will take into consideration Public Health recommendations and federal/state guidelines when responding to homeless encampments during times of crisis and state of emergencies. (See APPENDIX A, which will be updated from time to time, as necessary.)

The deployment of a multi-agency response would be utilized in the following situations:

1. Significant Encampment - Gathering of ten (10) or more individuals experiencing homelessness where one or more of the following conditions exist:
 - a. Gathering on a regular basis;
 - b. Constructing temporary or other forms of shelter and/or dwellings;
 - c. Collecting, storing or have abandoned personal and/or other types of property;

- d. Camping in an area which would appear to a reasonable person to be a place not meant for human habitation; and
 - e. Gathering in unlawful locations such as within the public right-of-way, parks, county facilities, and state and federal jurisdiction lines.
2. Immediate Hazard - A Significant Encampment where individuals experiencing homelessness are at risk of serious injury or death, beyond that caused by increasing exposure to the elements, and include, but are not limited to:
- a. Adjacent to highways, railways, waterways, roadways and driving lanes;
 - b. Criminal activity beyond illegal substance abuse;
 - c. Difficult to extend emergency services to the site;
 - d. Imminent work scheduled at the site for which an encampment will pose an obstruction;
 - e. Damage to the natural environment of environmentally critical areas;
 - f. Substantial quantities of garbage, debris or waste; and
 - g. Proximity of individuals experiencing homelessness to uses of special concern including schools, youth-serving community centers or facilities for the elderly.

PROCEDURES

The following procedures should be implemented when a multi-agency approach is warranted in response to the discovery of a significant homeless encampment.

1. Identification of Immediate Hazards. A multi-agency response is warranted if an immediate hazard to a Significant Encampment must be addressed. Public safety and homeless outreach staff (Assessment Team) will be deployed to assess the risk of serious injury or death, mitigate the hazard and offer resources and services to encampment inhabitants. If a Significant Encampment must be removed to mitigate the hazard, it shall be done in consultation with the Assessment Team, local stakeholders, and services agencies. All conditions which pose the hazard should be documented with photographs.
2. Criteria to Remove an Encampment. Significant Encampments will be removed to mitigate hazards. It is recommended public safety and responding agencies coordinate with the Access Center Outreach and Engagement Team prior to the removal of an encampment.

The following criteria shall be applied to determine if, and when, the Assessment Team recommends the removal of a Significant Encampment:

- a. Safety
 - i. Objective hazards to occupants of an encampment such as proximity to moving vehicles and steep slopes
 - ii. Multiple service calls to emergency responders, including all law enforcement, due to unsafe/criminal activity
 - iii. Difficulty extending emergency services to the site due to unsafe conditions such as location or density of the encampment itself
 - iv. Fire hazards, including potential and actual fire activity

b. Health

- i. High potential for exposure or transmission of disease or viruses
- ii. Excessive quantities of garbage, trash, or debris
- iii. Uncontrolled presence of needles, human waste, or other hazardous material
- iv. Vector hazards (e.g. rats)
- v. Other active health hazards to occupants or to the surrounding neighborhood

c. Location

- i. The proximity of the encampment to community resources including but not limited to schools, health centers, senior centers, etc.
- ii. Location identified as an unauthorized area to camp by local ordinance
- iii. Obstruction of public access as required by law, e.g. blocking a sidewalk, alley
- iv. Imminent work scheduled at the site for which the encampment will pose an obstruction
- v. Damage to environmentally critical areas
- vi. Neighborhood impacts
- vii. Length of time the encampment has been present at a location
- viii. Damage to public infrastructure

d. Size

- i. The size of the encampment is having a disproportionate impact on its surrounding neighborhood
- ii. The size of the encampment is creating unsafe conditions for the occupants

Once the immediate hazard criteria are met, the Assessment Team will meet with the appropriate staff from the affected agencies to determine next steps and whether to schedule outreach and abatement (cleanup of garbage and debris) at the encampment.

3. Lead Agency

The lead agency will be jurisdiction in which the encampment is located.

The lead agency will contact the Community Services Agency – Housing and Homeless Division to coordinate the outreach effort to convene the response which will be determined by the location of the encampment. Partner agencies include, but are not limited to:

- a. Abatement personnel of local municipalities
- b. Local law enforcement and other public safety personnel (e.g. police, fire code enforcement)
- c. California Department of Transportation
- d. Union Pacific Railroad
- e. Modesto Irrigation District
- f. Turlock Irrigation District
- g. Stanislaus County Department of Environmental Resources, Code Enforcement (alleys, County facilities, and other public spaces)

4. Outreach and Engagement Team

- a. Requests for outreach efforts that require multi-agency coordination/collaboration should be made to csoc@stancounty.com. Participating local jurisdictions and agencies are encouraged to designate a single point of contact to make such requests.
- b. The Access Center Outreach and Engagement Team will need a minimum of one week prior to abatement notice posting to coordinate adequate staff coverage.
- c. In coordination with local law enforcement, the Outreach and Engagement Team will visit the identified site as soon as practical to find and offer alternative housing and/or services to any individuals experiencing homelessness.
- d. All individuals experiencing homelessness will be provided with resource materials (see APPENDIX B) and personal hygiene kits and will be encouraged to engage with the Access Center for additional information on housing and support services.
- e. Notification will be provided in languages other than English whenever possible. Disability advocates will be engaged to address the needs of people with qualified disabilities such as low vision/blind, deaf/hearing impaired, illiterate and those with cognitive and/or behavioral disabilities.
- f. Following engagement, a member of the Outreach and Engagement Team will provide a summary of outreach and engagement efforts to the Community Services Agency – Housing and Homeless Division by sending an email to csoc@stancounty.com

5. Notice to Vacate

Generally, local law enforcement will post a 72-hour notice to vacate in English and Spanish to encampment inhabitants outlining intention to clean up garbage and debris. The 72-hour notice allows for inhabitants to retrieve any of their personal belongings. It will be left to the discretion of the local law enforcement if there are situations in which a 72-hour notice will not be provided. See APPENDIX C.

6. Removal of Garbage and Debris Procedure

Upon expiration of the Notice to Vacate, abatement workers may proceed with removal of the encampment using the following procedure:

- a. Local law enforcement will create a safe work environment and maintain public safety for all.
- b. A field review of the encampment will take place and photographs will be taken to document the condition and extent of area covered by the encampment pre- and post-removal of garbage and debris.
- c. Staff shall keep a record of the date and time of removal.
- d. If any items of value are identified such as ID/Social Security cards, or tax and medical records and collected they will be stored at a facility identified by the lead removal agency for a minimum of 60 days prior to disposal.
- e. A "Notice of Collected Property" (see APPENDIX D) shall be posted where the original "Notice to Vacate" was previously posted and will contain a retrieval phone number. Possessions are to be released to persons who can identify them in accordance with lead removal agency policy.

- f. Any weapons, illegal drugs, or contraband found will be turned over to local law enforcement.
- g. Abatement workers assigned to encampment duty shall take appropriate safety precautions regarding hazardous waste materials.

7. Preventing Re-Establishment of Encampments

Local jurisdictions are encouraged to take steps to limit and discourage the re-establishment of encampments once they have been removed. Activities may include, but are not limited to:

- a. Posting signs displaying messages such as “No Camping” or “No Trespassing” and include the telephone number for the appropriate jurisdiction to which questions should be addressed
- b. Providing routine patrol of the area to prevent the reformation of an encampment. The routine patrol to be provided by the local law enforcement agency.

8. Applicable Locations

The SCRG is designed to direct the activities of the local jurisdictions when responding to individuals experiencing homelessness. See APPENDIX E for a list of local jurisdictions and agencies that have adopted use of the SCRG.

APPENDIX A
Public Health COVID-19 Guidance

Protecting Health and Well-being of People in Encampments During an Infectious Disease Outbreak

March 26, 2020



Providing Safer Options and Meaningful Choices to People Who are Unsheltered

People who are unsheltered, including those living in encampments during public health emergencies, such as the COVID-19 outbreak, need targeted support to avoid becoming sick and to continue receiving life-sustaining supplies like food and water. Adequately providing safe environments and reducing risks of infections may not be fully achievable in many outdoor settings. Therefore, Continuums of Care (CoCs) should work in close consultation with their local/state public health agencies and their local/state emergency management offices to develop the strongest possible approaches to protect the health and well-being of people who are currently unsheltered. Such strategies are vitally important both to better protect the people who are unsheltered themselves, many of whom have underlying health conditions and are therefore at higher risk of becoming very sick or of dying, but also to reduce community spread of infections, to help “flatten the curve” of infections, and to support the capacity of local health care systems to meet local needs.

This information should in no way be read as indicating that communities should be “sweeping” people who are unsheltered into indoor spaces, facilities, or institutions.

Do not clear encampments during community spread of COVID-19 unless you have real-time access to individual rooms or units for ALL households in the encampment and a clear plan to safely transport those households. Clearing encampments without these measures in place causes people to disperse throughout the community and break connections with service providers, increasing the potential for infectious disease spread.

Protecting the Health of People Who Remain Unsheltered

The following guidance focuses on steps that should be taken to better protect the health and well-being of people who will remain unsheltered during the COVID-19 outbreak, either because their community is not able to provide an adequate supply of alternative safe living arrangements or because the individual has determined that remaining unsheltered is their safer alternative.

Continuums of Care (CoCs) should confirm the status and contingency plans for outreach services that will be necessary to support the strategies and activities described below. Outreach services must also be adequately equipped and trained to protect their own health as well as the people that are enduring unsheltered homelessness.

Sanitation and Safety: Sanitation and social isolation practices are important to limit the spread of infection among people living in encampments and other spaces not meant for human habitation.

- Encourage people staying in encampments to set up their tents/sleeping quarters with at least 12 feet x 12 feet of space per individual. (Note: It will be especially important to offer alternative living arrangement options for people in encampments in which such spacing protocols cannot be achieved.)

During community spread of COVID-19, encampments may be the most immediate reasonable alternative to congregate shelters.

- Coordinate with public health and emergency management officials to ensure that an encampment cleaning schedule is implemented. Appropriate cleaning and disinfecting measures to support the health of encampment residents may assist in reducing the risk for infection.
- Ensure nearby restroom facilities have functional water taps, are stocked with hand hygiene materials (soap, drying materials) and bath tissue, and remain open to people experiencing homelessness 24 hours per day – and these facilities must be regularly cleaned and sanitized.
- Public facilities may be closed for an extended period of time or may not be accessible to encampment residents. If toilets or handwashing facilities are not available nearby, provide access to portable latrines with handwashing facilities for encampments of more than 10 people. Pursue options for mobile hand washing stations and portable latrines through public health or local offices of emergency management. All of these facilities must be cleaned and sanitized at least once daily.
- Provide hand sanitizer and other hygiene products to encampment residents on a regular basis.
- Communicate about practices that help people stay safer like washing hands, covering coughs, maintaining distance.
- In coordination with local healthcare providers and public health, establish a set protocol for reporting symptoms and coordinating medical care when concerned about an encampment resident's health.
- Engage encampment residents from 6 feet away and explain the reason for the precaution.
- Street Outreach staff should wash hands thoroughly before, during, and after visiting an encampment. Review the Centers for Disease Control and Prevention's protocols for homeless services outreach staff outlined here: Interim Guidance for Responding to Coronavirus Disease 2019 (COVID-19) among People Experiencing Unsheltered Homelessness

Access to food and water: CoCs should ensure that an organization is identified to deliver these life-sustaining commodities. Local non-profits and voluntary organizations may be limiting volunteer options during this time of increased risk. Once aware that encampment residents have lost reliable sources of food and water, CoCs should immediately alert local or state offices of emergency management to ensure residents have restored access to these vital resources.

Service Coordination: During this time of enhanced risk and reduced service delivery, consider documenting an outreach schedule that includes local emergency response officials. Clear articulation of which entity is delivering what commodity at what location is important to ensure no gaps emerge.

- Reach out to partners for support: Engage street medicine teams, Healthcare for the Homeless agencies, public health agencies, law enforcement partners.
- Consider offering opportunities for unsheltered individuals to be tested for COVID-19 when field tests become available. A symptom screening tool may assist in making that decision. An example of a symptom screening tool is posted on the HUD Exchange here:
 - COVID-19 Client Triage Tool: Atlanta, GA CoC Example

Related Resources

Preventing and Managing the Spread of Infectious Disease within Encampments (Department of Housing and Urban Development)

Ask A Question

Submit questions to the Ask A Question (AAQ) portal. In Step 2 of the question submission process, select "CoC: Continuum of Care Program" from the "My question is related to" drop down list and write "Health Preparedness and Response" in the subject line.

This resource is prepared by TA providers and intended to help recipients and subrecipients understand the ESG Program Interim Rule. Always refer to the program regulations to ensure compliance with program requirements. The contents of this document, except when based on statutory or regulatory authority or law, do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

For most up-to-date guidelines on COVID-19, please visit <http://schsa.org/publichealth/pages/corona-virus/>
For local information, please call (209) 558-7535

APPENDIX B
Resource Flyers (Access Center)

*Through dignity and respect,
empowering people at-risk or experiencing
homelessness toward a hopeful and independent life.*

**Visit the
Access Center
For help with these services:**

- Centralized Homelessness
Outreach and Engagement
- Housing Assessments and Navigation
- Homelessness Support
Services Referrals
- Homeless Court
Outreach & Navigation



*Are you currently
homeless and
need help now?
You have options...*

Call the Access Center for personal, no-
fee assistance with housing and other services.
Monday - Friday, 8am-5pm
(209) 272-8800

Dial 211 from any phone in Stanislaus
County for free, 24/7 assistance to the
thousands of vital services available to you
or call **1(877)211-7826**

The Access Center is located at 912 D Street in Modesto.

The Access Center is part of Stanislaus County's efforts to serve individuals at risk or currently experiencing homelessness. The Access Center provides a physical entry point with multiple co-located partners to centralize connections to housing, treatment services, and benefits and help to navigate the wide range of services that are available throughout the county.

The Access Center has a unique "meet you where you are" strategy to remove barriers, build trust, and establish relationships with 'individuals who are homeless in our county. Through daily engagement, the Access Center's trained and compassionate staff facilitate and link individuals with the appropriate supportive services to help them escape homelessness.

The effort is not about the building, it's truly about partnership, collaboration, & the willingness to serve and build hopefulness.

Visit the Access Center
912 D Street
Modesto, CA 95354

Call Us
(209) 272-8800



The Access Center is made possible through the collaborative efforts of ten sectors of the community in alignment with Focus on Prevention.



Sponsored by the
Stanislaus County
Board of Supervisors



APPENDIX C
72-Hour Notice to Vacate

NOTICE TO VACATE

DEBRIS REMOVAL

DATE AND TIME OF POSTING:

10:00 AM, October 15, 2019

LOCATION:

ALLEY BETWEEN BUTTE AVE & COLUSA AVE

BETWEEN EURKEA ST & CROWS LANDING RD

THE COUNTY HAS DEEMED THIS SITE UNINHABITABLE AND ALL PERSONS ARE DIRECTED TO VACATE THIS SITE AND REMOVE ANY PERSONAL BELONGINGS.

CLEANUP AT THIS SITE WILL BEGIN

AT: 10:00 AM

DATE: FRIDAY, OCTOBER 18, 2019

ANY PROPERTY LEFT AT THIS SITE AT THE TIME OF CLEANUP MAY BE REMOVED FROM THE SITE AND DISCARDED OR STORED BY THE COUNTY.

**IF YOU HAVE ANY QUESTIONS AND/OR CONCERNS, PLEASE CALL
CODE ENFORCEMENT AT 209-525-6700**

APPENDIX D
Notice of Collected Property



Modesto Police Department
600 10th Street
Modesto, CA 95354

APPENDIX D

Galen Carroll, Chief of Police

Property Receipt

Owner/Finder: _____

Case #: _____

Date: _____

SAFEKEEPING

- ☐ Property belonging to you has been submitted for temporary safekeeping and must be claimed within 60 days. Property not claimed within 60 days will be disposed of. Photo Identification is required for all property to be released.

Options for the retrieval of Safekeeping Property:

- If you are unable to claim your property within 60 days, you may authorize in writing another person to pick it up for you. Your representative will be required to present photo identification at the time the property is being released.
- If you are incarcerated, you must notify the Evidence/Property Unit in writing to hold the property. Items will not be held for longer than an additional 10 months (2080.10 CCP).

FOUND

- ☐ **Finder-** You are eligible to claim found property if it has not been claimed prior to 90 days. Prior to 90 days after finding the property, you must notify the Evidence/Property Unit in writing if you would like to claim the property. The property will be held for 30 more days (120 in total) for you to retrieve the property. If the property is not claimed within this time the property will be auctioned or disposed of. Photo identification is required for all property to be released.

SAFEKEEPING FIREARMS

- ☐ All firearms taken by the Modesto Police Department must be released pursuant to 33850 PC. Unregistered assault weapons will not be returned per 30900(b)(1) PC. Contact the Evidence/Property Unit for firearm retrieval instructions.

EVIDENCE

- ☐ You will be notified by mail to claim items that have been retained as evidence. Once notifications have been sent, you will have 30 days to claim your property.

Description of Property/Comments:

Proof of ownership is required for property release.

Owner/Finder Signature _____

Date _____

Officer Signature/IBM # _____

Date _____

Modesto Police Department- Property & Evidence (209) 572-9601

1124 F Street

Modesto CA 95354

Property is released on Tuesday or Thursday from 9:00am – 2:00pm or by appointment.

APPENDIX E
Participating Local Jurisdictions and Agencies

This Protocol has been signed by the parties or their duly authorized representatives to become effective as of the date signed.

Our signatures below signify our commitment to the SCRG Protocol.

Jody Hayes, Chief Executive Officer
County of Stanislaus

Date

Joseph Lopez
City of Modesto

Date

Tom Westbrook
City of Ceres

Date

Mary Mayhew
City of Hughson

Date

Todd James

Digitally signed by Todd James
Date: 2020.12.03 09:29:46
-08'00'

Todd James, Deputy County Counsel
County of Stanislaus


Date

Gary Hampton
City of Turlock

Date

Sean Scully
City of Riverbank

Date


Ken Irwin (Feb 9, 2021 13:35 PST)

Ken Irwin
City of Patterson

Feb 9, 2021

Date

Michael Holland
City of Newman

Date

Michael Pitcock
City of Waterford

Date

Date

Date

Brian Whitemyer
City of Oakdale

Date

Date

Date

Date