



HUGHSON CITY COUNCIL

AGENDA

City of Hughson
SPECIAL CITY COUNCIL MEETING
Hughson City Hall – 7018 Pine Street
Hughson, California
MONDAY, NOVEMBER 13, 2023 – 7:00 P.M.

How to participate in, or observe the Meeting:

- In person in the City Council Chambers and submit public comment when invited during the meeting.
- Observe only via YouTube live, by accessing this link:
https://www.youtube.com/channel/UC-PwkdIrKoMmOJDzBSodu6A?view_as=subscriber

If a technical issue arises with any streaming option, the City Council meeting will continue unless the meeting is being held pursuant to the provisions of Assembly Bill 2449.

- In addition, recorded City Council meetings are posted on the City's website the second business day following the meeting. Recorded videos can be accessed with the following link:
[Upcoming Meetings | Hughson CA](#)

CALL TO ORDER: Mayor George Carr

ROLL CALL: Mayor George Carr
 Mayor Pro Tem Randy Crooker
 Councilmember Samuel Rush
 Councilmember Julie Ann Strain
 Councilmember Alan McFadon

FLAG SALUTE: Mayor George Carr

INVOCATION: Hughson Ministerial Association

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

Please limit presentations to five minutes. If you wish to speak regarding an item on the agenda, you may be asked to defer your remarks until the Council addresses the matter. Pursuant to California Government Code Section 54954.2(a)(3), no action or discussion may be undertaken on any item not appearing on the posted agenda, except that the City Council, or its staff, may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda.

2. PRESENTATIONS: NONE.

3. CONSENT CALENDAR:

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an audience member, or 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 October 23, 2023.

3.2: Approve the Warrants Register.

3.3: Adopt Resolution No. 2023-54, Finding There Remains a Reasonable Relationship Between Current Needs for the City's Development Impact Fees and the Purposes for Which They Were Originally Charged.

3.4: Approval for Council Member Alan McFadon to Attend the League of California Cities New Mayors and Council Members Academy in Monterey, CA on January 24-26, 2024, and to Reimburse Costs Associated with Attending the Conference.

3.5: Appoint Abel Morin to the Planning Commission.

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS: NONE.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

A brief report on notable attendance of a meeting, or conference, or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council during this time.

8.1: Staff Reports and Comments:

City Manager:

City Clerk:

Director of Finance:

Community Development Director:

Police Services:

City Attorney:

8.2: Council Comments:

8.3: Mayor's Comments:

9. CLOSED SESSION TO DISCUSS THE FOLLOWING:

9.1: CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case.

9.2: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: In the Matter of the Appeal of the Membership
Determination of: Margaret M. Souza, OAH Case No. 2020090931,
Office of Administrative Hearings.

10. ADJOURNMENT:

The next regular City Council Meeting is scheduled for November 27, 2023, at 6:00 P.M.

<u>AFFIDAVIT OF POSTING</u>	
Date: November 9, 2023	Time: 8:30AM
Name: Ashton Gose	Title: City Clerk

General Information: The Hughson City Council meets in the Council Chambers on the second and fourth Mondays of each month at 6:00 p.m., unless otherwise noticed.

Council Agendas: The City Council agenda is now available for public review at the City’s website 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.

UPCOMING EVENTS:

November 13	▪ <u>Special</u> City Council Meeting, City Council Chambers or YouTube Live Stream, 7:00 PM
November 14	▪ Parks, Recreation and Entertainment Commission Meeting, City Council Chambers, 6:00 PM <i>Cancelled</i>
November 14	▪ <u>Special</u> Planning Commission Meeting, City Council Chambers, 6:00 PM
November 15	▪ Hughson has Heart Planning Meeting, City Council Chambers, 6:00 PM
November 17	▪ Hughson Town Hall – Moderated by Supervisor Vito Chiesa, Samaritan Village, 5:30 PM
November 21	▪ Planning Commission Meeting, City Council Chambers, 6:00 PM <i>Cancelled</i>
November 23 - 24	▪ Thanksgiving Day & Thanksgiving Friday – City Hall Closed

November 27	<ul style="list-style-type: none"> ▪ City Council Meeting, City Council Chambers or YouTube Live Stream, 6:00 PM
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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.

Any documents that are not privileged, or part of a Closed Session provided to a majority of the City Council after distribution of the agenda packet, regarding any item on this agenda, will be made available for public inspection at the City Clerk's Office 7018 Pine Street, Hughson.
1731224-2



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

Meeting Date: November 13, 2023
Subject: Approval of the City Council Minutes
Presented By: Ashton Gose, Executive Assistant/City Clerk
Approved By: Merry Mayhew
City Manager

Staff Recommendation:

Approve the Minutes of the Regular Meeting of October 23, 2023.

Background and Overview:

The draft minutes of the October 23, 2023 meeting are prepared for the Council's review.



HUGHSON CITY COUNCIL

MINUTES

**City of Hughson
REGULAR CITY COUNCIL MEETING
Hughson City Hall – 7018 Pine Street
Hughson, California
MONDAY, OCTOBER 23, 2023 – 6:00 P.M.**

CALL TO ORDER: Mayor George Carr

ROLL CALL:

Present: Mayor George Carr
Councilmember Samuel Rush
Councilmember Randy Crooker
Councilmember Julie Ann Strain
Councilmember Alan McFadon

Staff Present: Merry Mayhew, City Manager
Andy Pinasco, City Attorney
Carla Jauregui, Community Development Director
Jose Vasquez, Public Works Superintendent
Neil Raya, Interim Utilities Superintendent
Kim Weimer, Director of Finance and Admin Services
Sarah Chavarin, Accounting Manager
Sanjay Prasad, Sheriff's Deputy

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

NONE.

2. **PRESENTATIONS:** NONE.

3. CONSENT CALENDAR:

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an audience member, or 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 October 9, 2023.
- 3.2:** Approve the Warrants Register.
- 3.3:** Authorize the Closure of City Hall from December 26, 2023 through December 29, 2023.
- 3.4:** Appoint Susana Vasquez to the Planning Commission.
- 3.5:** Adopt Resolution No. 2023-50, Amending the City of Hughson Personnel Manual.

Councilmember Crooker requested that item 3.6 be pulled from the Consent Calendar for special consideration.

CARR/McFADON 5-0-0-0 motion passes to approve the Consent Calendar, excluding item 3.6, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

- 3.6:** Adopt Resolution No. 2023-53, Accepting the Public Improvements for the Euclid North Subdivision.

CROOKER/STRAIN 5-0-0-0 motion passes to approve item 3.6, as amended to change “South” to “North” throughout the Resolution, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

- 4. UNFINISHED BUSINESS: NONE.**
- 5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**
- 6. NEW BUSINESS:**

- 6.1: Approval to Ratify the Emergency Expenditure of Fixed Asset Funds for the Emergency Repairs of Water Infrastructure on Walker Lane, in Conjunction with the Walker Lane Improvement Project.

Interim Superintendent Raya presented the staff report on this item.

Mayor Carr opened public comment at 6:10 PM. There was no public comment. Mayor Carr closed public comment at 6:10 PM.

CARR/CROOKER 5-0-0-0 motion passes to approve to Ratify the Emergency Expenditure of Fixed Asset Funds for the Emergency Repairs of Water Infrastructure on Walker Lane, in Conjunction with the Walker Lane Improvement Project, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

- 6.2: Approval to Ratify the Expenditures of Sewer Fixed Asset Funds for the Emergency Replacement of a Variable Frequency Drive at the Waste Water Treatment Plant in the Amount of \$19,732.88; and Emergency Lighting Repairs at the Waste Water Treatment Plant in the amount of \$9,290.85.

Interim Superintendent Raya presented the staff report on this item.

Mayor Carr opened public comment at 6:19 PM. There was no public comment. Mayor Carr closed public comment at 6:19 PM.

STRAIN/CROOKER 5-0-0-0 motion passes to approve to Ratify the Expenditures of Sewer Fixed Asset Funds for the Emergency Replacement of a Variable Frequency Drive at the Waste Water Treatment Plant in the Amount of \$19,732.88; and Emergency Lighting Repairs at the Waste Water Treatment Plant in the amount of \$9,290.85, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

7. CORRESPONDENCE: NONE.

8. COMMENTS:

A brief report on notable attendance of a meeting, or conference, or other notable topics of City business shall be made. The Brown Act does not allow for discussion or action of items by the City Council during this time.

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

City Manager:

City Manager Mayhew informed the City Council that Lieutenant Lloyd McKinnon would be meeting with each of them prior to his start date with the City of Hughson.

Community Development Director:

Director Jauregui provided an update regarding upcoming Measure L Projects.

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

Councilmember McFadon attended the constituent office hours of Congressman Tom McClintock on October 19, 2023.

Councilmember Rush

Councilmember Strain a Hughson Economic Development Committee Meeting on October 23, 2023.

Mayor Pro Tem Crooker a Hughson Economic Development Committee Meeting on October 23, 2023.

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

Mayor Carr provided a reminder regarding the Hughson Arboretum Fall Festival on November 4, 2023 and the Hughson Christmas Festival on December 2, 2023.

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: NONE.

10. ADJOURNMENT:

CARR/STRAIN 5-0-0-0 motion passes to adjourn the regular meeting of October 23, 2023, at 6:31 PM with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.2 SECTION 3: CONSENT CALENDAR

Meeting Date: November 13, 2023
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Kim Weimer, Director of Finance
Approved By: Merry Mayhew
City Manager

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 October 16, 2023 through November 8, 2023.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 10/16/2023 - 11/08/2023

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						
01420	CALIFORNIA STATE DISBURSEMENT UNIT	10/17/2023	Regular	0.00	40.12	57292
INV0009971	Invoice	10/11/2023	INCOME WITHHOLDING FOR CHILD SUPP...	0.00	40.12	
00016	ABS PRESORT	10/19/2023	Regular	0.00	1,766.29	57293
133523	Invoice	10/17/2023	BILL PRINTING- OCTOBER 2023	0.00	1,766.29	
00032	AFLAC	10/19/2023	Regular	0.00	322.45	57294
528995	Invoice	11/01/2023	AFLAC - November	0.00	322.45	
00049	ALLIED ADMINISTRATORS	10/19/2023	Regular	0.00	2,141.69	57295
INV0009982	Invoice	11/01/2023	DELTA DENTAL	0.00	2,141.69	
01603	Amazon Capital Services, Inc.	10/19/2023	Regular	0.00	61.53	57296
17PX-NKFV-QPNV	Invoice	10/04/2023	Office Supplies	0.00	17.95	
1CKC-FHN6-CN3R	Invoice	10/07/2023	Office Supplies	0.00	7.53	
1NXY-46TW-XJWN	Invoice	10/04/2023	Office Supplies	0.00	36.05	
01915	Carmen Madrigal	10/19/2023	Regular	0.00	460.00	57297
INV0009984	Invoice	10/10/2023	Damage Deposit - Madrigal	0.00	460.00	
00284	CHARTER COMMUNICATION	10/19/2023	Regular	0.00	344.47	57298
170063901100123	Invoice	10/18/2023	IP ADDRESS- PINE ST	0.00	253.04	
170064301100123	Invoice	10/18/2023	IP ADDRESS- 1ST	0.00	91.43	
00305	CITY OF HUGHSON	10/19/2023	Regular	0.00	4,419.53	57299
INV0009988	Invoice	10/18/2023	LLDS & STARN PARK	0.00	4,419.53	
00332	CONDOR EARTH TECHNOLOGIES	10/19/2023	Regular	0.00	945.85	57300
89864	Invoice	09/30/2023	FY22-24 MS4 Storm Water Support	0.00	945.85	
01916	Cristina Rodriguez	10/19/2023	Regular	0.00	500.00	57301
INV0009985	Invoice	10/11/2023	Damage Deposit - Rodriguez	0.00	500.00	
00406	Department of Conservation	10/19/2023	Regular	0.00	266.91	57302
INV0009983	Invoice	10/05/2023	3RD QTR SMIP FEES 2023	0.00	266.91	
00527	GIBBS MAINTENANCE CO	10/19/2023	Regular	0.00	350.00	57303
13806	Invoice	10/12/2023	JANITOR SERVICES	0.00	350.00	
01612	GreatAmerica Financial Svcs.	10/19/2023	Regular	0.00	358.92	57304
34987522	Invoice	10/18/2023	LEASE	0.00	358.92	
00914	Harbans Singh ET AL	10/19/2023	Regular	0.00	297.87	57305
1010704	Invoice	10/11/2023	diesel (blanket PO)	0.00	297.87	
00570	HARRIS & ASSOCIATES Inc.	10/19/2023	Regular	0.00	6,201.25	57306
58505	Invoice	10/17/2023	Annual Admin 23/24	0.00	3,701.25	
59683	Invoice	10/09/2023	Public Safety CFD Amendment	0.00	2,500.00	
00614	HUGHSON FARM SUPPLY	10/19/2023	Regular	0.00	2,130.34	57307
H470151	Invoice	09/05/2023	supplies/equip repairs (blanket PO)	0.00	24.10	
H470188	Invoice	09/05/2023	Water Supplies (Blanket)	0.00	42.21	
H470237	Invoice	09/05/2023	supplies/equip repairs (blanket PO)	0.00	40.97	
H470289	Invoice	09/06/2023	supplies/equip repairs (blanket PO)	0.00	15.08	
H470374	Invoice	09/06/2023	supplies/equip repairs (blanket PO)	0.00	7.54	
H470794	Invoice	09/11/2023	supplies/equip repairs (blanket PO)	0.00	51.77	
H470933	Invoice	09/12/2023	supplies/equip repairs (blanket PO)	0.00	38.59	
H471045	Invoice	09/14/2023	supplies/equip repairs (blanket PO)	0.00	90.40	

Check Report

Date Range: 10/16/2023 - 11/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
H471589	Invoice	09/19/2023	supplies/equip repairs (blanket PO)	0.00	496.99	
H471772	Invoice	09/21/2023	supplies/equip repairs (blanket PO)	0.00	207.23	
OFF1H200474	Invoice	09/25/2023	Water Supplies (Blanket)	0.00	29.93	
OFF1H200730	Invoice	09/28/2023	supplies/equip repairs (blanket PO)	0.00	91.94	
OFF1H200746	Invoice	09/28/2023	supplies/equip repairs (blanket PO)	0.00	36.64	
OFF1H200748	Invoice	09/28/2023	Water Supplies (Blanket)	0.00	16.50	
OFF1H200749	Invoice	09/28/2023	supplies/equip repairs (blanket PO)	0.00	8.97	
S112448-01	Invoice	09/12/2023	supplies/equip repairs (blanket PO)	0.00	379.71	
S112449-01	Invoice	09/12/2023	supplies/equip repairs (blanket PO)	0.00	551.77	
01583	Hunt & Sons, Inc.		10/19/2023 Regular	0.00	2,818.87	57308
640025	Invoice	10/04/2023	unleaded fuel (blanket PO)	0.00	2,818.87	
00659	J.B. Anderson Land Use Planning		10/19/2023 Regular	0.00	735.00	57309
090123HUGH-2	Invoice	09/01/2023	Revised - General Planning Services	0.00	735.00	
01917	Lilian Martinez		10/19/2023 Regular	0.00	100.00	57310
INV0009986	Invoice	10/11/2023	Damage Deposit - Martinez	0.00	100.00	
01875	LOZANO SMITH ATTORNEY AT LAW		10/19/2023 Regular	0.00	292.50	57311
2201302	Invoice	10/17/2023	Legal services through September 30, 2023	0.00	292.50	
00762	MHK CONSTRUCTION		10/19/2023 Regular	0.00	35,774.00	57312
4270	Invoice	10/18/2023	Hughson Ave. ADA Improvements	0.00	35,774.00	
00611	Mid Valley Publications		10/19/2023 Regular	0.00	1,961.93	57313
341714	Invoice	07/25/2023	LEGAL # 12515	0.00	148.93	
341829	Invoice	08/15/2023	PLAYGROUND COVER	0.00	815.85	
341830	Invoice	08/15/2023	ADA HUGHSON AVE	0.00	854.70	
342103	Invoice	09/26/2023	LEGAL # 12847	0.00	142.45	
00901	PREFERRED ALLIANCE, INC.		10/19/2023 Regular	0.00	96.16	57314
0189221-IN	Invoice	10/18/2023	OFF-SITE PARTICIPANT	0.00	96.16	
01885	RecruitGigs		10/19/2023 Regular	0.00	2,940.00	57315
67511	Invoice	10/17/2023	Extra Help - PW	0.00	2,940.00	
01918	Robert Vogel		10/19/2023 Regular	0.00	600.00	57316
INV0009987	Invoice	10/18/2023	Magic Show for 2023 Trunk or Tent and Tr...	0.00	600.00	
01000	SEEGER'S		10/19/2023 Regular	0.00	194.18	57317
0142092-IN	Invoice	09/15/2023	Stop work order 500	0.00	194.18	
01009	SHRED-IT USA LLC		10/19/2023 Regular	0.00	191.10	57318
8004928127	Invoice	10/03/2023	Shredding	0.00	191.10	
01090	SUTTER HEALTH PLUS		10/19/2023 Regular	0.00	16,415.26	57319
2801037	Invoice	11/01/2023	MEDICAL INSURANCE- NOVEMBER 2023	0.00	16,415.26	
01093	SYNAGRO WEST, LLC		10/19/2023 Regular	0.00	5,949.43	57320
42328	Invoice	10/05/2023	Sludge removal (Blanket)	0.00	5,949.43	
01115	THE HOME DEPOT CRC		10/19/2023 Regular	0.00	713.83	57321
2023140	Invoice	09/27/2023	Tools/supplies (Blanket)	0.00	598.18	
3017950	Invoice	09/26/2023	parts and supplies (blanket PO)	0.00	115.65	
01709	The Lincoln National Life Insurance Company		10/19/2023 Regular	0.00	844.24	57322
4598836789	Invoice	10/01/2023	Life Insurance	0.00	422.12	
4609791288	Invoice	11/01/2023	Life Insurance	0.00	422.12	
01820	Thompson Woolley Builders, Inc		10/19/2023 Regular	0.00	23,892.00	57323
I-23-712	Invoice	10/10/2023	Gates for the Corp Yard	0.00	23,892.00	
00323	COCO'S TAQUERIA		10/24/2023 Regular	0.00	78.77	57324
INV0010053	Invoice	10/24/2023	Food for EDC	0.00	78.77	

Check Report

Date Range: 10/16/2023 - 11/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00323	COCO'S TAQUERIA	10/25/2023	Regular	0.00	256.82	57325
INV0010057	Invoice	10/25/2023	Quarterly Staff Meeting	0.00	256.82	
01920	Adrina Alvarado	10/26/2023	Regular	0.00	150.00	57326
INV0010016	Invoice	10/23/2023	Canceled by renter - Alvarado	0.00	150.00	
01673	Alexander Swanton	10/26/2023	Regular	0.00	334.71	57327
INV0010015	Invoice	10/23/2023	Reimbursement for Work Boots	0.00	334.71	
01603	Amazon Capital Services, Inc.	10/26/2023	Regular	0.00	147.25	57328
1677-NDDR-1W3K	Invoice	10/25/2023	Anti Fatigue Mat	0.00	64.71	
1CTH-L4DT-FGTJ	Invoice	10/24/2023	Office Supplies	0.00	12.92	
1WMC-FCXJ-71...	Invoice	10/23/2023	Office Supplies	0.00	26.91	
1Y1M-HPXR-1KXY	Invoice	10/23/2023	Office Supplies	0.00	42.71	
00094	AT&T MOBILITY	10/26/2023	Regular	0.00	382.83	57329
10102023	Invoice	10/23/2023	PHONES	0.00	382.83	
00109	BADGER METER, INC	10/26/2023	Regular	0.00	2,307.58	57330
80138331	Invoice	10/25/2023	Service	0.00	2,307.58	
00123	BAY ALARM CO	10/26/2023	Regular	0.00	289.50	57331
20887787	Invoice	10/25/2023	Security Monitoring WWTP	0.00	289.50	
01817	Black Castle Construction	10/26/2023	Regular	0.00	5,820.00	57332
INV-0636	Invoice	10/26/2023	toilet rentals (christian church)	0.00	5,530.00	
INV-0637	Invoice	10/26/2023	toilet rental (lebright)	0.00	290.00	
00210	California Building Standards Commission	10/26/2023	Regular	0.00	94.50	57333
INV0010018	Invoice	10/24/2023	3rd QTR - Green Building Fees	0.00	94.50	
00258	CENTRAL SANITARY SUPPLY	10/26/2023	Regular	0.00	2,309.71	57334
8294401	Invoice	10/26/2023	sanitary supplies	0.00	2,309.71	
00462	EWING IRRIGATION PRODUCTS	10/26/2023	Regular	0.00	903.35	57335
011858906	Invoice	10/03/2023	landscape parts/supplies (blanket PO)	0.00	903.35	
00474	FERGUSON ENTERPRISES,INC	10/26/2023	Regular	0.00	165.91	57336
1821847	Invoice	10/18/2023	Mnt. of equipment (Blanket)	0.00	165.91	
00522	GEOANALYTICAL LABORATORIE	10/26/2023	Regular	0.00	645.00	57337
J3J0906	Invoice	10/25/2023	lab	0.00	270.00	
J3J1606	Invoice	10/25/2023	Lab samples	0.00	375.00	
00528	GILTON SOLID WASTE MANAGE	10/26/2023	Regular	0.00	68,374.34	57338
INV0010019	Invoice	10/24/2023	GARBAGE SERVICE- SEPTEMBER	0.00	68,374.34	
01322	GOSE, ASHTON	10/26/2023	Regular	0.00	884.00	57339
INV0010017	Invoice	10/23/2023	Registration & Per Diem for LOCC City Cler...	0.00	685.00	
INV0010058	Invoice	10/25/2023	City Manager Job Posting to Government ...	0.00	199.00	
00914	Harbans Singh ET AL	10/26/2023	Regular	0.00	170.59	57340
1016032	Invoice	07/13/2023	diesel (blanket PO)	0.00	170.59	
01069	Jared Steeley Water & Wastewater Managemer	10/26/2023	Regular	0.00	3,819.50	57341
10011	Invoice	10/24/2023	Wells 9 & 10 Sampling	0.00	310.00	
10012	Invoice	09/05/2023	Professional services (Blanket)	0.00	3,509.50	
00611	Mid Valley Publications	10/26/2023	Regular	0.00	777.00	57342
341827	Invoice	10/25/2023	Publications	0.00	388.50	
341828	Invoice	10/18/2023	Publications	0.00	388.50	
00822	NESTLE WATERS	10/26/2023	Regular	0.00	517.87	57343
03J6703905050	Invoice	10/24/2023	Water for City Hall	0.00	261.11	
13I0025664277	Invoice	10/25/2023	Water service (Blanket)	0.00	236.76	

Check Report

Date Range: 10/16/2023 - 11/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
13J0025664277	Invoice	10/25/2023	Water service (Blanket)	0.00	20.00	
00837	NORTHSTAR CHEMICAL	10/26/2023	Regular	0.00	4,204.46	57344
265788	Invoice	10/10/2023	Chemical (Blanket)	0.00	4,204.46	
01885	RecruitGigs	10/26/2023	Regular	0.00	6,300.00	57345
67568	Invoice	10/23/2023	Extra Help - PW	0.00	3,150.00	
67623	Invoice	10/23/2023	Extra Help - PW	0.00	3,150.00	
01093	SYNAGRO WEST, LLC	10/26/2023	Regular	0.00	6,115.19	57346
40329	Invoice	08/01/2023	Sludge removal (Blanket)	0.00	6,115.19	
01820	Thompson Woolley Builders, Inc	10/26/2023	Regular	0.00	32,416.00	57347
I-23-716	Invoice	10/20/2023	Gates for the Corp Yard	0.00	28,616.00	
I-23-720	Invoice	10/24/2023	Fly Screen in Kitchens	0.00	3,800.00	
01149	TURLOCK IRRIGATION DIST.	10/26/2023	Regular	0.00	33,586.79	57348
INV0010021	Invoice	10/24/2023	ELECTRIC	0.00	33,586.79	
01176	USA BLUE BOOK	10/26/2023	Regular	0.00	561.24	57349
INV00151304	Invoice	10/26/2023	Water Supplies	0.00	561.24	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	11/03/2023	Regular	0.00	40.12	57350
INV0010036	Invoice	10/25/2023	INCOME WITHHOLDING FOR CHILD SUPP...	0.00	40.12	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	59	0.00	285,778.75
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
	96	59	0.00	285,778.75

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	59	0.00	285,778.75
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
	96	59	0.00	285,778.75

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	10/2023	285,738.63
999	POOLED CASH/CONSOLIDATED CASH	11/2023	40.12
			285,778.75



Hughson

Refund Check Register

Refund Check Detail

UBPKT03359 - Refunds 01 UBPKT03356 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
13-0260-003	GALVAN, MARIA	11/6/2023	57351	68.21			68.21	Generated From Billing
13-2280-008	Kemp, Hiram	11/6/2023	57352	28.82			28.82	Generated From Billing
14-3430-005	Trust, The Larry & Karen Prada Living	11/6/2023	57353	89.38			89.38	Generated From Billing
Total Refunds: 3			Total Refunded Amount:	186.41				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	186.41
Revenue Total:	186.41

General Ledger Distribution

Posting Date: 11/02/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 510 - WATER/SEWER DEPOSIT			
510-10001	CLAIM ON CASH-WATER/SEWER DEPOSIT	-186.41	Yes
510-11040	CUSTOMER CREDITS	186.41	
510 Total:		0.00	
Fund: 999 - POOLED CASH/CONSOLIDATED CASH			
999-10010	CASH IN BANK-MONEY MARKET	-186.41	
999-20000	DUE TO OTHER FUNDS (POOLED CASH)	186.41	Yes
999 Total:		0.00	
Distribution Total:		0.00	

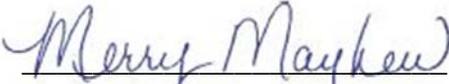


CITY COUNCIL AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: November 13, 2023
Subject: Approval of Annual Report of AB1600 Fees for Fiscal Year Ending June 30, 2023, and Adoption of Resolution No. 2023-54, Finding There Remains a Reasonable Relationship Between Current Needs for the City's Development Impact Fees and the Purposes for Which They Were Originally Charged

Enclosure: Fiscal Year 2022-23 AB 1600 Report, "Attachment A"
Presented By: Kim Weimer, Director of Finance & Administrative Services

Approved By: 
City Manager

Staff Recommendation:

Approve the AB1600 Annual Report for the year ending June 30, 2023, and adopt Resolution No. 2023-54, finding there remains a reasonable relationship between current needs for the City's Development Impact Fees and the purposes for which they were originally charged.

Background and Overview:

In 1978, following the passage of Proposition 13, many cities began charging fees on new development to fund public improvements and services such as streets, park facilities, sewers, water, and storm drains. These fees are commonly known as development impact fees. To ensure that these fees were spent in a timely manner and on projects for which they were being collected, the State Legislature passed a bill known as AB1600 (Mitigation Fee Act). This bill applies to developer fees that were increased or imposed on or after January 1, 1989. AB1600 enacts Sections 66000-66008 of the California Government Code, which generally contain four requirements:

1. A local jurisdiction must follow the process set forth in the bill and make certain determinations regarding the purpose and use of the fees and establish a "nexus" or connection between a development project or class of project and the public improvement.

2. The fee revenue must be segregated from the general fund to avoid commingling of public improvement fees and the general fund.
3. If a local jurisdiction has had possession of a developer fee for five or more years and has not committed that money to a project or spent that money, then it must make findings describing the continuing need for that money. In addition, an annual report must be made of fees collected, interest earned, projects on which fees were expended, and any transfers for loans from the fee account. This report is to be reviewed by the local agency assessing the fees.
4. If a local jurisdiction cannot make the findings required under paragraph three, the City must refund the fees collected.

Discussion:

The City of Hughson scheduled fees covered by AB1600, and documented in the attached report, include the following:

- **Fund 220** – Sewer Capacity Fee
- **Fund 250** – Water Capacity Fee
- **Fund 370** – Community Enhancement Development Impact Fee
- **Fund 450** – Storm Drain Development Impact Fee
- **Fund 451** – Public Facility Development Impact Fee
- **Fund 452** – Public Facility Streets Development Impact Fee
- **Fund 453** – Park Development Impact Fee
- **Fund 454** – Parkland In Lieu

City staff examined each of the funds for the capacity and impact fees listed above to determine if any development fees remain unexpended five years or more after receipt. Based on the analysis, no refunds are due. Unexpended fund balances represent fees collected for respective Council approved projects which will be financed and implemented when financially feasible or practical.

Sewer Capacity Fees Fund 220

The sewer capacity fee is assessed to recover the costs of building the infrastructure necessary to extend sewer service to new development. Extended periods are necessary to achieve sufficient resources to finance the costs of Sewer Capital Improvement projects. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Water Capacity Fees Fund 250

The water capacity fee is assessed to recover the costs of building infrastructure necessary to extend water delivery service to new development. Extended periods are necessary to achieve sufficient resources to finance the costs of Water Capital Improvement projects. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Community Enhancement Fund-370

The community enhancement impact fee is designed to fund improvements to the City's visual and aesthetic appeal. With this funding the City can provide new landscaping, signs, statues, and other visible improvements that bring older areas of the City more in line with the newly developed sections. The Downtown Improvement Project will be funded by these fees. Extended periods are necessary to achieve sufficient resources to finance the costs of community enhancement projects. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Storm Drain Fund 450

The storm drain impact fee is designed to recover the costs associated with the provision and expansion of storm drainage infrastructure. CIP project that will be funded using these fees are the trash capture systems needed to be in compliance with the State of California requirements. Extended periods are necessary to achieve sufficient resources to finance the costs of storm drainage infrastructure. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Public Facility Development Fund 451

The public facilities impact fee is designed to recover the costs of providing general civil facilities such as City Hall, Corporation Yard, and community centers. Extended periods are necessary to achieve sufficient resources to finance the cost of facility development. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Public Facility Streets Development Impact Fee Fund 452

The public facility streets development impact fee is assessed to recover the costs of building infrastructure necessary to extend public roadways to new development. CIP projects that will be funded from this fee include the street surface improvement project, the Whitmore pedestrian crossing, and the Whitmore reconstruction. Extended periods are necessary to achieve sufficient resources to finance the costs of development projects. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Park Development Fund 453

The park development impact fee is assessed to recover the costs of providing parks for future residents. It is anticipated that development costs can be paid for through this funding for Lebright Field projects. For 2022/23 these monies were used to build the backstops at Lebright. Future projects such as parking, restrooms, ADA walkways, and lighting can be funded from these fees. Extended periods are necessary to achieve sufficient resources to finance the cost of park development. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Park In Lieu Fund 454

The Quimby Act allows the City to require that new development set aside some amount of land (between three and five acres per 1000 people) for the purpose of providing parkland. In Lieu Impact Fees provide funds for the City to procure parkland. The City continues to explore opportunities to expand its park acreage to meet local needs as identified in community focus group sessions. Extended periods are necessary to achieve sufficient resources to finance the costs of parkland. Accordingly, a need exists to continue the ongoing collection of this impact fee as well as the preservation of unspent balances for expected future project needs.

Summary:

To comply with AB1600, the City Council must make the findings that there is a reasonable relationship between the current need for the fees and the purposes for which they were charged. It is important these findings can be and are made to ensure continuance of funding resources for these important programs.

Although AB1600 requires fees collected from developers be expended within five years, the law also allows exceptions. Exceptions are provided in recognition that some projects require an extended planning period. There can be several reasons for reasonable exceptions including project costs being of a magnitude necessitating a greater than five-year timeframe to accumulate sufficient funds or necessary matching funds not being available within the five-year timeframe. The City has referenced projects demonstrating there remains a nexus between current needs of unspent development impact fees and the purposes for which they were originally established.

Fiscal Impact:

The July 1, 2022 beginning balance for the City of Hughson development impact fees totaled \$4,326,496. The ending balance as of June 30, 2023, totals \$5,098,826 for an increase of \$772,330. The acceptance of this report, including the attached Resolution, has no direct fiscal or budgetary impact on the City of Hughson, provided the collected impact fees are retained.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2023-54**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON FINDING THERE REMAINS A REASONABLE RELATIONSHIP BETWEEN CURRENT NEEDS FOR THE CITY'S DEVELOPMENT IMPACT FEES AND THE PURPOSES FOR WHICH THEY WERE ORIGINALLY CHARGED (GOVERNMENT CODE SECTION 66000 ET. SEQ.) RELATED TO THE CITY'S ANNUAL REPORT ON DEVELOPMENT IMPACT FEES FOR THE FISCAL YEAR ENDED JUNE 30, 2023

WHEREAS, the City of Hughson has been authorized by Resolution to establish and collect development impact fees; and

WHEREAS, the City has established discrete accounts and fees to finance the construction of improvements as mitigation measures for continued development within the City; and

WHEREAS, the City prioritizes improvements and allocates funds during the budget cycle to construct improvements as mitigation for continued development in the City; and

WHEREAS, improvements are scheduled to be constructed over time as sufficient funds become available; and

WHEREAS, there continues to be a distinct nexus between continued development and the necessity to mitigate development impacts; and

WHEREAS, fees collected in Storm Drain, Community Enhancement, Facility Development, Park In-Lieu, Parks Development, Sewer Capacity, Public Facility Streets, and Water Capacity fund accounts have not been expended in a timeframe exceeding five years, however are still necessary pursuant to AB1600 for the purpose in which they are collected, as project costs exceed current available resources and it will thus take longer to collect the necessary funds.

NOW, THEREFORE, BE IT RESOLVED that the Hughson City Council hereby:

Find and accepts the above Recitals as fact, approves the City's AB1600 Report for Fiscal Year 2022-23, as reflected in Exhibit "A", and does find there remains a reasonable relationship between the current need for the impact fees and the purposes for which they were originally collected.

PASSED AND ADOPTED by the Hughson City Council at a regular meeting thereof held on November 13, 2023 by the following vote:

»
»
»

AYES:

NOES:

ABSTENTIONS:

ABSENT:

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, City Clerk

City of Hughson, California
Development Impact Fees and Water Capacity Fees
Report
2022-2023

Made Pursuant to Government Code
Section 66000 et seq.

On July 24, 2006, the Hughson City Council held a public hearing and adopted Resolution No. 06-114, a Resolution of the Hughson City Council accepting and adopting the Development Impact Fee Nexus Study prepared by the firm of Bartle Wells. The Resolution and the Nexus Study is available at: [1306 \(cityofhughsonca.gov\)](http://cityofhughsonca.gov).

The Nexus Study, dated July 18, 2006, outlines the existing development impact fees, a brief description of the type of fee, growth projections, capital improvements, existing assets, a listing of insured capital assets, and each Impact Fee: Public Facilities, Storm Drainage, Sewer, Water, Street Improvement, Park Development, Park In-Lieu, and Community Enhancement Fees. In addition, on August 13, 2007, Resolution No. 07-198 updated the Wastewater Development Impact Fee

The Nexus Study recommends that all fees be updated annually to account for changes in the cost of materials and labor, indexing them to changes in the Engineering News Record-Construction Cost Index (ENR-CCI) This index measures changes in the relative cost of building public infrastructure such as roads, sewers, and water systems. The ENR-CCI for the Bay Area as of June 2006 was 8440.73. To calculate the change, the ENR-CCI for the Bay Area each June should be used to adjust the fees by the percent change in the index from the previous June. Through the years, fees have not been adjusted by the ENR-CCI; however, in July 2023 the ENR-CCI is 15369.76, an increase of 82%.

Resolution 07-198 adopted a new Nexus Study for Wastewater Development Impact Fee, the study is available at: [1301 \(cityofhughsonca.gov\)](http://cityofhughsonca.gov)

Within 180 days after the last day of each fiscal year, the local agency must make available to the public the following information:

- A brief description of the type of fee in the fund
- the Amount of the fee
- The beginning and ending balance of the fund
- The amount of the fees collected, and the interest earned
- identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost
- Approximate date by which construction will commence if sufficient funds have been collected
- Description of each interfund transfer or loan
- Amount of any refunds

Link to the City of Hughson's Fee Schedule: <https://www.cityofhughsonca.gov/media/886>

Development Impact Fees and Capacity Fees Fund Listing

Community Enhancement Impact Fee – The purpose of this fee is to fund improvements to the City’s visual and aesthetic appeal. In particular, it would be collected to provide new landscaping, signs, statues, and other visible improvements that bring older areas of the City more in line with the newly developed sections.

Park Development Impact Fee – The fee is assessed to recover the costs of providing parks for future residents.

Park In-Lieu Impact Fee – The Quimby Act allows the City to require that new development set aside some amount of land (between 3 and 5 acres/1,000 people) for the purpose of providing park land.

Public Facilities – The public facilities impact fee is designed to recover the costs of providing general civic facilities such as City Hall and community centers, including future improvements, extensive renovations, and remodeling.

Sewer Capacity – The Sewer fee is assessed to recover the costs of infrastructure associated with necessary to extending sewer service related to increased development and the Nexus Study adopted on August 13, 2007 updated the fee to ensure that new growth is adequately mitigating its impacts on the City by providing for adequate capacity in the wastewater treatment plant.

Storm Drainage – The storm drainage impact fee is designed to recover the costs associated with the provision and expansion of storm drainage infrastructure.

Street Improvement – the street improvement impact fee is assessed to recover the costs associated with providing street and traffic improvements related to increased population and vehicle trips due to new development.

Water Capacity – The water fee is assessed to recover the costs of the infrastructure associated with extending water service related to increased development.

Community Enhancement Impact Fee

A brief description of the type of fee in the fund

The purpose of this fee is to fund improvements to the City's visual and aesthetic appeal. In particular, it would be collected to provide new landscaping, signs, statues, and other visible improvements that bring older areas of the City more in line with the newly developed sections.

The amount of the fee

Single-family residence	\$ 1,008
Multi-family residence	\$ 605
Commercial/retail, per 1000 square feet	\$ 593
Industrial/office, per 1,000 square feet	\$ 336

The beginning and ending balance of the fund

Beginning Balance \$251,351
Ending Balance \$281,785

The amount of the fees collected, and the interest earned

Fees Collected \$30,240
Interest Earned \$194

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

No fees were expended in 2022/23

Approximate date by which construction will commence if sufficient funds have been collected

1. Downtown Improvement Project estimated start date 2024/25 Fiscal Year.

Description of each interfund transfer or loan

No interfund transfers or loans were from this account or fund.

Amount of any refunds

No refunds made.

Park Development Impact Fee

A brief description of the type of fee in the fund

This fee is assessed to recover the costs of providing parks for future residents

The amount of the fee

Single-family residence	\$ 2,667
Multi-family residence	\$ 1,600

The beginning and ending balance of the fund

Beginning Balance	\$794,011
Ending Balance	\$576,561

The amount of the fees collected, and the interest earned

Fees Collected	\$80,010
Interest Earned	\$452

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

1. Amount of Fees Expended \$297,913 Total Cost of Improvement \$297,913

Monies were spent on the Lebright Field backstops

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Lebright parking, storm drainage, paving and striping, estimated start date of October 2023
2. Lebright restroom and concession stand project, estimated start date of October 2023
3. Lebright ADA walkways, start date of July 2023
4. Lighting for Lebright, estimated start date of December 2024

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account

Amount of any refunds

No refunds made.

Park In-Lieu Impact Fee

A brief description of the type of fee in the fund

The Quimby Act allows the City to require that new development set aside some amount of land (between 3 and 5 acres/1,000 people) for the purpose of providing parkland.

The amount of the fee

Single-family residence	\$ 1,991
Multi-family residence	\$ 1,194

The beginning and ending balance of the fund

Beginning Balance	\$621,953
Ending Balance	\$682,153

The amount of the fees collected, and the interest earned

Fees Collected	\$59,730
Interest Earned	\$470

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

No fees were expended in 2022/23

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Purchase of land for parks, estimated construction will begin when enough funds have been collected.

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account.

Amount of any refunds

No refunds made.

Public Facilities

A brief description of the type of fee in the fund

The public facilities impact fee is designed to recover the costs of providing general civic facilities such as City Hall and community centers, including future improvements, extensive renovations and remodeling.

The amount of the fee

Single-family residence	\$ 3,050
Multi-family residence	\$ 3,050
Commercial/retail, per 1000 square feet	\$ 1,794
Industrial/office, per 1,000 square feet	\$ 1,017

The beginning and ending balance of the fund

Beginning Balance	\$1,675,454
Ending Balance	\$1,772,781

The amount of the fees collected, and the interest earned

Fees Collected	\$97,252
Interest Earned	\$1,225

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

1. Amount of Fees Expended \$1,150.00 Total Cost of Improvement \$0.00 - Purchase not yet completed

Fees spent in 2022/23 were for legal expenses surrounding the purchase of property.

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Property purchase, estimated start date of January 2024

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account

Amount of any refunds

No refunds made.

Sewer Capacity

A brief description of the type of fee in the fund

The Sewer fee is assessed to recover the costs of infrastructure associated with necessary to extending sewer service related to increased development and the Nexus Study adopted on August 13, 2007 updated the fee to ensure that new growth is adequately mitigating its impacts on the City by providing for adequate capacity in the wastewater treatment plant.

The amount of the fee

Single-family residence	\$ 13,755
Multi-family residence	\$ 9,628
Retail/services (per 1000 square feet)	\$ 11,967
Offices (per 1,000 square feet)	\$ 7,290
Service Commercial (per 1,000 square feet)	\$ 6,877
Industrial (per 1,000 square feet)	\$ 6,465

The beginning and ending balance of the fund

Beginning Balance \$177,345
Ending Balance \$637,485

The amount of the fees collected, and the interest earned

Fees Collected \$459,943
Interest Earned \$359

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

Legal fees of \$163 were paid in 2022/23.

1. Amount of Fees Expended \$163 Total Cost of Improvement \$ _____
2. Amount of Fees Expended \$0.00 Total Cost of Improvement \$ _____

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Debt service payment
2. Sewer upgrades to provide adequate capacity for Wells 9 & 10, estimated start date of 2025

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account

Amount of any refunds

No refunds made.

Storm Drainage

A brief description of the type of fee in the fund

The storm drainage impact fee is designed to recover the costs associated with the provision and expansion of storm drainage infrastructure.

The amount of the fee

Single-family residential, per dwelling unit	\$ 2,814
Multiple-family residential, per dwelling unit	\$ 2,189
Commercial/retail, per 1,000 square feet	\$ 3,272
Industrial/office, per 1,000 square feet	\$ 1,781

The beginning and ending balance of the fund

Beginning Balance	\$789,749
Ending Balance	\$854,343

The amount of the fees collected, and the interest earned

Fees Collected	\$95,126
Interest Earned	\$600

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

1. Amount of Fees Expended \$31,132 Total Cost of Improvement \$_____

Fees paid in 2022/23 were to assess what trash capture systems will be needed. These On Land Visual Trash Assessments (OVTA) will be used to determine the trash capture systems needed to comply with the State of California requirements.

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Trash capture systems, estimated start date of June 2025

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account

Amount of any refunds

No refunds made.

Street Improvement

A brief description of the type of fee in the fund

The street improvement impact fee is assessed to recover the costs associated with providing street and traffic improvements related to increased population and vehicle trips due to new development.

The amount of the fee

Single-family residential, per unit	\$ 4,101
Multiple-family residential, per unit	\$ 2,778
Commercial/retail, per 1,000 square feet	\$ 6,625
Industrial/office, per 1,000 square feet	\$ 2,760

The beginning and ending balance of the fund

Beginning Balance \$482,781

Ending Balance \$605,811

The amount of the fees collected, and the interest earned

Fees Collected \$123,030

Interest Earned \$0

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

No fees were expended in 2022/23.

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Street surface improvement project, estimated start date of December 2023
2. Whitmore pedestrian crossing, estimated start date of December 2024
3. Whitmore reconstruction, estimated start date of June 2025

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account

Amount of any refunds

No refunds made.

Water Capacity

A brief description of the type of fee in the fund

The water fee is assessed to recover the costs of the infrastructure associated with extending water service related to increased development.

The amount of the fee

Meter Size	Fee
5/8 x 3/4"	\$ 3,803
3/4"	\$ 5,705
1"	\$ 9,508
1-1/2"	\$ 19,015
2	\$ 30,424
3	\$ 57,045
4	\$ 95,075
6	\$ 190,150
8	\$ 304,240
10" & 12"	\$ 437,345

The beginning and ending balance of the fund

Beginning Balance	-\$477,359
Ending Balance	-\$312,091
Debt Service – Water Tank ¹	\$872,237
Cash Balance of Water Capacity	\$560,265

¹Debt Service for the Water Tank Loan which will be paid in full in March 2026

The amount of the fees collected, and the interest earned

Fees Collected \$165,431

Interest Earned \$0

Identification of each of the public improvements on which the fees were expended and the amount of fees expended on the improvement compared to the total cost

1. Amount of Fees Expended \$163 Total Cost of Improvement \$ _____

In 2022/23 \$163 were spent in legal fees for assessing capacity.

Approximate date by which construction will commence if sufficient funds have been collected

Capital Improvements with Estimated Dates of Construction:

1. Debt service payment annually

Description of each interfund transfer or loan

No interfund transfers or loans were made from this account

Amount of any refunds

No refunds made.

City of Hughson
For the Year Ending June 30, 2023
Report of Sources and Uses of
Development Impact Fees

Fund Name	Fund #	Beginning Balance as of 7/1/2022	Prior Period Adjustment	(Plus) Revenues		(Less) Equipment/Projects/Expenses	Description of Expense	Ending Balance as of 6/30/2023
				Fees	Interest			
Sewer Capacity Fee Fund	220	179,633.36	(2,288.11)	459,943	359	163	Legal fees for capacity study	637,484.91
Water Capacity Fee Fund ¹	250	(472,898.09)	(4,461.40)	165,431	-	163	Legal fees for capacity study	(312,091.49)
Community Enhancement Development	370	251,350.99		30,240	194			281,784.67
Storm Drain Fund	450	789,748.96		95,126	600	31,132	On land visual assessments to determine trash system needed	854,342.55
Facility Development Fund	451	1,679,915.40	(4,461.74)	97,252	1,225	1,150	Legal fees paid for property purchase	1,772,781.12
Public Facility Streets	452	482,780.51		123,030				605,810.51
Parks Development Fund	453	794,011.61		80,010	452	297,913	Lebright field backstops	576,560.55
Parkland In Lieu Fund	454	621,952.78		59,730	470			682,152.78

TOTALS		\$ 4,326,496		\$ 1,110,762	\$ 3,299	\$ 330,520		\$ 5,098,826
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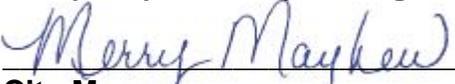
¹ Debt service for the Water Tank Loan from fund 250 is \$872,327. This loan will be paid in full by March of 2026. Cash balance of Fund 250 is \$560,265



CITY COUNCIL AGENDA ITEM NO. 3.4 SECTION 3: CONSENT CALENDAR

Meeting Date: November 13, 2023
Subject: Approval for Council Member Alan McFadon to Attend the League of California Cities New Mayors and Council Members Academy in Monterey, CA on January 24-26, 2024, and to Reimburse Costs Associated with Attending the Conference

Enclosure: Agenda for the League of California Cities Academy
Presented By: Merry Mayhew, City Manager

Approved By: 
City Manager

Staff Recommendation:

Approve Council Member Alan McFadon to attend the League of California Cities New Mayors and Council Members Academy in Monterey, CA from January 24 through January 26, 2023, and reimburse costs associated with attending the Academy.

Background and Discussion:

The League of California Cities (LOCC) provides training for new mayors and council members after each election. The LOCC New Mayors and Council Members Academy (Academy) includes Harassment Prevention Training, required by Assembly Bill 1661, and Understanding Public Service Ethics Laws and Principles, required by Assembly Bill 1234.

In addition, the Academy provides workshops with information on the LOCC, the Cal Cities leadership team, and the tools provided by Cal Cities, as well as other workshops. Examples include Developing an Effective City Council and City Manager Team, Legal Powers and Obligations, Policy Role in Land Use Planning, Effective Advocacy and Key City Issues, The Do's and Don'ts of Conducting a Public Meeting, Social Media/Digital Communications, and Civic Engagement, and Financial Responsibilities.

Along with the required training and the workshops, attending the LOCC Academy provides an excellent opportunity to network and build relationships with other mayors and council members as well as meet the LOCC Regional Public Affairs Manager for the Central Valley Division of the League of California Cities, Stephen

Qualls. Mr. Stephen Qualls represents the City of Hughson along with other cities in the Central Valley.

Council Member Alan McFadon is requesting approval to attend the LOCC Academy that is being held on January 24, 25, and 26, 2024.

An estimated cost to attend the LOCC Academy is approximately \$2,100 and includes registration, hotel, mileage, parking costs, and per diem.

Pre-paid Registration and per-diem can be advanced to the council member by the City. Other costs such as lodging, mileage, parking fees, etc., will be reimbursed after they return and submit receipts.

The Hughson Municipal Code 2.24.020 states that council members shall be reimbursed for actual and necessary expenses incurred in the performance of official duties.

Fiscal Impact:

The cost of attending the LOCC Academy is supported by the City Council General Fund Budget. Should additional appropriations be necessary, an adjustment will be made at the mid-year or the year-end budget cycle.

Contact Person Merry Mayhew

CITY OF HUGHSON TRAVEL REQUEST AND EXPENSE REPORT

I. TRAVEL INFORMATION

Name(s) Council Member Alan McFadan Dept. 100-1005-60050

Conf./Event League of CA Cities Council Member Orientation City/State Monterey, CA

Dates (Incl. Travel time): From: 1/23/2024 To: 1/26/2024

Mode of Transportation (city or private car, air, etc.) Private Car

Additional passengers in city vehicle N/A

If private car, need proof of insurance _____

II. EXPENSE AUTHORIZATION Travel Time Sheet attached (Initial) _____

Fund/Account #: 1005 / 60050 Brochure/backup & Expense Worksheet attached (Initial) _____

Per Diem: \$110.00 Lodging: \$950 estimate Air: Parking@\$50 Day Comm'l Trans: \$200.00

Registration: \$675.00 Pre-Pd Misc. \$163.75 RT mileage-250 **TOTAL REQUESTED:** \$2,098.75

EMPLOYEE: Council Member Alan McFadan **APPROVED:** City Council -

Date Signed by Employee: _____ Date Approved by Director: _____ N/A

AUTHORIZATION FOR TRAVEL POLICY EXCEPTIONS (See Worksheet): N/A
(City Manager/Designee)

III. ACTUAL EXPENSE REPORT Date/Time of Departure: 1/23@ Date/Time of Return: 1/26@noon

Dates	1/23/24	1/24/24	1/25/24	1/26/24					TOTALS
Per Diem	\$25.00	40.00	25.00	20.00					110.00
Lodging									-
Auto mileage									-
Air									-
Comm'l Trans									-
Registration	675.00								675.00
Misc									-
Misc									-
Misc									-
ACTUAL EXP TOTALS	700.00	40.00	25.00	20.00	-	-	-	-	785.00

IV. ACTUAL ADVANCES (Including pre-paid expenses): Check box for pre-paid expenses.

Date	Purpose	Payee	<input checked="" type="checkbox"/>	Amount
	Registration	Alan McFadan		675.00
	Per Diem	Alan McFadan		110.00
TOTAL ACTUAL ADVANCES				785.00

ACTUAL EXP TOTALS \$ _____

LESS ACTUAL ADVANCES \$ _____

NET RETURNED \$ _____

NET REIMBURSABLE \$ _____ -

TO FINANCE FOR AUDIT (Date) _____

APPROVED:

Council Member Alan McFadan
Employee Signature Date _____

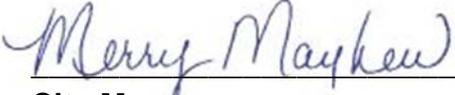
City Council approval
Service Director Signature Date _____

Finance Signature Date _____



CITY COUNCIL AGENDA ITEM NO. 3.5

SECTION 3: CONSENT CALENDAR

Meeting Date: November 13, 2023
Subject: Consideration to Appoint One Candidate to the Planning Commission
Enclosure: Commission Application:
Abel Morin
Presented By: Ashton Gose, City Clerk
Approval: 
City Manager

Staff Recommendation:

Appoint Abel Morin to the Planning Commission.

Background and Overview:

The Hughson Planning Commission consists of five members appointed by the Mayor, with a majority of the City Council, to alternating two-year terms. Currently, there is one (1) vacancy for the Planning Commission, with another scheduled for December 31, 2023. City staff has advertised for these vacancies and one (1) application has been received.

Abel Morin has expressed interest in serving on the Planning Commission by means of the application process. If appointed, his term will begin immediately.

City staff conferred with Mayor George Carr regarding the recommendation to appoint the new applicant. Mayor Carr agreed with the recommendation and asked staff to present the item to the City Council for a majority vote.

At this time, the City Council has the opportunity to interview the applicant (to do so, the item would need to be pulled from the Consent Calendar by a member of the City Council), discuss the application, and ultimately appoint the applicant with a majority vote.

Fiscal Impact:

Per the Hughson Municipal Code, Hughson Planning Commissioners are compensated \$50 per meeting attended and reimbursement of necessary travel and other expenses incurred by the performance of their official duties. The City's annual budget includes funding for this commitment.



**CITY OF HUGHSON
APPLICATION FOR PLANNING COMMISSION**

NAME: Abel Morin

HOME ADDRESS: [REDACTED] Hughson CA 95326

DO YOU LIVE WITHIN CITY LIMITS? YES NO

EMAIL: [REDACTED]

HOME PHONE: [REDACTED] CELL PHONE: [REDACTED]

ARE YOU RELATED TO CURRENT CITY EMPLOYEES? YES NO

IF YES, PLEASE LIST EMPLOYEE'S NAME AND RELATIONSHIP:

OCCUPATION: General Manager

BUSINESS ADDRESS: 2451 3rd St Suite B Hughson CA 95326

EDUCATION (HIGHEST SCHOOL YEAR, DEGREES, ETC.): _____

*EMPLOYMENT HIGHLIGHTS (Please submit resume)

PRIOR PUBLIC SERVICE (IF ANY): Hughson Chamber of Commerce Board of Directors, Oakdale Chamber of Commerce

PRESENT AND PAST COMMUNITY ACTIVITIES

(PLEASE DO NOT LIST PARTISAN POLITICAL ACTIVITIES): Hughson Fruit and Nut Festival Committee Member

WHAT DO YOU BELIEVE ARE THE MOST IMPORTANT ISSUES FACING HUGHSON TODAY (Relative to the position being sought)?

The most important issue facing the City of Hughson is the lack of available commercial buildings. There are commercial buildings sitting vacant because the owners don't want to use, rent or sell the property at competitive rates. This is leading businesses, including the one I manage, to seek other properties in the surrounding area.

SIGNATURE: 

DATE: October 31, 2023

**Deliver or mail to: City Clerk, City Hall
7018 Pine Street/ P.O. Box 9
Hughson, CA. 95326**

DEADLINE FOR FILING - Until Filled.

CANDIDATE'S STATEMENT

As a candidate for the PLANNING COMMISSION of the City of Hughson, I submit the following statement on why I am interested in serving as a City Commissioner:

My name is _____

Abel and I am interested in serving as a City Commissioner because I want to contribute to the future vision and direction for the community. I moved to California just under 2 years ago and grew to love the City of Hughson and the people who call Hughson home. I am always looking for ways to serve the community and have joined the Hughson Chamber of Commerce and am on the Board of Directors.

DATE October 21, 2023



SIGNATURE