



**CITY OF HUGHSON
CITY COUNCIL MEETING
SENIOR COMMUNITY CENTER
2307 4th Street, Hughson, CA**

**AGENDA
MONDAY, JANUARY 24, 2022 – 6:00 P.M.**

**SPECIAL NOTICE
Coronavirus COVID-19**

MEMBERS OF THE PUBLIC MAY REMOTELY OBSERVE THE MEETING AND ADDRESS THE COUNCIL VIA VIDEOCONFERENCE.

This meeting will be held in accordance with Assembly Bill 361 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 participate in, or observe the Meeting:

- Interactively, via WebEx Videoconference, by accessing this link:

<https://cityofhughson.my.webex.com/cityofhughson.my/j.php?MTID=ma399809057ba392b907aba510dd3bd79>

Meeting Number: 2557 109 2019 Password: **7RnrT6MpVM3**
(77678667 from phones and video systems)

Interactive attendees may submit public comment via WebEx when invited during the meeting.

- Observe only via YouTube live, by accessing this link:
https://www.youtube.com/channel/UC-PwkdIrKoMmOJDzBSodu6A?view_as=subscriber
- 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 written Public Comment:

- Email will be available prior to 5:00 PM on January 24, 2022, 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.

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:** Upcoming Voter Education Workshops – Donna Linda, Stanislaus County Clerk-Recorder and Registrar of Voters.

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 10, 2022.
- 3.2:** Approve the Warrants Register.
- 3.3:** Authorization for the City of Hughson to Apply for the Department of Resources, Recycling and Recovery SB 1383 Local Assistance Grant Program and Authorize the City Manager, or Designee, to Sign Documents Related to the Application and Receipt of the Grant.

3.4: Approve the City of Hughson Treasurer's Report for November 2021.

3.5: Adopt the Travel Policy for City of Hughson Officials and Employees.

3.6: Adopt Resolution No. 2022-04, Making the Required AB 361 Findings for the Use of Teleconference Meetings for the Period January 24, 2022 – February 22, 2022.

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

6.1: Approval to Install a Bronze “Larger than Life” Memorial Bust of Dennis Wallace on City Property.

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:

Student Representative:

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 (1) of subdivision (d) of Section 54956.9)

Name of case: In the Matter of the Appeal of the Membership

Determination of: Linda Abid-Cummings, OAH Case No. 2020090772,
Office of Administrative Hearings.

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.

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

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.

WAIVER WARNING

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

UPCOMING EVENTS:

February 8	<ul style="list-style-type: none"> ▪ Parks, Recreation and Entertainment Commission Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM
February 11	<ul style="list-style-type: none"> ▪ President Lincoln's Birthday Observed – City Hall Closed
February 14	<ul style="list-style-type: none"> ▪ City Council Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM
February 15	<ul style="list-style-type: none"> ▪ Planning Commission Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM
February 21	<ul style="list-style-type: none"> ▪ President Washington's Birthday Observed – City Hall Closed
February 28	<ul style="list-style-type: none"> ▪ City Council Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM

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 at 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: January 21, 2022 **TIME:** 10:00 AM
NAME: Ashton Gose **TITLE:** Deputy City Clerk



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

Meeting Date: January 24, 2022
Subject: Approval of the City Council Minutes
Presented By: Ashton Gose, Deputy City Clerk

Approved By:

Merry Mayhew

Staff Recommendation:

Approve the Minutes of the Regular Meeting of January 10, 2022.

Background and Overview:

The draft minutes of the January 10, 2022 meeting are prepared for the Council's review.



**CITY OF HUGHSON
CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS
7018 PINE STREET, HUGHSON, CA**

**MINUTES
MONDAY, JANUARY 10, 2022 – 6:00 P.M.**

CALL TO ORDER: Mayor George Carr

ROLL CALL:

Present: Mayor George Carr
Mayor Pro Tem Harold Hill
Councilmember Sam Rush
Councilmember Ramon Bawanan
Councilmember Michael Buck

Staff Present: Merry Mayhew, City Manager
Ashton Gose, Deputy City Clerk
Daniel Schroeder, City Attorney
Anna Nicholas, Director of Finance and Admin Services
Rachel Wyse, Community Development Director
Jose Vasquez, Public Works Superintendent (via WebEx)
Sarah Chavarin, Accounting Manager
Fidel Landeros, Chief of Police
Eduardo Ruiz, Maintenance Worker

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

NONE.

2. PRESENTATIONS:

2.1: 2022 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) - StanCOG Senior Planner Isael Ojeda.

Isael Ojeda presented the 2022 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

2.2: Recognition of Sarah Chavarin for 5 Years of Service.

Mayor Carr presented a certificate of recognition to Sarah Chavarin for 5 years of service.

2.3: Recognition of Eduardo (Lalo) Ruiz for 5 Years of Service.

Mayor Carr presented a certificate of recognition to Eduardo Ruiz for 5 years of service.

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 December 13, 2021.

3.2: Approve the Warrants Register.

3.3: Approve the Treasurer's Report for August 2021.

3.4: Approve the Treasurer's Report for September 2021.

3.5: Approve the Treasurer's Investment Portfolio Report for September 2021.

3.6: Approve the Treasurer's Report for October 2021.

3.7: Adopt Resolution No. 2022-01, Authorizing the City of Hughson to Submit Applications for CalRecycle Program Grants.

3.8: Approve Mayor George Carr's Attendance at the Mayor's Conference in Washington, D.C., January 18-22, 2022, and Reimburse Costs Associated with Attending the Conference.

HILL/BUCK 5-0-0-0 motion passes to approve the consent calendar as presented, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

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

- 6.1:** Adopt Resolution No. 2022-02 Amending the City of Hughson's Legislative Program and Authorizing the City Manager to sign a Letter of Opposition to Attorney General Initiative 21-0026A1.

City Manager Mayhew presented the staff report on this item.

Mayor Carr opened public comment at 6:24 PM. There was no public comment. Mayor Carr closed public comment at 6:25 PM.

CARR/BAWANAN 5-0-0-0 motion passes to adopt Resolution No. 2022-02 Amending the City of Hughson's Legislative Program and Authorizing the City Manager to sign a Letter of Opposition to Attorney General Initiative 21-0026A1, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

- 6.2:** Adopt Resolution No. 2022-03, Amending the Guidelines for City of Hughson's Employee Recognition and Appreciation Program.

City Manager Mayhew presented the staff report on this item.

Mayor Carr opened public comment at 6:30 PM. There was no public comment. Mayor Carr closed public comment at 6:31 PM.

BUCK/HILL 5-0-0-0 motion passes to adopt Resolution No. 2022-03, Amending the Guidelines for City of Hughson's Employee Recognition and Appreciation Program, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

7. CORRESPONDENCE: NONE.**8. COMMENTS:**

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

City Manager:

City Manager Mayhew informed the City Council that City Hall is re-opened to the public. She informed the Council that COVID-19 rapid tests were distributed by Stanislaus County Public Health.

Director of Finance and Admin Services:

Director Nicholas informed that City Council of the most recent spending update to ARPA Funds.

Police Services:

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

City Attorney:

City Attorney Schroeder provided information to the Council regarding the most recent executive order involving AB361.

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

Councilmember Buck participated in Operation Santa on December 17, 2021. He attended a West Turlock Subbasin GSA meeting on January 6, 2022. He thanked Chief Landeros, on behalf of the Lions Club, for his participation in a Christmas Gift Event.

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

Mayor Carr provided information regarding COVID-19 tests at the Hughson Family Resource Center. He urged everyone to be safe in regard to the current variant of COVID-19.

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

HILL/BUCK 5-0-0-0 motion passes to adjourn the regular meeting of January 10, 2022, at 6:43 PM with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

APPROVED:

GEORGE CARR, Mayor

ATTEST:

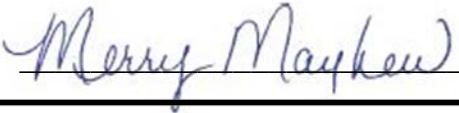
ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.2

SECTION 3: CONSENT CALENDAR

Meeting Date: January 24, 2022
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Anna Nicholas, Director of Finance

Approved By: 

Staff Recommendation:

Approve the Warrants Register as presented.

Background and Overview:

The warrants register presented to the City Council is a listing of all expenditures paid from January 6, 2022, through January 18, 2022.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 01/06/2022 - 01/18/2022

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						
00032	AFLAC	01/13/2022	Regular	0.00	461.01	54823
410746	Invoice	12/11/2021	AFLAC	0.00	461.01	
00049	ALLIED ADMINISTRATORS	01/13/2022	Regular	0.00	2,093.71	54824
INV0006378	Invoice	01/10/2022	DELTA DENTAL - February 2022	0.00	2,093.71	
00104	AYERA TECHNOLOGIES INC.	01/13/2022	Regular	0.00	84.00	54825
333831	Invoice	01/01/2022	Net Service	0.00	84.00	
00109	BADGER METER, INC	01/13/2022	Regular	0.00	113.94	54826
80085707	Invoice	12/28/2021	water project	0.00	113.94	
00204	CALIFORNIA MUNICIPAL REVENUE & TAX ASSOCI/	01/13/2022	Regular	0.00	150.00	54827
2218	Invoice	12/01/2021	Membership Renewal	0.00	150.00	
00258	CENTRAL SANITARY SUPPLY	01/13/2022	Regular	0.00	1,861.76	54828
1214547	Invoice	12/28/2021	sanitary supplies for buildings and grounds	0.00	1,861.76	
00284	CHARTER COMMUNICATION	01/13/2022	Regular	0.00	234.07	54829
0013555010122	Invoice	01/01/2022	IP ADDRESS- PINE ST	0.00	234.07	
00305	CITY OF HUGHSON	01/13/2022	Regular	0.00	149.96	54830
INV0006365	Invoice	12/28/2021	Replenish Petty Cash Box	0.00	149.96	
00332	CONDOR EARTH TECHNOLOGIES	01/13/2022	Regular	0.00	10,796.00	54831
85928	Invoice	10/31/2021	Enviromental Monitoring Blanket PO	0.00	10,796.00	
01570	CSG Consultants	01/13/2022	Regular	0.00	1,207.50	54832
F210845	Invoice	12/01/2021	Contract Services Planning/Building	0.00	1,207.50	
01322	GOSE, ASHTON	01/13/2022	Regular	0.00	97.75	54833
INV0006339	Invoice	12/22/2021	table top monitor stand for city clerk office	0.00	97.75	
00594	HINDERLITER, dELLAMAS &	01/13/2022	Regular	0.00	761.48	54834
SIN013439	Invoice	12/10/2021	Contract Services- Sales Tax 4th Qtr 2021	0.00	761.48	
00614	HUGHSON FARM SUPPLY	01/13/2022	Regular	0.00	415.96	54835
H401685	Invoice	12/02/2021	Part and Supply Blanket PO	0.00	107.86	
H402328	Invoice	12/08/2021	Part and Supply Blanket PO	0.00	11.85	
H402438	Invoice	12/09/2021	Part and Supply Blanket PO	0.00	44.19	
H402446	Invoice	12/09/2021	Part and Supply Blanket PO	0.00	8.62	
H403249	Invoice	12/17/2021	Part and Supply Blanket PO	0.00	22.35	
H403745	Invoice	12/22/2021	Part and Supply Blanket PO	0.00	7.54	
H404107	Invoice	12/29/2021	Part and Supply Blanket PO	0.00	187.66	
H404108	Invoice	12/29/2021	Part and Supply Blanket PO	0.00	25.89	
00627	HUGHSON NAPA AUTO & TRUCK	01/13/2022	Regular	0.00	56.38	54836
327036	Invoice	12/01/2021	Blanket PO (napa)	0.00	10.24	
327500	Invoice	12/08/2021	Blanket PO (napa)	0.00	39.58	
327704	Invoice	12/10/2021	Blanket PO (napa)	0.00	6.56	
01583	Hunt & Sons, Inc.	01/13/2022	Regular	0.00	2,868.91	54837
238448	Invoice	12/08/2021	Fuel	0.00	2,868.91	
00824	NEUMILLER & BEARDSLEE	01/13/2022	Regular	0.00	11,577.95	54838
323135	Invoice	12/21/2021	LEGAL SERVICES	0.00	1,600.00	
323213	Invoice	12/21/2021	LEGAL SERVICES	0.00	9,977.95	

Check Report

Date Range: 01/06/2022 - 01/18/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00879	PG & E	01/13/2022	Regular	0.00	1,073.84	54839
INV0006376	Invoice	12/24/2021	UTILITIES	0.00	1,073.84	
00910	PURCHASE POWER	01/13/2022	Regular	0.00	1,068.50	54840
INV0006366	Invoice	12/13/2021	POSTAGE	0.00	1,068.50	
01599	SMILE BUSINESS PRODUCTS, INC	01/13/2022	Regular	0.00	68.05	54841
1004155	Invoice	11/24/2021	COPIES	0.00	68.05	
01393	Stanislaus Business Alliance	01/13/2022	Regular	0.00	5,000.00	54842
3097	Invoice	10/27/2021	FY 2021-2022 MOU Agreement - updated	0.00	5,000.00	
01149	TURLOCK IRRIGATION DIST.	01/13/2022	Regular	0.00	21,940.02	54843
INV0006375	Invoice	12/16/2021	ELECTRIC December	0.00	21,940.02	
01176	USA BLUE BOOK	01/13/2022	Regular	0.00	60.86	54844
665842	Invoice	12/28/2021	service parts	0.00	60.86	
01192	VISION SERVICE PLAN	01/13/2022	Regular	0.00	499.09	54845
INV0006367	Invoice	12/28/2021	MEDICAL INSURANCE WITHHELD- JAN 22	0.00	499.09	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	01/13/2022	Regular	0.00	270.12	54846
INV0006417	Invoice	01/14/2022	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	270.12	
01539	Gateway Pacific Contractors, Inc.	01/13/2022	Regular	0.00	1,047,564.62	54847
INV0006403	Invoice	12/23/2021	Well 7 Replacement Phase IV Payment 8	0.00	1,047,564.62	
01539	Gateway Pacific Contractors, Inc.	01/13/2022	Regular	0.00	55,134.98	54848
INV0006404	Invoice	12/23/2021	Well #7 Replacemetn Phase IV Payment 8 Re...	0.00	55,134.98	
00822	NESTLE WATERS	01/13/2022	Regular	0.00	71.96	54849
01L6703905050	Invoice	11/19/2021	WATER FOR CITY HALL	0.00	71.96	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	27	0.00	1,165,682.42
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
	37	27	0.00	1,165,682.42

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	37	27	0.00	1,165,682.42
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
	37	27	0.00	1,165,682.42

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	1/2022	1,165,682.42
			1,165,682.42



Hughson

Refund Check Register

Refund Check Detail

UBPKT02067 - Refunds 01 UBPKT02065 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
13-0840-003	Buckman, Valerie & Joseph	1/5/2022	54820	108.23			108.23	Generated From Billing
14-1080-002	Scott, Megann and Jared	1/5/2022	54821	86.70			86.70	Deposit
15-1130-002	SHAFFER, DALE	1/5/2022	54822	134.16			134.16	Generated From Billing
Total Refunds: 3			Total Refunded Amount:	329.09				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	329.09
Revenue Total:	329.09

General Ledger Distribution

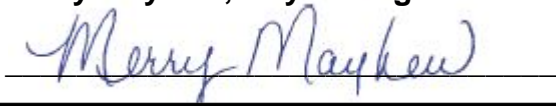
Posting Date: 01/10/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	510 - WATER/SEWER DEPOSIT			
	510-10001	CLAIM ON CASH-WATER/SEWER DEPOSIT	-329.09	Yes
	510-11040	CUSTOMER CREDITS	329.09	
	510 Total:		0.00	
Fund:	999 - POOLED CASH/CONSOLIDATED CASH			
	999-10010	CASH IN BANK-MONEY MARKET	-329.09	
	999-20000	DUE TO OTHER FUNDS (POOLED CASH)	329.09	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



CITY COUNCIL AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: January 24, 2022
Subject: Authorization for the City of Hughson to Apply for the Department of Resources, Recycling and Recovery SB 1383 Local Assistance Grant Program and Authorize the City Manager, or Designee, to Sign Documents Related to the Application and Receipt of the Grant
Presented By: Merry Mayhew, City Manager
Approved By: 

Staff Recommendations:

1. Authorize the City of Hughson to apply for the Department of Resources Recycling and Recovery (CalRecycle) SB 1383 Local Assistance Grant Program.
2. Authorize the City Manager, or designee, to sign documents related to the application and receipt of the grant.

Background and Overview:

The Department of Resources Recycling and Recovery (CalRecycle) is administering a one-time grant program meant to provide aid in the implementation of regulations adopted by CalRecycle pursuant to Chapter 395, Statutes of 2016 and SB170 Budget Act of 2021. This non-competitive grant program provides \$57,000,000 of funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383, Short-lived Climate Pollutants (SLCP): Organic Waste Reductions. Of this amount, each city is eligible to receive \$20,000, or an amount calculated by CalRecycle, on a per capita basis, whichever is greater.

The purpose of the SB 1383 Organic Waste Recycling programs is to reduce emissions of short-lived climate pollutants by reducing organic waste disposal 50% by 2020 and 75% by 2025, and to rescue at least 20% of currently disposed surplus food by 2025. Effective January 1, 2022, the City of Hughson in partnership with Gilton Solid Waste, Inc. implemented a residential organic waste program as required by SB 1383.

The receipt of this grant funding allows agencies to spend the money on eligible costs, such as capacity planning, collection, edible food recovery, education and

outreach, enforcement and inspection, program evaluation/gap analysis, procurement requirements, and record keeping. City staff have determined that the best uses of this one-time funding include:

- Education and Outreach, including organic waste and edible food recovery. Implemented with the assistance of Halpin Consulting and City staff time for outreach as needed.
- Edible Food Recovery program implementation with the assistance of the City's consultant, Halpin Sustainability.
- Staff time for enforcement as needed.

The grant performance period is April 1, 2022, through April 2, 2024. An Expenditure Itemization Summary (EIS) is required every six months with a final report and final EIS at the end of the grant term.

All applicants that are subject to a governing body are required to provide a Resolution to continue to apply for funding. On April 11, 2016, the City Council approved Resolution 2016-11 that meets the requirements to apply for this grant funding.

Fiscal Impact:

The City will receive a one-time \$20,000 allocation, through the receipt of the CalRecycle SB 1383 Local Assistance Grant Program, which will offset the expenses to the City's General Fund (Fund 100), for the requirements of the SB 1383 Programs. The grant funding will be received in advance and is anticipated prior to the end of Fiscal Year 2021-2022.



CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: January 24, 2022
Subject: Approval of the Treasurer's Report for November 2021
Presented By: Ashton Gose, Management Analyst
Approved By: Merry Mayhew

Staff Recommendation:

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

Background and Discussion:

The City Treasurer reviews the City's cash and investment practices and approves the monthly Treasury Reports and a quarterly Investment Portfolio Report. As of November 2021, the City of Hughson has a cash and investment balance total of \$26,917,056 with \$2,848,384 invested. All investment actions executed since the last report have been made in full compliance of the City of Hughson's Investment Policy. The City of Hughson will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b) (2) and (3) respectively.

The Treasurer report for November 2021 reflects the most current representation of the City's funds and investments and provides a necessary outlook for both past, and present investment and spending habits. While investments and funds differ from time to time, it is the goal of the City to maintain safety and stability with its funds, while additionally promoting prudence and growth.

Attached is the City of Hughson Treasurer's Report for November 2021, along with supplementary graphs depicting the percentage of the City's total funds, a breakdown of the Developer Impact Fees, and an additional line plot graph further demonstrating the Developer Impact Fees. This graph depicts the Developer Impact Fees' actual balance for the past five years. After review and evaluation of the report, City staff has researched funds with a significant deficit balance and submit the following detailed explanation for November 2021:

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of

(\$241,860), which is a negative difference of \$6,255 from the previous year. The CDBG Street Project Fund currently reflects a negative balance of (\$55,330) reflecting a negative difference of \$25,530 from the previous year. As the City continues to produce transportation projects, the transportation fund will likely continue to show a negative balance. City staff will continue to monitor and report the status of these reimbursements as the funds become available.

Fiscal Impact:

As of November 2021, the City's cash, and investments total \$26,917,056. This compares to a November 2020 balance of \$20,127,309 and represents an increase of \$6,789,747.

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

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 23,725,970.27	\$ 351,664.03	\$ -	\$ 24,077,634.30
Adjustment	\$ (7,330.43)	\$ 264.03		
Outstanding Deposits +	\$ 173,482.01	\$ 1,682.39	\$ -	\$ 175,164.40
Outstanding Checks/transfers -	\$ (349.82)	\$ (147,709.00)	\$ -	\$ (148,058.82)
ADJUSTED TOTAL	\$ 23,891,772.03	\$ 205,901.45	\$ -	\$ 24,104,739.88

Investments: Various				\$ 1,144,706.46
Multi-Bank WWTP				\$ 1,618,627.16
Investments: L.A.I.F.	\$ 42,592.81	\$ 42,457.34		\$ 85,050.15

General Ledger Adjustments

Wages Payable				-36,067.71
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TOTAL CASH & INVESTMENTS **\$ 26,917,055.94**

<u>Books - All Funds</u>	<u>November 2020</u>	<u>November 2021</u>	<u>Difference</u>	<u>% of Variance</u>
100 GENERAL FUND	2805381.03	3510765.49	705,384.46	25.14%
105 GENERAL FUND CONTINGENCY RESERVE	976562.87	977666.58	1,103.71	0.11%
110 FIXED ASSETS	0	0	0.00	n/a
210 SEWER	2928011.44	3752472.63	824,461.19	28.16%
215 SEWER FIXED ASSET REPLACEMENT	4758418.47	4934867.54	176,449.07	3.71%
220 SEWER DEV IMPACT FEE	-1334061.67	2915102.28	4,249,163.95	318.51%
225 WWTP Expansion 2008	394327.16	-3191069.84	-3,585,397.00	-909.24%
240 WATER	232735.69	772799.92	540,064.23	232.05%
245 Water TCP123	-5464.47	2761719.98	2,767,184.45	50639.58%
250 WATER DEV IMPACT FEE	5582.1	316066.32	310,484.22	5562.14%
255 Water Fixed Asset Replacement	3554832.7	1230960.58	-2,323,872.12	-65.37%
270 COMMUNITY/SENIOR CENTER	8001.66	14868.72	6,867.06	85.82%
280 U.S.F. Resource Com. Center	-1411.56	4891.37	6,302.93	446.52%
310 Garbage/Refuse	102897.23	151122.99	48,225.76	46.87%
320 GAS TAX 2103	157824.74	204552.09	46,727.35	29.61%
321 GAS TAX 2105	65387.05	88844.83	23,457.78	35.88%
322 GAS TAX 2106	9094.61	-6138.39	-15,233.00	-167.49%
323 GAS TAX 2107	46582.59	56452.17	9,869.58	21.19%
324 GAS TAX 2107.5	3422.14	4672.14	1,250.00	36.53%
325 Measure L SALES TAX-ROADS	481595.96	904608.23	423,012.27	87.84%
326 SB-1 ROADS MAINTENANCE REHABILITATION	230786.45	369251.83	138,465.38	60.00%
340 LANDSCAPE LIGHTING DISTRICT	-8.59	-1399.52	-1,390.93	-16192.43%
350 BENEFIT ASSESMENT DISTRICT	-2.67	-380.67	-378.00	-14157.30%
360 COMMUNITY FACILITIES DISTRICT	7255.15	7255.15	0.00	0.00%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	154936.2	227238.76	72,302.56	46.67%
371 TRENCH CUT FUND	3093.6	3093.6	0.00	0.00%
372 IT RESERVE	100842.44	106482	5,639.56	5.59%
373 SELF-INSURANCE	73303.49	73303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	1878.64	2845.2	966.56	51.45%
380 CLAIM ON CASH-CLFRF/ARPA	0	904854	904,854.00	#DIV/0!
381 AB109 PUBLIC SAFETY	35722.29	35722.29	0.00	0.00%
382 ASSET FORFEITURE	1660.43	1660.43	0.00	0.00%
383 VEHICLE ABATEMENT	31270.2	44239.14	12,968.94	41.47%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE I	331167.26	467153.01	135,985.75	41.06%
385 FEDERAL FUNDED OFFICER FUND	6620	6620	0.00	0.00%
390 98-EDBG-605 BUSINESS ASSISTANCE	93595.6	93595.6	0.00	0.00%
391 96-EDBG-438 Grant	403.43	403.43	0.00	0.00%
392 94-STBG-799 HOUSING REHAB	227507.38	228827.97	1,320.59	0.58%
393 HOME Program Grant (FTHB)	35043.29	35043.29	0.00	0.00%
394 96-STBG-1013 Grant	211059.83	211298.38	238.55	0.11%
395 CALHOME REHAB	40000	40000	0.00	0.00%
410 LOCAL TRANSPORTATION	51671.34	51671.34	0.00	0.00%
415 LOCAL TRANSPORTATION NON MOTORIZED	13219	13219	0.00	0.00%
420 TRANSPORTATION STREET PROJECTS	-235605.14	-241860.15	-6,255.01	-2.65%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-29799.66	-55330.1	-25,530.44	-85.67%
450 STORM DRAIN DEV IMPACT FEE	500532.05	728555.96	228,023.91	45.56%
451 PUBLIC FACILITY DEV IMPACT FEE	1385006.61	1635835.09	250,828.48	18.11%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	66530.76	393129.94	326,599.18	490.90%
453 PARK DEV IMPACT FEE	536928.97	740609.1	203,680.13	37.93%
454 PARKLAND IN LIEU	419593.83	578077.2	158,483.37	37.77%

510 WATER/SEWER DEPOSIT	75301.95	93990.75	18,688.80	24.82%
520 RDA SUCCESSOR AGENCY	219077.53	274838.87	55,761.34	25.45%
521 RDA FIXED ASSETS	-	-	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	6741.95	5380.67	-1,361.28	n/a
531 LANDSCAPE LIGHTING DISTRICT	47283.81	53713.21	6,429.40	n/a
532 LANDSCAPE LIGHTING DISTRICT	23277.53	26368.14	3,090.61	n/a
533 LANDSCAPE LIGHTING DISTRICT	31079.42	39412.99	8,333.57	n/a
534 LANDSCAPE LIGHTING DISTRICT	-38555.81	-33294.46	5,261.35	n/a
535 LANDSCAPE LIGHTING DISTRICT	7769.05	8861.2	1,092.15	n/a
536 LANDSCAPE LIGHTING DISTRICT	16842.71	24646.67	7,803.96	n/a
537 LANDSCAPE LIGHTING DISTRICT	-51048.43	-61236.98	-10,188.55	n/a
538 LANDSCAPE LIGHTING DISTRICT	-28228.22	-35587.79	-7,359.57	n/a
539 LANDSCAPE LIGHTING DISTRICT	24999.91	27228.98	2,229.07	n/a
540 LANDSCAPE LIGHTING DISTRICT	41380.26	48632.83	7,252.57	n/a
541 LANDSCAPE LIGHTING DISTRICT	28281.41	29266.39	984.98	n/a
542 LANDSCAPE LIGHTING DISTRICT	3096.07	2183.58	-912.49	n/a
543 LANDSCAPE LIGHTING DISTRICT	-699.79	16243.17	16,942.96	n/a
550 BENEFIT ASSESMENT DISTRICT	65342.57	69795.81	4,453.24	n/a
551 BENEFIT ASSESMENT DISTRICT	9392.19	11096.59	1,704.40	n/a
552 BENEFIT ASSESMENT DISTRICT	112799.13	130182.25	17,383.12	n/a
553 BENEFIT ASSESMENT DISTRICT	-1494.22	-4100.25	-2,606.03	n/a
554 BENEFIT ASSESMENT DISTRICT	44174.73	52344.45	8,169.72	n/a
555 BENEFIT ASSESMENT DISTRICT	-1235.75	13722.7	14,958.45	n/a
560 COMMUNITY FACILITIES DISTRICT	7799.35	17125.78	9,326.43	n/a
Developer Impact Fees ***	1,315,455.02	6,956,537.45	5,641,082.43	
TOTAL ALL FUNDS:	20,127,309.27	26,917,055.94	6,789,746.67	
Break Down of Impact Fees ***				
220 SEWER DEV IMPACT FEE	-1,334,061.67	\$2,915,102.28	4,249,163.95	318.51%
250 WATER DEV IMPACT FEE	5,582.10	\$316,066.32	310,484.22	5562.14%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	154,936.20	\$227,238.76	72,302.56	46.67%
450 STORM DRAIN DEV IMPACT FEE	500,532.05	\$728,555.96	228,023.91	45.56%
451 PUBLIC FACILITY DEV IMPACT FEE	1,385,006.61	\$1,635,835.09	250,828.48	18.11%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	66,530.76	\$393,129.94	326,599.18	490.90%
453 PARK DEV IMPACT FEE	536,928.97	\$740,609.10	203,680.13	37.93%
Break Down of Impact Fees ***	1,315,455.02	6,956,537.45	5,641,082.43	428.83%

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

Reviewed By: Anna Nicholas

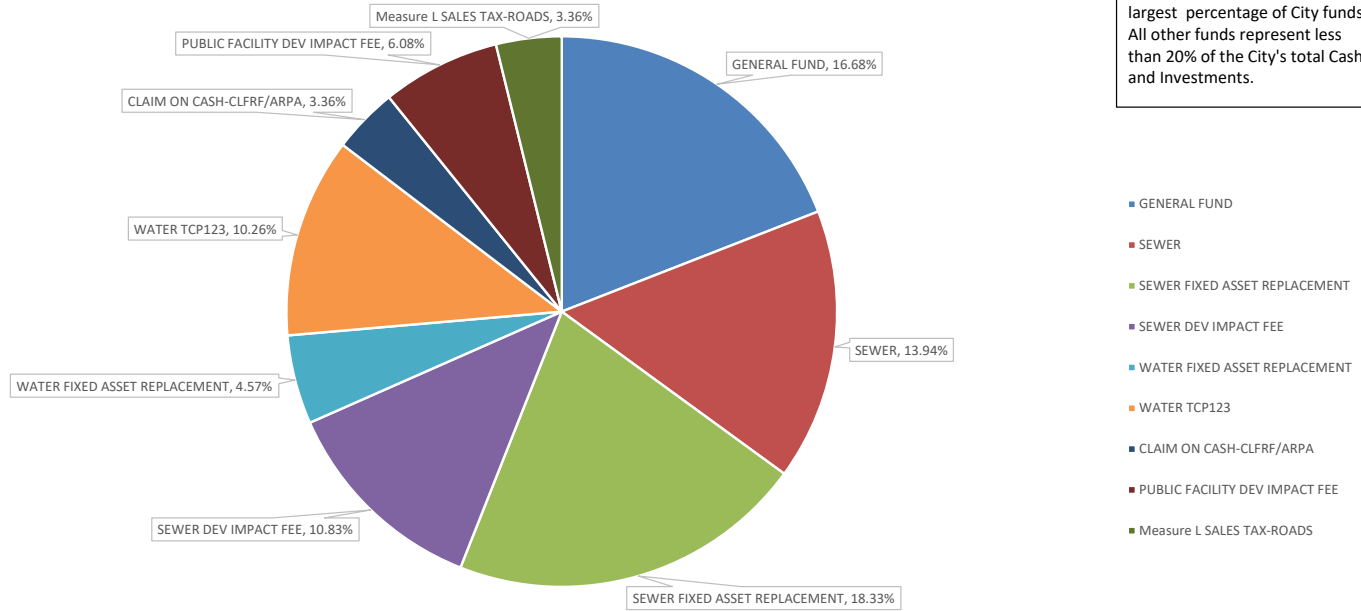
Janaury 18, 2022

Date

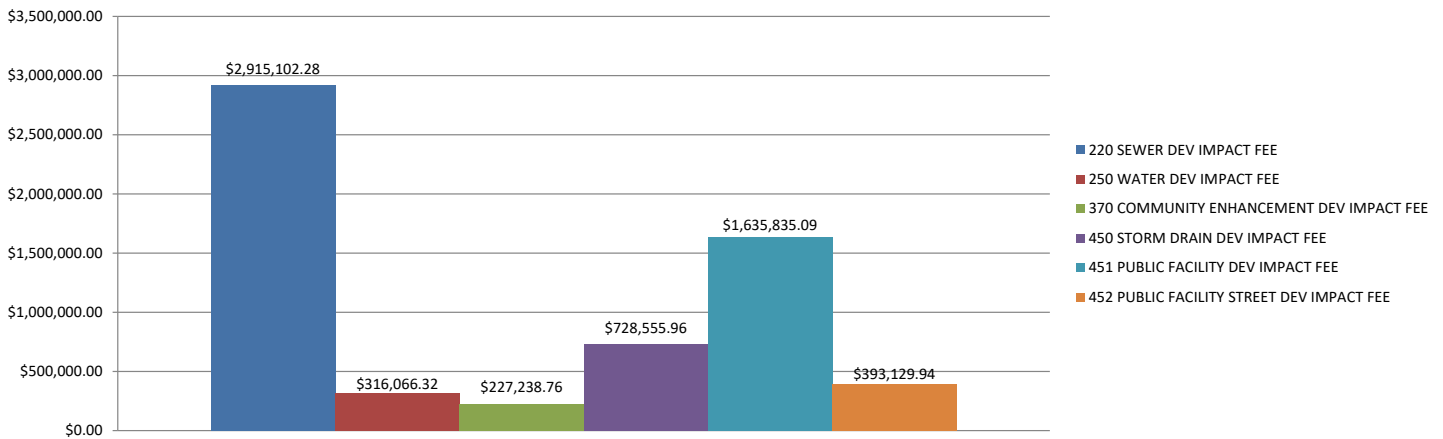
Treasurer's Report - Charts and Graphs November 2021

Percentage of Fund - November 2021

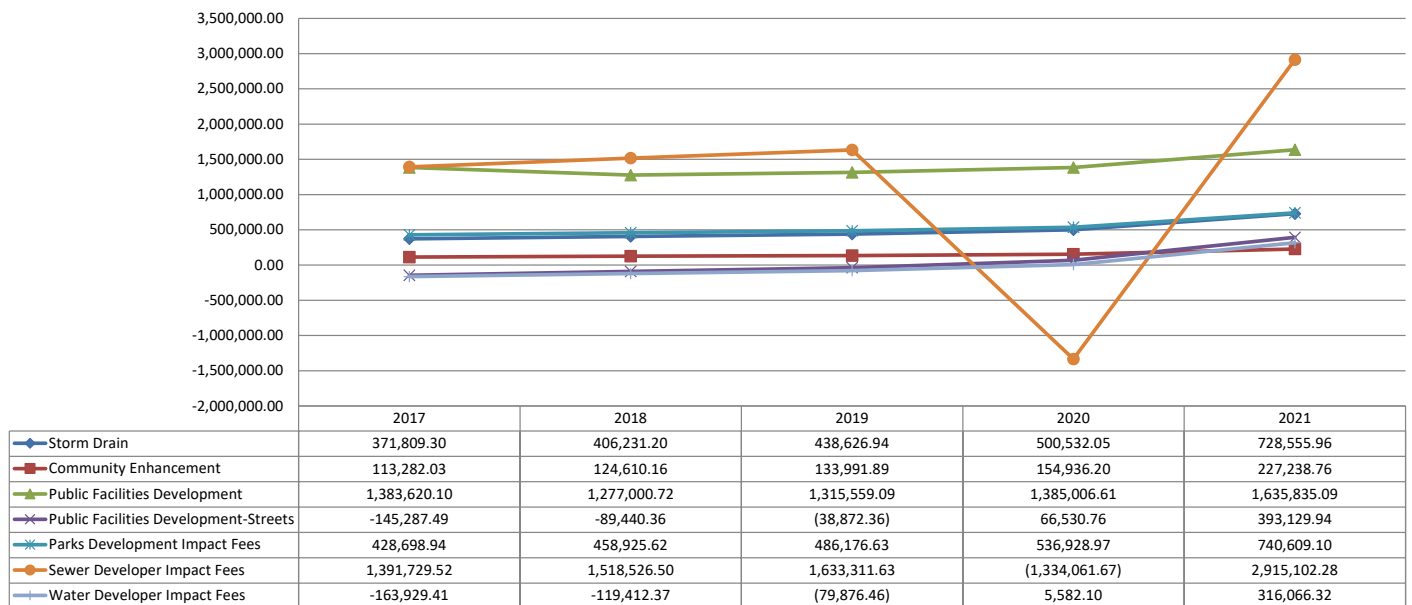
Note:
Data displayed represents largest percentage of City funds. All other funds represent less than 20% of the City's total Cash and Investments.



November 2021 Breakdown of Developer Impact Fees



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





CITY COUNCIL AGENDA ITEM NO. 3.5

SECTION 3: CONSENT CALENDAR

Meeting Date: January 24, 2022
Subject: Adoption of the Travel Policy for City of Hughson Officials and Employees
Enclosure: City of Hughson Draft Travel Policy
Presented By: Merry Mayhew, City Manager
Approved By: Merry Mayhew

Staff Recommendation:

Adopt the Travel Policy for City of Hughson Officials and Employees.

Background and Summary:

Conducting business for the City of Hughson may necessitate periodic travel by City officials and employees beyond city/county limits. A travel policy is intended to formalize guidelines for incurring expenses for travel associated with City business and establishes the basic foundation of rules and requirements that employees and officials must follow relating to documentation and approval.

The attached City of Hughson Travel Policy has been used as guidance for City of Hughson officials and employees for several years; however, it does not appear that the policy has been adopted by the City Council. A previous Travel Policy was adopted by the Council in 1994. As City staff and officials are accountable to the City Council and to the public who we serve, it is important that business is conducted in such a manner that provides transparency.

Discussion:

This item is to bring forward the City's current Travel Policy for review and adoption by the City Council. The current travel policy has been reviewed and recommended edits have been made through track changes (attached). Edits were made for the sake of clarification, to remove unnecessary language, and to include a process for approval of travel, and reimbursement of expenses.

Significant changes are listed below:

3.1.2 Travel time shall not exceed one (1) day in each direction while in route to and from business, conferences, or meetings.

Language was added to allow for unanticipated delays and for scheduled stops that are planned: “unless justified and approved by a Department Head or City Manager.”

3.2.1 Allowance for air and rail travel will be actual round-trip fare and will be made by coach or tourist class or by the method least costly to the City.

Language was added to allow for circumstances that may require special accommodations: “Exceptions will be reviewed on a case-by-case basis and approved by the City Manager, i.e. special accommodations.”

3.3.3 The mileage allowance for use of a personal automobile will be based on the mileage allowance rate published and approved by the Internal Revenue Services. Current rates can be found on their website at www.irs.gov.

Language was added to clarify how to calculate mileage reimbursement: “Allowable mileage is from work site to destination. If leaving from a different site that results in less miles driven, reimbursement will be for the fewest miles driven. A google or map quest print out should support the mileage reimbursement.”

3.4.3 “For use of a City vehicle, a gasoline credit card should be obtained from the Department Head at the time of the trip.”

Language was revised to current practice: “In the event fuel needs to be purchased for official City business, the fuel costs will be reimbursed. The City maintains the practice of fueling city vehicles at the Corporation Yard, but recognizes that fueling needs may arise that require reimbursement. Should the city enter into a Fuel Procurement Card Program (“Gas Card”), information will be provided, and associated cards will be available for City officials and employee use, for city related travel.”

5.1.1 Meal allowance shall be allowed or reimbursed for days actually spent on City business, for programmed days of a conference or meeting, and for time spent in travel.

Language was added to clarify the meal allowances and provision when meals are included in registration fees: “per the established per diem meal allowances defined in 5.4 of this Policy. When meals are included in the cost of conference/seminar registration, reimbursement cannot be claimed separately from registration costs. An exception may be where a “continental breakfast” is included with registration. In the case of a continental breakfast, a separate breakfast meal may be purchased and reimbursed.

5.1.2 Travel time shall not exceed one (1) day in each direction while in route to and from business, conference, or meetings.

Language was deleted as it is previously stated in section 3.1.2.

5.2.3 Language under “Local Travel” section was added: Allowable expenses for local travel and one-day trainings will typically not be advanced. Original receipts and supporting documentation will be presented for reimbursement through the Accounts Payable process within the Finance Department.

5.4.2 Reimbursement for actual expenses in excess of the established per diem shall be made only if receipts are provided and the amount to be reimbursed is due to an extenuating and documented situation. Such reimbursement requires City Manager approval.

Language was added to allow for extenuating and documented situations and require City Manager approval prior to reimbursement.

5.4.6 Officials must provide receipts for all meals and attach them to the reimbursement form provided by the City.

Language was deleted and replaced with the following: 5.4.6 City officials and employees must provide original receipts for all meals that are subject to reimbursement, such as one-day trainings and local travels. The reimbursement amount is up to the amounts referenced in the Meal Allowance Policy, section 5.4.4. The receipt shall accompany a demand request, with necessary approvals, and be presented to Accounts Payable – Finance Department.

5.5 Language was added for clarifications that tips will reimbursed at no more than 18%.

6.1 Outdated language “telegraph” was deleted and “Internet” was added. Outdated language regarding the allowance of one telephone call home was deleted.

8. Advance Funds. Language was added to allow for advancement of 100% of the daily per diem amounts and other estimated expenses that an official/employee would pay for. Language regarding the process to submit expenses to Finance for auditing, reconciliation and settlement, and remitting to the City any savings is included in the original policy.

9.2 Language was added that City Manager travel authorization is specified in the City Council approved Contract.

City staff are bringing these changes forward for approval and feel that the updated travel policy will allow for streamlined operations while maintaining fiscal prudence and transparency.

Fiscal Impact:

There is no fiscal impact with the adoption of the updated Travel Policy.

CITY OF HUGHSON

POLICY FOR REIMBURSEMENT OF TRAVEL AND BUSINESS EXPENSES

1. PURPOSE.

- 1.1. The purpose of this Policy for Reimbursement of Travel and Business Expenses ("Policy") is to define and clarify authorized reimbursable travel and business expenses incurred by City employees and city officials in connection with their official City responsibilities, both within and outside of the City of Hughson, and within and outside of the County of Stanislaus, and to establish procedures for the authorization and reimbursement of such expenses.
- 1.2. In order to protect public resources and foster public trust in the use of those resources, as well as comply with state law requirements regarding reimbursement of expenses, the City hereby sets forth this Policy. This Policy complies with the requirements of the California Government Code, including sections 53232, and following, enacted in 2005 by AB 1234.
- 1.3. In addition, this Policy complies with the applicable income and tax regulations. Travel and business expense reimbursements or advances paid under an accountable plan are tax-free. By contrast, a reimbursement or advance paid under a non-accountable plan is considered taxable wages; therefore taxes must be withheld and paid, and these payments reported as income on an employee's W-2. This Policy meets the requirements of an accountable plan (business connection, substantiation, and return of unsubstantiated amounts). All travel and expenses reimbursed must have documentation supporting the place and business purpose consistent with the requirements of this Policy.

2. GENERAL RULES

- 2.1. Applicability. Unless otherwise specified, this Policy is applicable to all City employees and all City officials. City officials include elected officials and appointed members of boards and commissions of the City.
- 2.2. Definition of Travel. For the purpose of this Policy, the word "travel" is used to denote activities of individuals required in connection with authorized attendance at conferences and meetings, either formal or informal, including necessary transportation. Travel is further designated as local or non-local as defined below.
 - 2.2.1. Local Travel. Official travel performed within a distance of 100 miles from the City of Hughson and accomplished within one day.
 - 2.2.2. Non-Local Travel. Official travel involving at least one over-night absence from the City of Hughson or to a location more than 100 miles distance from the City of Hughson.

2.3. Related to City Business. City officials and employees shall be expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with the conduct of official City business. Any expense for which an employee or official requests reimbursement should directly and clearly relate to the conduct of City business, and in the event of an audit subsequent to the reimbursement, should leave no question that such expenditure in fact did relate and was necessary to the conduct of City business.

2.4. Expenses Eligible for Reimbursement.

2.4.1. City funds, equipment, supplies (including letterhead), titles, and employee time must only be used for official, authorized City business.

2.4.2. For City officials and employees, expenses incurred in connection with the following types of activities generally constitute authorized expenses which are eligible for reimbursement provided that they are otherwise consistent with this Policy:

2.4.2.1 Communicating with representatives of local, regional, state and national government on City adopted policy positions;

2.4.2.2 Attending educational seminars designed to improve officials' and employees' skill and information levels;

2.4.2.3 Participating in local, regional, state and national organizations whose activities affect the City's interests;

2.4.2.4 Recognizing service to the ~~District-City~~ (for example, thanking a longtime employee with a retirement give gift or celebration of nominal value and cost);

2.4.2.5 Attending City events; and

2.4.2.6 Attending meetings regarding City related business, including meeting with City staff.

2.4.3. For City officials all other expenditures not specified in section 2.4.2 above, require prior approval by the legislative body for which the official is a member and must be otherwise consistent with State law.

2.5. Expenses Not Eligible for Reimbursement.

2.5.1. For both City employees and officials, expenses incurred which are not associated with official city business are not eligible for reimbursement. This includes, but is not limited to, the following types of expenses:

2.5.1.1 The personal portion of any trip;

2.5.1.2 Political or charitable contributions or events;

2.5.1.3 Family expenses, including partner's expenses, when accompanying an employee or official on City-related business, as well as children or pet-related expenses;

2.5.1.4 Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

2.5.1.5 Alcohol/personal bar expenses;

2.5.1.6 Non-mileage personal automobile expenses, including repairs, traffic/~~parking~~ citations, insurance or gasoline; and

2.5.1.7 Personal losses incurred while on ~~District~~-City business.

2.5.2. Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred, by the City Manager regarding employees, or the City Council regarding officials.

2.6. Expenditures Not Specified by Policy. This Policy provides information and guidance in determining expenses which are appropriate to the conduct of City business. However, for City employees, the City Manager may, at ~~his or her~~,their discretion, approve or disapprove any of the types of travel and business expenses identified in this Policy, or any other expenses not listed, as the City Manager deems appropriate to specific circumstances. For City officials, both elected and appointed, any expenditure for reimbursement for expenses occurred which fall outside of this Policy must receive the prior approval during a public meeting of the legislative body for which the official is a member.

3. TRANSPORTATION EXPENSES.

3.1. General Rules for Transportation Expenses.

3.1.1. The transportation modes specified in this Policy may be employed for the purpose of traveling on City business.

3.1.2. Travel time shall not exceed one (1) day in each direction while in route to and from business, conferences or meetings, unless justified and approved by a Department Head or City Manager.

3.1.3. All travel will be by the mode least costly to the City. In arriving at the lowest cost mode, factors such as time, distance traveled and cost of transportation must be considered.

3.1.4. When two (2) or more persons are traveling by automobile, whether personal or City vehicle, every reasonable effort is to be made to ride together.

3.2. Air and Rail.

3.2.1. Allowance for air and rail travel will be actual round-trip fare and will be made by coach or tourist class or by the method least costly to the City. Exceptions will be reviewed on a case-by-case basis and approved by the City Manager, i.e. special accommodations.

3.2.2. Special efforts shall be made to take advantage of discounts and special fares when such fares and discounts produce "real savings" to the City.

3.2.3. If other travel arrangements are made, or are made in conjunction with approved personal leave, reimbursement shall be computed at the coach rate, using the shortest and most direct route to and from the location of the City business.

3.3. Private Automobile.

3.3.1. With prior written approval from the Department Head, a personal vehicle may be used for transportation in lieu of air travel or a City vehicle.

3.3.2. If a personal automobile is used, the reimbursement of mileage will not exceed the cost of coach air travel from a local airport to the destination and transportation to and from the airport.

3.3.3. The mileage allowance for use of a personal automobile will be based on the mileage allowance rate published and approved by the Internal Revenue Services. Current rates can be found on their website at www.irs.gov. Allowable mileage is from work site to destination. If leaving from a different site that results in less miles driven, reimbursement will be for the fewest miles driven. A google or map quest print out should support the mileage reimbursement.

3.4. City Vehicle.

3.4.1. Use of departmentally assigned or pool City vehicles may be authorized for travel to and from designated places on City business outside the local area when this method of transportation can be demonstrated as the most economical means available.

3.4.2. There shall be no allowance or reimbursement for transportation when a City owned vehicle is used.

~~3.4.3. For use of a City vehicle, a gasoline credit card should be obtained from the Department Head at the time of the trip.~~

~~3.4.4.~~ 3.4.3. In the event fuel needs to be purchased for official City business, the fuel costs will be reimbursed. The City maintains the practice of fueling city vehicles at the Corporation Yard, but recognizes that fueling needs may arise that require reimbursement. Should the City endeavor enter into a Fuel Procurement Card Program ("Gas Card"), information will be provided and associated cards will be available for City officials and employee use, for city related travel.

~~3.4.5.~~ 3.4.4. Any out-of-pocket expenses incurred to operate a City vehicle shall be reimbursed only if receipts are provided.

3.5. Garage and Parking Expenses.

3.5.1. Charges for parking and storage for private or City vehicles may be reimbursed.

3.5.2. Receipts for such expenses should be retained and submitted with requests for reimbursement.

3.6. Vehicle Rentals, ~~Taxi and Bus Fare~~Public Transportation and Tolls.

3.6.1. Expenses for transportation of rental vehicles, taxis, ~~and~~ buses, shuttles, Uber, Lyft, and other forms of public transportation may be reimbursed where such conveyances are reasonable and necessary in the conduct of City business.

3.6.2. Receipts for such expenses, including tolls, should be retained and submitted with requests for reimbursements.

3.6.3. Corporate rates should be requested for vehicle rentals.

3.7. Use of Privately Owned/Chartered Aircraft.

3.7.1. Use of privately owned aircraft directly or indirectly related to official City business is strictly prohibited. Reimbursement for private aircraft use will not be provided.

3.7.2. At the City Manager's discretion, a waiver of the private plane restriction may be made if circumstances exist that clearly preclude the use of other carriers. Such a waiver requires written authorization from the City Manager after compliance with City insurance and pilot qualification standards. More specifically, the guidelines outlined below will apply to the City Manager's consideration of an employee's request to use a privately owned aircraft.

3.7.2.1 Any request must be submitted at least two weeks prior to the flight occurrence to include destination, names of employees and any other occupants, type of aircraft, landing points, and any other information that may be deemed as necessary.

3.7.2.2 The aircraft must either be owned by the employee or rented from a commercial aircraft firm.

3.7.2.3 The City must be named as co-insured on an insurance policy that has a minimum of \$1 million coverage with no more than \$1,000 deductible. Proof of insurance with the City named as co-insured must be submitted and approved.

3.7.2.4 The pilot must be rated for Instrument Flight Rules and show proof of such qualification. Instrument Flight Rules will also be the method of flight rather than Visual Flight Rules and all details of how such Instrument Flight Rules procedures will be accomplished must be submitted prior to the flight.

3.7.3. Notwithstanding the requirements listed above, the City Manager, at their~~his~~ sole discretion, can deny any request for the use of a privately owned or chartered aircraft.

4. **ACCOMMODATIONS.**

- 4.1. Whenever possible, single rooms at corporate/government/group rates are to be secured. These rates must be specifically requested.
- 4.2. If the employee wishes to reserve a double room or some other accommodation, then single room, corporate/government/group rates, if available, are to be charged to the City.
- 4.3. Special efforts shall be made to obtain accommodations at or near the facility where official City business is to take place.
- 4.4. The principle of least cost shall be followed provided the accommodations are adequate. Travel time and transportation costs shall be considered in accommodation arrangements.
- 4.5. For ~~officials~~ and employees, if lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the official at the time of booking. If the group rate is not available, the official or employee shall use comparable lodging and may be reimbursed for the actual lodging costs.

5. MEALS

5.1. Non-Local Travel.

5.1.1. Any official or employee who is authorized to travel in the discharge of official duties may receive, in addition to transportation and hotel accommodation expenses, a meal allowance for each day or part thereof. The maximum allowance shall not exceed the amount specifically established by this Policy as set forth in section 5.4 of this Policy entitled "Meal Allowance Policy."

Meal allowance shall be allowed or reimbursed for days actually spent on City business, for programmed days of a conference or meeting, and for time spent in travel, per the established per diem meal allowances defined in 5.4 of this Policy. ~~When meals are included in the cost of conference/seminar registration, reimbursement cannot be claimed separately from registration costs. An exception may be where a "continental breakfast" is included with registration. In the case of a continental breakfast, a separate breakfast meal may be purchased and reimbursed.~~

5.1.2. ~~Travel time shall not exceed one (1) day in each direction while in route to and from business, conferences or meetings.~~

5.2. Local Travel.

5.2.1. Occasionally, City employees are required to attend local meetings on City business during which a meal is served or necessary. Allowable expenses for such meetings include the cost of the meal and tip.

5.2.2. Employees who, during the normal course of performing their duties, must provide for meals for representatives of governmental agencies or other persons doing business with or for the City in order to most effectively execute their responsibilities, may be authorized reimbursement for expenses associated with such meals. Business meals cannot be claimed when attending a conference, seminar or when an employee has paid "registration fees" in which case, per diem will be

claimed, if applicable. When requesting such reimbursement, documentation shall be submitted in accordance with City procedures which will include: copy of receipt, description or purpose of meal, listing of all persons, organizations and title.

5.2.3 Allowable expenses for local travel and one-day trainings will typically not be advanced. Original receipts and supporting documentation will be presented for reimbursement through the Accounts Payable process within the Finance Department.

5.3. Other Meals. Expenses for other meals not defined in this provision, such as City awards luncheons and dinners, retirement luncheons and dinners and meals associated with service club meetings shall not be authorized for reimbursement unless specifically approved by the City Manager for City employees and by the City Council for City officials.

5.4. Meal Allowance Policy.

5.4.1. For all non-local travel, City officials and employees may request a meal allowance of \$45.00 per day **or** reimbursement of actual meal expenses incurred.

5.4.2. Reimbursement for actual expenses in excess of the established per diem shall be made only if receipts are provided and the amount to be reimbursed is due to an extenuating and documented situation. Such reimbursement requires City Manager approval.

5.4.3. Per diem or reimbursement for meals will not be allowed when a meal is provided within the registration fee. One exception is when a “continental breakfast” is provided.

5.4.4. In the event that the individual is not on City business for the entire day, the meal allowance will be prorated according to the following formula:

5.4.4.1 Breakfast: \$10.00 - to be paid if travel begins prior to 7:00 a.m.
or ends-returns after 9:00 a.m.

5.4.4.2 Lunch: \$15.00 - to be paid if travel begins prior to 11:00
a.m. or ends-returns after 1:00 p.m.

5.4.4.3 Dinner: \$20.00 - to be paid if travel beings-begins prior to 5:00
p.m. or ends-returns after 7:00 p.m.

5.4.5. It will be the Department Head's responsibility to monitor the time of departure and arrival to ensure proper payment of meal allowance.

5.4.6. ~~Officials must provide receipts for all meals and attach them to the reimbursement form provided by the City.~~ 5.4.6 City officials and employees must provide original receipts for all meals that are subject to reimbursement, such as one-day trainings and local travels. The reimbursement amount is up to the amounts referenced in the Meal Allowance Policy, section 5.4.4. The receipt shall accompany a demand request, with necessary approvals, and be presented to Accounts Payable-Finance Department.

5.5. Tips and Gratuities. Reasonable expenses for tips (no more than 18%) and gratuities, in addition to the meal allowances, are allowable for meals, hotel and transportation purposes.

6. **REGISTRATION FEES.**

6.1. Fees charged for registration at any convention or meeting may be reimbursed. A receipt or some other proof of the fee amount, such as a copy of the conference program setting forth the fee rate, shall be provided with any such reimbursement request.

7. **TELEPHONE AND ~~TELEGRAPH~~INTERNET.**

7.1. Telephone and ~~telegraph~~ internet expenses may be incurred only for the conduct of City business by employees traveling in conjunction with their official capacities. ~~However, one phone call per day of a short duration (5 minutes) may be made by the employee to his/her home when on non-local travel.~~

8. **ADVANCE FUNDS.**

8.1. City employees shall be eligible for a travel advance ~~of over \$25- for non-local travel, based on the per diem amounts and calculated based on the travel request and estimated expense report,~~ after its approval by the ~~City Manager~~Finance Director. A copy of the complete travel request must be submitted to the Finance Director at the time the travel advance is requested. A travel advance check to the employee will be made in accordance with the Accounts Payable schedule in an amount equal to 100% of the ~~meal allowance for the trip~~ costs borne by the employee. Additionally, if possible, the City shall pay in advance registration, transportation costs, and lodging, including one (1) night for travel time. Travel advances will only be given for non-local travel. Exceptions to this requirement require the approval of the City Manager.

8.2. No later than ~~ten-thirty (430)~~ working days after returning to the job, the employee will complete the Travel Expense Report form to show actual or authorized expenses (with receipts) and submit it to the Finance Department for auditing, reconciliation and settlement. All advances including travel, registration, lodging, meal allowance, and transportation, will be deducted from the total expense. If the advance exceeds the actual expenses, a remittance must accompany the completed claim for payment. If the trip is canceled, all advances must be returned immediately. If the claim for payment is not submitted within the required ~~ten-working~~thirty days, the trip ~~account authorization shall~~may be closed out and the employee ~~shall~~may not be reimbursed for out-of-pocket expenses incurred.

8.3. The Finance Department shall audit the items submitted for arithmetic accuracy and the allowability of the expenditures, and when appropriate, prepare a check for payment to the employee.

8.4. In those cases where two or more employees travel together in another employee's private vehicle, mileage reimbursement, where appropriate, shall be paid to one employee only. It is the employee's responsibility to submit all receipts.

8.5. Costs which are reimbursed to the employee, without proper documentation (receipt) must be considered taxable income and must be reported on year end W-2's pursuant to IRS regulations of an

"accountable plan" and expenses incurred over the authorized "per diem" amounts shall be the responsibility of the employee.

9. **ATTENDANCE APPROVAL REQUIRED.**

9.1. Employees. For employees, all out-of-state travel and Department Head attendance at conferences or overnight travel, must be approved by the City Manager. Other travel is subject to Department Head approval. At no time shall a department be left without a qualified person on duty, including weekends and holidays, without City Manager approval. Expenses incurred by employees prior to or without proper authorization may be the responsibility of that employee.

~~9.1.~~**9.2. City Manager.** City Manager travel authorization is specified in the City Council approved Contract.

~~9.2.~~**9.3. Officials.** For officials, all anticipated conferences, conventions and professional meetings shall be budgeted for in the budget, or specifically approved by the City Council. As the trip is paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and as many sessions as possible.

10. **SPOUSES.**

10.1. Although fiscal and legal requirements do not allow the use of City funds for spouses to accompany City officials and employees, the attendance of spouses serves and promotes desirable City purposes and goals. It is the policy of the City to encourage their participation at the City official's or employee's own expense. Spouses are often expressly invited to attend conferences, and business meetings. Their presence at gatherings of mixed social and business purposes serves not only the beneficial purpose of presenting the best picture of City "families" to others, but spouses contribute valuable information, viewpoints and opinions in discussions about City and governmental business. The spouse's contribution is both substantive and ceremonial.

11. **RECEIPT REQUIREMENT FOR OFFICIALS AND EMPLOYEES.**

11.1. All cash advance expenditures, credit card expenses and expense reimbursement requests made by an official must be submitted on an expense form provided by the City.

11.2. Expense reports must document that the expense in question met the requirements of this Policy.

11.3. Officials and employees must submit their expense reports within thirty (30) calendar days of an expense being incurred, unless otherwise unreasonable and such expense reports must be accompanied by receipts documenting each expense. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official or employee and ineligible for reimbursement from the City.



CITY COUNCIL AGENDA ITEM NO. 3.6

SECTION 3: CONSENT CALENDAR

Meeting Date: January 24, 2022
Subject: Approval to Adopt Resolution No. 2022-04 Making the Required AB 361 Findings for the use of Teleconference Meetings for the Period January 24, 2022 – February 22, 2022
Presented By: Dan Schroeder, General Counsel
Approved By: Merry Mayhew

Staff Recommendation:

Adopt Resolution No. 2022-04, making the required AB 361 findings for the use of teleconference meetings for the period January 24, 2022 – February 22, 2022.

Background:

On March 4, 2020, Governor Gavin Newsom issued a Proclamation of a State of Emergency in response to the outbreak of COVID-19, which remains in effect. Throughout the State of Emergency, the Governor issued a series of Executive Orders to reduce the spread of COVID-19.

On March 12, 2020, the Governor issued Executive Order N-25-20 waiving certain requirements of the Ralph M. Brown Act (Brown Act) making it easier for local agencies to hold public meetings via teleconference. On March 17, 2020, the Governor issued Executive Order N-29-20 which superseded a portion of Executive Order N-25-20 and identified the ability of local agencies to continue with teleconferenced meetings provided certain requirements for public participation were met. On June 11, 2021, the Governor issued Executive Order N-08-21 which continued the waiver of the teleconference provisions in the Brown Act through September 30, 2021.

With the expiration of the Executive Orders, the Legislature introduced Assembly Bill 361 (AB 361), which allows the continued use of teleconferencing if specific requirements are met. On September 16, 2021, the Governor signed AB 361 into law. AB 361 amends section 54953 of the Brown Act and allows a local agency to use teleconferencing without complying with certain provisions of the Brown Act under certain circumstances and if certain findings are made.

Discussion:

AB 361 amends Section 54953 of the Government Code to allow a legislative body of a local agency to meet remotely without complying with the teleconference requirements imposed by the Brown Act such as agenda posting at teleconference locations, physical location access by the public, or establishing a quorum within the boundaries of the agency. The agency may do so if one of three scenarios exists, all of which requires the Governor has proclaimed a State of Emergency pursuant to Government Code section 8625:

- (A) State or local officials have imposed or recommended measures to promote social distancing;
- (B) The legislative body is holding a meeting for the purpose of determining, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees;
- (C) The legislative body is holding a meeting and has determined, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Any boards and committees that are required to comply with the Brown Act that holds a meeting under any of the scenarios identified above must continue to post an agenda within the time periods required by the Brown Act and ensure the public is able to address the board or committee directly through teleconference means. If a technological disruption prevents the board or committee from broadcasting the meeting or receiving public comments in real time, the board or committee cannot take further action until the technological function is restored.

If the proclaimed State of Emergency remains in effect, and if Hughson City Council wishes to continue meeting under the modified rules, then the Council must adopt a resolution containing the following findings: (1) the State of Emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials continue to impose or recommend measures to promote social distancing. The Council must reconsider and reconfirm the findings no later than every thirty (30) days.

If consecutive regular meetings fall outside the 30-day window, the Council should hold a special meeting to re-authorize the AB 361 findings. If the Council does not adopt a resolution making the findings required under AB 361, or if the authorization lapses, it will be required to comply with the traditional teleconference rules contained in the Brown Act for future meetings or until the Council utilizes AB 361 at a future date. In that scenario, the Council will be required to post an agenda at each teleconference location, teleconference locations will need to be identified on the agenda and accessible to the public, and a quorum of the Council will need to be established within the boundaries of the agency.

AB 361 allows the Council to hold its first meeting using AB 361 without previously adopting the AB 361 teleconference procedures as long as the Council makes the finding required by AB 361 within 30 days of that meeting. Adopting Resolution No. 2022-04 will make those findings now and allow the Council to continue to hold its meetings remotely through February 22, 2022.

Fiscal Impact:

There is no direct fiscal impact in making the required AB 361 findings.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON DETERMINING
TO CONDUCT MEETINGS USING TELECONFERENCING PURSUANT TO
GOVERNMENT CODE 54953 AS AMENDED BY AB 361 FOR THE PERIOD JANUARY
24, 2022 TO FEBRUARY 22, 2022.**

WHEREAS, the City of Hughson ("City") is committed to preserving and nurturing public access and participation in its meetings; and

WHEREAS, all meetings of the City legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), as amended by AB 361 (2021), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, Cal-OSHA adopted emergency regulations (Section 3205) imposing requirements on California employers, including measures to promote social distancing; and

WHEREAS, one or more of the counties within the City's boundaries remain under a Local Health Emergency due to the COVID-19 pandemic, acknowledging that close contact to other persons increases the risk of transmission; and

WHEREAS, currently the dominant strain of COVID-19 in the country is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations, therefore, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, on January 24, 2022, the City held its regular meeting remotely by teleconference/video conference for the first time in accordance with Government Code Section 54953(e) and hereby desires to adopt this resolution within 30 days of that meeting as required by said section in order to continue to use remote teleconference/videoconference for the 30 days thereafter.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hughson resolves as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Finding of Imminent Risk to Health or Safety of Attendees. The City Council does hereby find that the current dominant strain of COVID-19 in the country is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations has caused, and will continue to cause, conditions of peril to the safety of persons, thereby presenting an imminent risk to health and/or safety to City employees and other representatives, and attendees of City public meetings; and

Section 3. Teleconference Meetings. The City Council do hereby determine as a result of the State of Emergency proclaimed by the Governor, and the recommended measures to promote social distancing made by State and local officials that the City may conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e)(1)(A) and (B) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

Section 4. Direction to Staff. The City Manager and City staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately and cover the period through February 22, 2022.

PASSED AND ADOPTED by the Hughson City Council at a regular meeting thereof, held on January 24, 2022, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

»
»

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date: January 24, 2022
Subject: Approval to Install a Bronze “Larger than Life” Memorial Bust of Dennis Wallace on City Property
Enclosure: Picture of Memorial Installation Location
Presented By: Merry Mayhew, City Manager
Approved By: Merry Mayhew

Staff Recommendation:

Approval to Install a bronze “Larger than Life” Memorial Bust of Dennis Wallace on City property, at the corner of Pine and 4th Streets.

Background and Summary:

Sheriff’s Deputy Dennis Wallace ended his watch, while on duty on November 13, 2016. At the time of his death, Deputy Wallace was a Hughson resident and was assigned to Hughson Police Services. Deputy Wallace took great pride in serving and protecting the community where he lived and focused his efforts with local youth both in school and in sports.

Annually, a remembrance for Deputy Dennis Wallace takes place at the Hughson Sports and Fitness Complex, at the Veterans Memorial Wall and Deputy Dennis Wallace Soccer Fields and Tribute Garden, with a short program remembering Deputy Wallace.

Discussion:

The Peace Officer Memorial Group of Stanislaus County, a non-profit organization, is committed to remembering law enforcement who have died in the performance of their duty. In February 2017, the organization began raising funds for a bronze “larger than life” memorial bust in remembrance of Deputy Dennis Wallace and after several years of fundraising and delays due to the pandemic, the memorial bust was completed in December 2021.

Major donors to this fundraising effort include the following, Peace Officer Memorial Group of Stanislaus County, members of the Stanislaus County Sheriff’s Office, E & J Gallo Winery, Do Good Distillery, Texas Roadhouse, Ward Promotional Product and Marketing, along with others.

In early November 2021, Modesto Police Officer Luis Arroyo contacted City staff to discuss the placement and installation of the memorial bust. After discussions with Deputy Wallace's wife Mercedes, the decision was made to install the bust next to the flagpole located in front of Hughson Police Services, on the corner of 4th and Pine Street, pending approval from the City Council. Attached is a picture of the approximate location where a concrete pad, a 52" tall stand, and the memorial bust would be installed.

Once installation is completed, a date will be set for a ribbon cutting ceremony.

Fiscal Impact:

City staff anticipate a small fiscal impact to prepare the area for a ribbon-cutting ceremony, including painting the flagpole and replacing the sign at the corner that is currently in need of replacement. The cost is anticipated to be less than \$500.

