



HUGHSON CITY COUNCIL

AGENDA

City of Hughson

CITY COUNCIL MEETING

Hughson City Hall – 7018 Pine Street Hughson, California

MONDAY, FEBRUARY 26, 2024 – 6:00 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](#)

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.

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: Approval of the Minutes of the Regular Adjourned Meeting of February 13, 2024.

3.2: Approval of the Warrants Register.

3.3: Review and Approval of the 2023-24 Mid-Year Budget Analysis.

3.4: Acceptance of the Annual Report on the Hughson City Council's 2023-2028 Strategic Priorities.

4. UNFINISHED BUSINESS:

4.1: Accepting the Well 7 Replacement Project Phase IV Improvements.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

- 6.1:** Approval to Contract for the Demolition of the Property Located at 2312 Charles Street, APN 018-070-039, Authorization for the City Manager to Execute the Agreement, and direct City Clerk to file the CEQA Notice of Exemption.
- 6.2:** Utilities Department Deferred Maintenance Update and Ratification of Emergency Expenditure Relating to Pump Repairs at the Hatch.

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: NONE.****10. ADJOURNMENT:**

The next City Council meeting is scheduled for March 11, 2024, at 6:00 pm.

<u>AFFIDAVIT OF POSTING</u>	
Date: February 23, 2024	Time: 3:30 PM
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 by 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:

Please contact the City Clerk at (209) 883-4054.

Notice Regarding Non-English Speakers:

Pursuant to California Constitution Article III, Section IV, establishing English as the official language for the State of California, and in accordance with California Code of Civil Procedures Section 185, which requires proceedings before any State Court to be in English, notice is hereby given that all proceedings before the City of Hughson City Council shall be in English and anyone wishing to address the Council is required to have a translator present who will take an oath to make an accurate translation from any language not English into the English language.

UPCOMING EVENTS:

March 11	▪ School/City 2+2 Committee Meeting, City Council Chambers, 4:30PM
March 11	▪ City Council Meeting, YouTube Live Stream/City Council Chambers, 6:00PM
March 12	▪ Parks, Recreation and Entertainment Commission Meeting, City Council Chambers, 6:00PM
March 19	▪ Planning Commission Meeting, City Council Chambers, 6:00PM
March 20	▪ Hughson has Heart Planning Meeting, City Council Chambers, 6:00PM
March 25	▪ Economic Development Committee Meeting, City Council Chambers, 4:30PM
March 25	▪ City Council Meeting, YouTube Live Stream/City Council Chambers, 6:00PM

STANISLAUS ANIMAL SERVICES AGENCY

2023 ANNUAL REPORT

Vaughn Maurice

Executive Director

February 2024





2023 YEARLY Report



Total Animals Admitted to SASA

 **7206**

About 20 Per Day

Incoming Animals



3,555 Dogs and 1,220 Puppies

764 Cats and 1,538 Kittens

 129 Other

Outgoing Animals



3,323

Adoptions



581

Reunions



1,668

Transferred To A Partner
Agency (501c3)



230

Trap/Neuter/Return*
& Working Whiskers



2,414

Foster



859

Humane Euthanasia*

 286
 564

Additional Shelter Statistics

9,073 Calls For Field Service

Assist Law Enforcement: 248

Wild: 5

Deceased Animal Pick Up: 1,169

Stray: 2,477

Investigation: 765

Transport: 264

Trap: 38

Extra Service: 12

Rescue: 13

Patrol: 1,299



8,887.79

Volunteer Hours Donated



169

Pets Diverted* From Shelter



518

Dogs Vaccinated at Clinic

*Diverted-Animals who we were able to keep out of the shelter by returning them home in the field

*Humane Euthanasia-A SASA Veterinarian authorizes all medical euthanasia decisions. Humane Euthanasia for behavior is authorized by no less than four individuals, including the Executive Director and Supervisors. All euthanasia decisions are made on a case-by-case basis.

*TNR (Trap Neuter Return)-This programs allows community and feral cats to continue to live their lives outdoors. These cats are vaccinated, ear-tipped, altered and released.

www.stanislausanimalservices.com

SASainfo@stancounty.com

(209)558-7387

Stanislaus Animal Services Agency - 3647 Cornucopia Way, Modesto, CA 95358

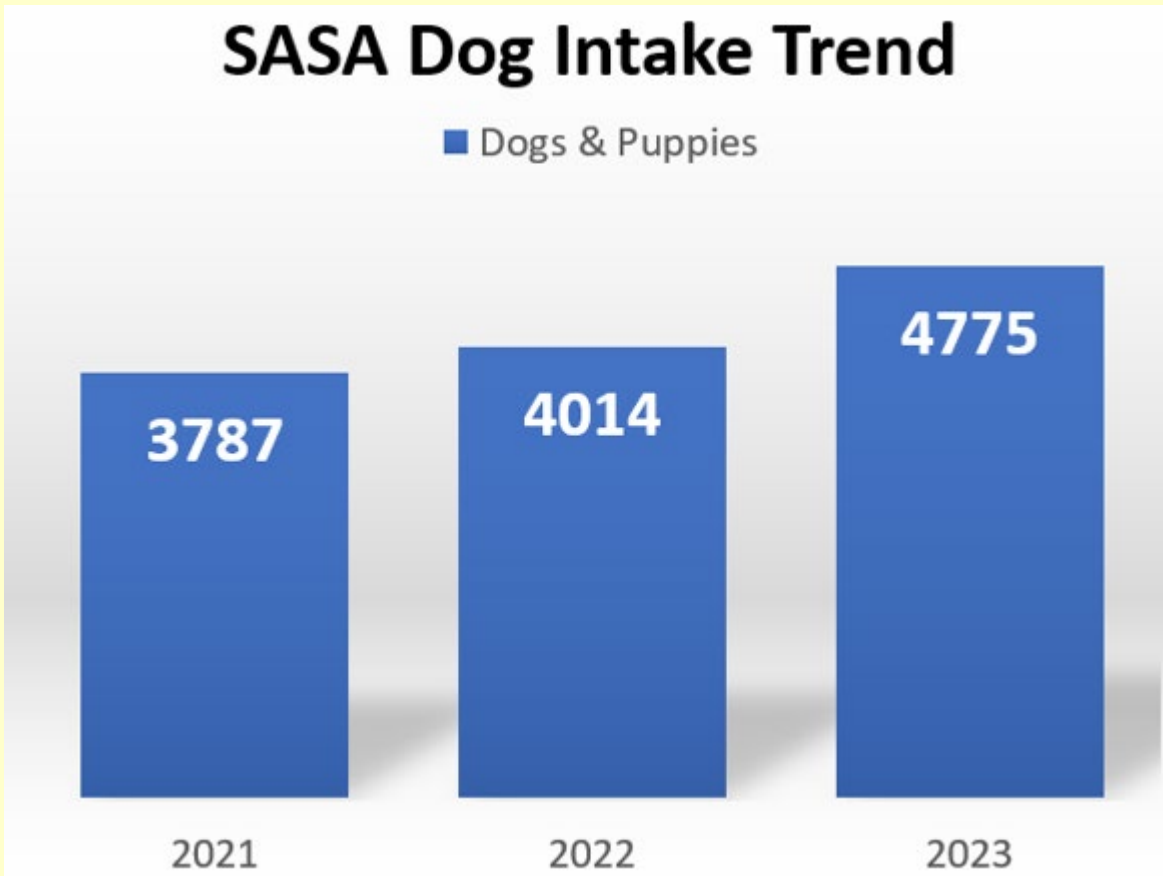


Thank you!



TOGETHER, WE HAVE SAVED LIVES.

	SASA Animal Intake Totals									
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Stanislaus	6706	6303	6475	5656	5296	5248	3020	2500	2817	3315
Modesto	6914	6394	6415	6226	5307	5210	2690	3484	1909	2690
Ceres	1857	1628	1755	1549	1560	1625	687	824	577	784
Patterson	525	455	449	372	397	357	242	157	177	244
Waterford	233	228	237	239	204	182	88	98	69	101
Hughson	211	210	200	170	147	177	81	55	96	72
Total	16446	15218	15531	14212	12911	12799	6808	7118	5645	7206

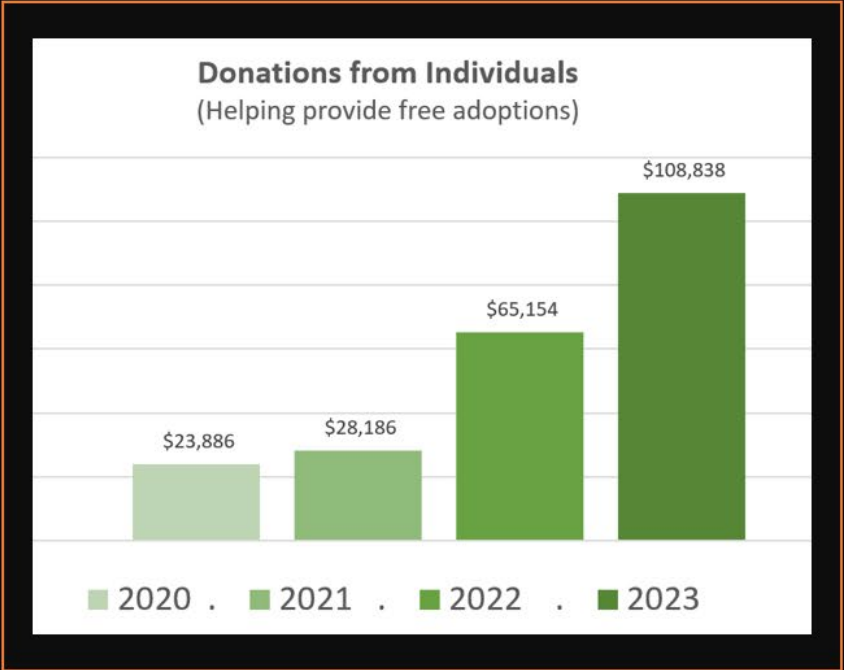
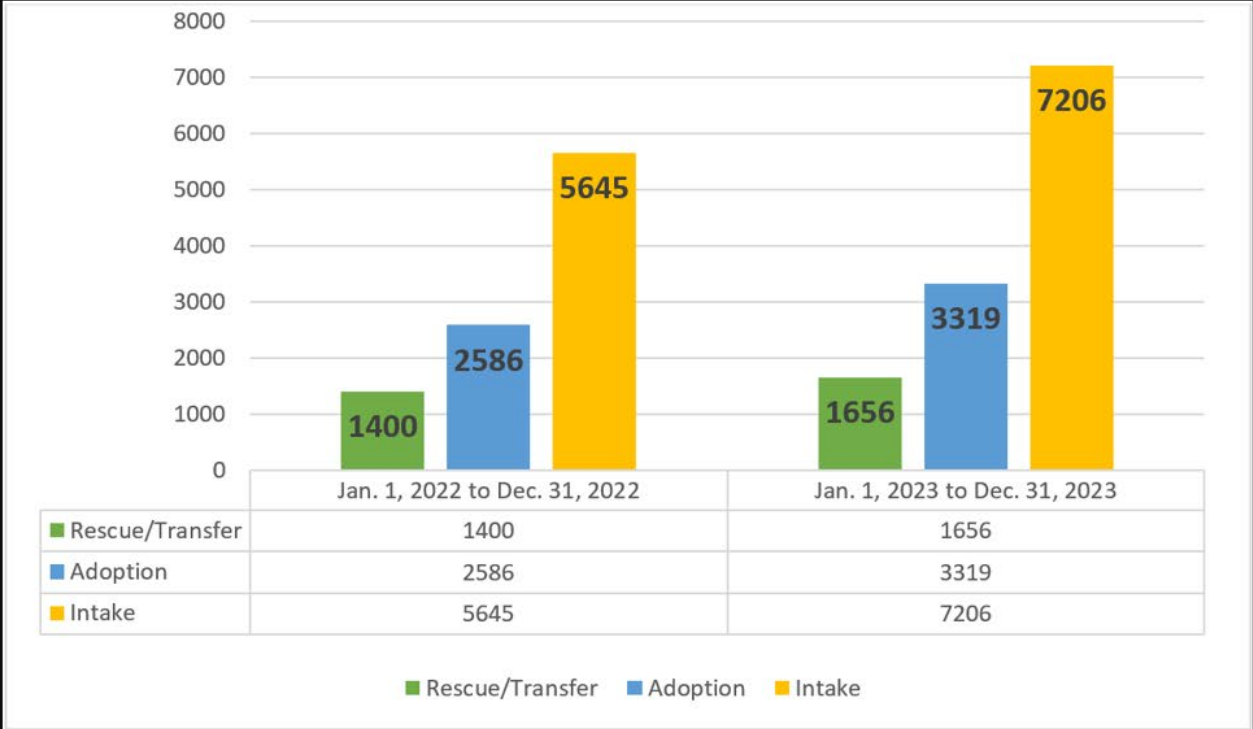


2022 vs. 2023

Intakes up 27%

Adoptions up 28%

Rescues & Transfers up 18%



\$60,000 Petco Love Grant

Funds New Transport/Adoption Trailer



2023 Sheltering Intake & Release Comparison for Dogs

Sheltering Agency	Total Dog Intake	Live Release	FTE Paid Staff
SASA	4775	94%	45
Ventura County	3581	95.6%	79
Sacramento County	4565	86%	70
Contra Costa County	3215	92%	87
State of California	221,240	87.7%	n/a
United States	3.2 Million	87%	n/a



SASA LOVE CLINIC
Low-Cost Operations with Veterinary Excellence

COMING SOON

\$50 All Dogs Spay or Neuter

\$25 All Cats Spay or Neuter

VOLUNTEER OPPORTUNITIES

Dog Care Specialist:

Groomer, Playgroup, Adoption Assistance, Marketing, Dog Walking, Cleaning and Maintenance

Cat Care Specialist:

TNR Assistance, Enrichment, Adoption Assistance, Marketing, Cleaning and Maintenance

Door Greeter:

Welcome visitors, provide accurate information and assistance

Transporter:

Transport shelter pets to rescues or outside shelters

Event Staff Volunteer:

Engage and educate the community, monitor pets available at events, set up and take down, adoption assistance

Foster Volunteer:

Provide care and temporary housing for pre wean, sick, or long stay animals, marketing, adoption assistance

**INQUIRE AT
ANIMALVOLUNTEERS@STANCOUNTY.COM**



Foster Today!

Can I Crash At Your Place?

**INQUIRE HOW TO BE MY FOSTER FAMILY IN THE VOLUNTEER CENTER TODAY
(209) 342-1749**

Two dogs are featured in the advertisement. On the left is a German Shepherd with its mouth open, looking towards the right. On the right is a small Chihuahua with large ears, looking towards the left. They are positioned on either side of the central text.



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

Meeting Date: February 26, 2024
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 adjourned Meeting of February 13, 2024.



HUGHSON CITY COUNCIL

MINUTES

City of Hughson
REGULAR ADJOURNED CITY COUNCIL MEETING
Hughson City Hall – 7018 Pine Street
Hughson, California
TUESDAY, FEBRUARY 13, 2024 – 6:00 P.M.

CALL TO ORDER: Mayor George Carr

ROLL CALL:

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

Staff Present: Merry Mayhew, City Manager
Ashton Gose, City Clerk
Tom Terpstra, Deputy City Attorney
Carla Jauregui, Community Development Director
Jose Vasquez, Public Works Superintendent
Kim Weimer, Director of Finance and Admin Services
Sarah Chavarin, Accounting Manager

1. **PUBLIC BUSINESS FROM THE FLOOR (No Action Taken):** NONE.

2. **PRESENTATIONS:** NONE.

3. **CONSENT CALENDAR:**

- 3.1:** Approve the Minutes of the Regular Meeting of January 22, 2024.
- 3.2:** Approve the Warrants Register.
- 3.3:** Approve Mayor Carr's Attendance at the United States Conference of Mayors 2024.
- 3.4:** Adopt Resolution No. 2024-04, Accepting the Walker Lane Improvement Project Improvements.

CARR/STRAIN 5-0-0-0 motion passes to approve the Consent Calendar, as presented, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

4. UNFINISHED BUSINESS:

- 4.1:** Approve the Purchase and Installation of a New Downtown Monument Sign.

Director Jauregui presented the staff report on this item.

Mayor Carr opened public comment at 6:06PM. There was no public comment. Mayor Carr closed public comment at 6:06PM.

STRAIN/CROOKER 5-0-0-0 motion passes to approve the purchase and installation of a new downtown monument sign in the amount of \$48,789.82 with a 10% contingency, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

5. PUBLIC HEARING: NONE.

6. CORRESPONDENCE: NONE.

7. COMMENTS:

- 7.1:** Staff Reports and/or Comments:

City Manager:

City Manager Mayhew provided a reminder regarding the annual State of the City Address.

Community Development Director:

Director Jauregui provided an update regarding trees at Lebright Fields.

7.2: Council Member Comments:

Councilmember Rush attended a San Joaquin Valleywide Special City Selection Committee meeting on January 31, 2024.

Councilmember Strain attended a Hughson Ministerial Association breakfast on February 9, 2024.

Mayor Pro Tem Crooker attended a Fire/City 2+2 Committee meeting on February 7, 2024 and a West Turlock Subbasin Groundwater Sustainability Agency meeting on February 8, 2024.

7.3 Mayor's Comments:

Mayor Carr provided a reminder regarding the annual State of the City Address on February 15, 2024.

8. CLOSED SESSION TO DISCUSS THE FOLLOWING:

8.1: PUBLIC EMPLOYMENT

Title: City Manager

8.2: CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representatives: Mayor George Carr, Thomas Terpstra, Jr.,

Deputy City Attorney

Unrepresented Employee: City Manager

8.3: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 2312 Charles Ave, Hughson, CA 95326 - APN 018-070-039

Agency negotiator: City Manager

Under negotiation: Price and Terms of Payment

Report from Closed Session:

All of the Councilmembers were present, and there is no reportable action.

9. NEW BUSINESS:

9.1: Approve a City Manager Employment Contract.

CARR/STRAIN 5-0-0-0 motion passes to approve a city manager employment contract with an annual compensation of \$145,326.00, plus fringe benefits in accordance with the employee personnel manual, except a \$500 a month auto allowance and a \$100 a month cell phone allowance, plus 3% deferred compensation, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

9.2: Approve a Contract to Purchase Real Property at 2312 Charles Ave, Hughson, CA, 95326 – APN 018-070-039.

McFADON/CROOKER 5-0-0-0 motion passes to approve a contract to purchase real property at 2312 Charles Avenue, Hughson Ca 95326 – APN 018-070-039, and authorize the City Manager to execute all necessary documents to complete the purchase, with the following roll call vote:

CROOKER	RUSH	STRAIN	McFADON	CARR
AYE	AYE	AYE	AYE	AYE

10. ADJOURNMENT:

STRAIN/McFADON 5-0-0-0 motion passes to adjourn the February 13, 2024 regular adjourned meeting at 6:43PM, 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: February 26, 2024
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 February 5, 2024, through February 22, 2024.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 02/05/2024 - 02/22/2024

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	02/06/2024	Regular	0.00	644.90	57693
232780	Invoice	01/01/2024	AFLAC	0.00	322.45	
584380	Invoice	02/01/2024	AFLAC	0.00	322.45	
01928	Alan McFadon	02/06/2024	Regular	0.00	1,200.13	57694
INV0010628	Invoice	02/02/2024	Reimbursement for League of Cities Orien...	0.00	1,200.13	
01603	Amazon Capital Services, Inc.	02/06/2024	Regular	0.00	15.42	57695
1G7R-DXNM-JCH7	Invoice	01/25/2024	Office Supplies	0.00	15.42	
00234	CAROLLO ENGINEERS	02/06/2024	Regular	0.00	5,291.00	57696
FB42318	Invoice	02/02/2024	Professional Services Through 09/30/23	0.00	5,291.00	
01538	Colonial Life	02/06/2024	Regular	0.00	421.08	57697
54059070101639	Invoice	02/02/2024	Colonial Life	0.00	421.08	
00332	CONDOR EARTH TECHNOLOGIES	02/06/2024	Regular	0.00	5,670.76	57698
90148	Invoice	12/15/2023	COH 2023-2025 Monitoring, Reporting, & ...	0.00	5,670.76	
01570	CSG Consultants	02/06/2024	Regular	0.00	2,846.50	57699
54727	Invoice	01/12/2024	Professional Services	0.00	2,128.50	
B232256	Invoice	01/02/2024	Building Plan Review Services	0.00	143.00	
F231126	Invoice	01/02/2024	Fire Plan Review	0.00	575.00	
00365	CSMFO	02/06/2024	Regular	0.00	270.00	57700
300014690	Invoice	01/30/2024	Management - Weimer	0.00	135.00	
300014694	Invoice	01/30/2024	Management - Chavarin	0.00	135.00	
00464	EZ NETWORK SYSTEMS, INC.	02/06/2024	Regular	0.00	1,191.95	57701
43625	Invoice	01/31/2024	IT SERVICES	0.00	1,191.95	
00527	GIBBS MAINTENANCE CO	02/06/2024	Regular	0.00	700.00	57702
14313	Invoice	02/05/2024	JANITOR SERVICES	0.00	700.00	
01939	James Van Diepen	02/06/2024	Regular	0.00	500.00	57703
INV0010630	Invoice	02/02/2024	Refund of Encroachment Deposit	0.00	500.00	
01596	JHC LLC	02/06/2024	Regular	0.00	1,320.00	57704
23-0710-QWR-H	Invoice	02/02/2024	SB 1383-Related Expenses	0.00	1,320.00	
00682	KAISER FOUNDATION HEALTH	02/06/2024	Regular	0.00	7,303.51	57705
691534602627	Invoice	03/01/2024	MEDICAL SERVICES- MARCH	0.00	7,303.51	
00718	LEAGUE OF CALIF. CITIES	02/06/2024	Regular	0.00	75.65	57706
8189	Invoice	01/31/2024	Membership Dues for Central Valley Divisi...	0.00	75.65	
00755	MCR ENGINEERING, INC	02/06/2024	Regular	0.00	27,057.73	57707
19245	Invoice	01/23/2024	Well 7 Site Improvements	0.00	27,057.73	
00775	MISSION UNIFORM SERVICE	02/06/2024	Regular	0.00	431.32	57708
520931347	Invoice	01/29/2024	uniform service (blanket PO)	0.00	76.42	
520931348	Invoice	01/29/2024	uniform service (blanket PO)	0.00	272.92	
520931350	Invoice	01/29/2024	uniform service (blanket PO)	0.00	81.98	
00822	NESTLE WATERS	02/06/2024	Regular	0.00	366.52	57709
04A6703905050	Invoice	02/05/2024	Water for City Hall	0.00	75.95	
14A0025664277	Invoice	02/05/2024	WATER FOR WWTP	0.00	290.57	

Check Report

Date Range: 02/05/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00824	NEUMILLER & BEARDSLEE	02/06/2024	Regular	0.00	20,359.42	57710
346034	Invoice	12/19/2023	LEGAL SERVICES	0.00	1,600.00	
346072	Invoice	12/19/2023	LEGAL SERVICES	0.00	3,175.00	
346081	Invoice	12/19/2023	General Admin	0.00	8,478.92	
346611	Invoice	01/22/2024	LEGAL SERVICES	0.00	1,600.00	
346669	Invoice	01/22/2024	General Admin	0.00	5,505.50	
01884	PACIFIC STORAGE COMPANY	02/06/2024	Regular	0.00	66.48	57711
2216634	Invoice	01/31/2023	RECORDS STORAGE	0.00	66.48	
00879	PG & E	02/06/2024	Regular	0.00	1,842.21	57712
INV0010631	Invoice	02/05/2024	UTILITIES	0.00	1,842.21	
00906	PROVOST & PRITCHARD CONSU	02/06/2024	Regular	0.00	2,439.20	57713
106498	Invoice	01/11/2024	Professional Services December 2023	0.00	2,439.20	
01493	Salonen Electrical Inc	02/06/2024	Regular	0.00	3,750.00	57714
4405	Invoice	02/05/2024	pump work WWTP	0.00	990.00	
4406	Invoice	02/05/2024	pump work hatch rd	0.00	2,760.00	
01607	Scott N. Kivel	02/06/2024	Regular	0.00	4,749.45	57715
INV0010632	Invoice	01/31/2024	Services Rendered Through 1/31/24	0.00	4,749.45	
01599	SMILE BUSINESS PRODUCTS, INC	02/06/2024	Regular	0.00	67.73	57716
1174732	Invoice	02/02/2024	COPIES	0.00	67.73	
01066	STATE WATER RESOURCES CONTROL BOARD	02/06/2024	Regular	0.00	7,067.00	57717
SW-0271121	Invoice	02/05/2024	Annual Storm Water Permit Fees	0.00	7,067.00	
01605	Swan Pools	02/06/2024	Regular	0.00	500.00	57718
INV0010629	Invoice	02/02/2024	Refund of Encroachment Deposit	0.00	500.00	
01110	TESCO CONTROLS, INC	02/06/2024	Regular	0.00	6,304.50	57719
0081683-IN	Invoice	02/05/2024	RAS pump #1	0.00	749.50	
0081758-IN	Invoice	02/05/2024	scada server	0.00	5,555.00	
01709	The Lincoln National Life Insurance Company	02/06/2024	Regular	0.00	446.82	57720
4653755155	Invoice	02/01/2024	Life Insurance	0.00	446.82	
01176	USA BLUE BOOK	02/06/2024	Regular	0.00	441.32	57721
INV00233233	Invoice	02/05/2024	Dpt.Supplies (Blanket)	0.00	277.55	
INV00233233.	Invoice	02/05/2024	WW supplies	0.00	163.77	
01264	VERIZON WIRELESS	02/06/2024	Regular	0.00	380.10	57722
9955062815	Invoice	02/05/2024	MIFI DEVICES/ CAMERAS	0.00	152.04	
9955062816	Invoice	02/05/2024	MIFI DEVICES/ CAMERAS	0.00	228.06	
01192	VISION SERVICE PLAN	02/06/2024	Regular	0.00	572.64	57723
819689875	Invoice	02/01/2024	MEDICAL INSURANCE WITHHELD- FEB	0.00	572.64	
01206	WARDEN'S OFFICE	02/06/2024	Regular	0.00	117.65	57724
2109478-0	Invoice	01/24/2024	MISC OFFICE SUPPLIES	0.00	117.65	
01225	WILLDAN ENGINEERING	02/06/2024	Regular	0.00	18,906.25	57725
00627019	Invoice	01/26/2024	Professional Services Through 12-31-23	0.00	18,906.25	
00016	ABS PRESORT	02/14/2024	Regular	0.00	1,210.18	57726
134785	Invoice	02/13/2024	BILL PRINTING- February	0.00	1,210.18	
01603	Amazon Capital Services, Inc.	02/14/2024	Regular	0.00	190.52	57727
1D71-7DPF-K66N	Invoice	12/16/2023	Drains for Concession/Bathroom at LeBrig...	0.00	137.37	
1Q79-9CMV-TKYY	Invoice	12/06/2023	BATTERIES	0.00	34.82	
1TGC-4TDC-M3Y9	Invoice	01/16/2024	Monthly Planner	0.00	18.33	
00094	AT&T MOBILITY	02/14/2024	Regular	0.00	525.21	57728

Check Report

Date Range: 02/05/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
02102024	Invoice	02/13/2024	PHONES	0.00	525.21	
00878	CASH	02/14/2024	Regular	0.00	174.52	57729
INV0010651	Invoice	02/13/2024	PETTY CASH DEC-JAN	0.00	174.52	
00284	CHARTER COMMUNICATION	02/14/2024	Regular	0.00	357.13	57730
170063901020124	Invoice	02/13/2024	IP ADDRESS- PINE ST	0.00	259.36	
170064301020124	Invoice	02/13/2024	IP ADDRESS- 1ST	0.00	97.77	
00293	CITIZENS BUSINESS BANK	02/14/2024	Regular	0.00	86,736.28	57731
INV0010643	Invoice	02/13/2024	#06-003-AF Installment Sale Agreement	0.00	86,736.28	
00305	CITY OF HUGHSON	02/14/2024	Regular	0.00	1,990.74	57732
INV0010647	Invoice	02/13/2024	LLDS & STARN PARK	0.00	1,990.74	
00368	CSU STANISLAUS	02/14/2024	Regular	0.00	50.00	57733
CMP-013280	Invoice	02/05/2024	November 2023 Live Scan	0.00	50.00	
01340	DIVISION OF THE STATE ARCHITECT	02/14/2024	Regular	0.00	72.00	57734
INV0010652	Invoice	02/13/2024	Disability Access & Education Fee 4 Qtr	0.00	72.00	
00464	EZ NETWORK SYSTEMS, INC.	02/14/2024	Regular	0.00	5,952.50	57735
TS43697	Invoice	02/01/2024	IT SERVICES	0.00	5,952.50	
00528	GILTON SOLID WASTE MANAGE	02/14/2024	Regular	0.00	1,895.07	57736
HUGHSS-090	Invoice	02/13/2024	STREET SWEEPING	0.00	1,895.07	
01612	GreatAmerica Financial Svcs.	02/14/2024	Regular	0.00	397.63	57737
35828389	Invoice	01/30/2024	LEASE	0.00	397.63	
00914	Harbans Singh ET AL	02/14/2024	Regular	0.00	150.01	57738
1010927	Invoice	01/31/2024	diesel (blanket PO)	0.00	150.01	
01827	Hughson High School	02/14/2024	Regular	0.00	500.00	57739
INV0010646	Invoice	02/08/2024	Damage Deposit - Hughson High	0.00	500.00	
00627	HUGHSON NAPA AUTO & TRUCK	02/14/2024	Regular	0.00	179.98	57740
376519	Invoice	02/13/2024	parts and supplies (blanket PO)	0.00	35.49	
376571	Invoice	01/05/2024	parts and supplies (blanket PO)	0.00	4.09	
376677	Invoice	01/08/2024	parts and supplies (blanket PO)	0.00	48.51	
376775	Invoice	01/09/2024	parts and supplies (blanket PO)	0.00	56.28	
376992	Invoice	01/12/2024	parts and supplies (blanket PO)	0.00	12.89	
377169	Invoice	01/16/2024	parts and supplies (blanket PO)	0.00	9.84	
377296	Invoice	01/17/2024	parts and supplies (blanket PO)	0.00	8.59	
377996	Invoice	01/30/2024	parts and supplies (blanket PO)	0.00	4.29	
01867	KIM WEIMER	02/14/2024	Regular	0.00	1,212.56	57741
INV0010677	Invoice	02/13/2024	LCW 2024 Public Sector Employment Law	0.00	1,212.56	
00762	MHK CONSTRUCTION	02/14/2024	Regular	0.00	111,960.45	57742
4383	Invoice	02/13/2024	Lebright Parking Lot	0.00	111,960.45	
01885	RecruitGigs	02/14/2024	Regular	0.00	8,082.00	57743
68003	Invoice	12/08/2023	Extra Help - PW	0.00	2,940.00	
68115	Invoice	12/22/2023	Extra Help - PW	0.00	1,212.00	
68219	Invoice	01/05/2024	Extra Help - PW	0.00	792.00	
68269	Invoice	01/12/2023	Extra Help - PW	0.00	814.00	
68325	Invoice	01/19/2024	Extra Help - PW	0.00	990.00	
68381	Invoice	01/26/2024	Extra Help - PW	0.00	792.00	
68429	Invoice	02/02/2024	Extra Help - PW	0.00	792.00	
68479	Invoice	02/09/2024	Extra Help - PW	0.00	990.00	
CR-10	Credit Memo	02/12/2024	Extra Help - PW - Javier Ortiz Hernandez	0.00	-1,240.00	
01033	STANISLAUS COUNTY	02/14/2024	Regular	0.00	11,297.25	57744

Check Report

Date Range: 02/05/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
R23-566044	Invoice	02/07/2024	3RD QTR PAYMENT - PID P219159	0.00	11,297.25	
01089	SUTTER GOULD MEDICAL FOUN	02/14/2024	Regular	0.00	173.00	57745
1002169571-49	Invoice	02/13/2024	Antonio Tovar	0.00	173.00	
01115	THE HOME DEPOT CRC	02/14/2024	Regular	0.00	261.64	57746
7013409	Invoice	02/13/2024	air filters	0.00	252.81	
INV0010650	Invoice	02/13/2024	FINANCE CHARGE	0.00	8.83	
01144	TROPHY WORKS	02/14/2024	Regular	0.00	185.09	57747
INV0010678	Invoice	02/14/2024	Award for Retirement	0.00	185.09	
01919	William Phelan	02/14/2024	Regular	0.00	5,955.21	57748
101425	Invoice	02/13/2024	concrete cutter	0.00	5,955.21	
00485	FIRST AMERICAN TITLE CO	02/20/2024	Regular	0.00	5,000.00	57750
INV0010721	Invoice	02/20/2024	2312 Charles, Hughson CA #6805576	0.00	5,000.00	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	02/20/2024	Regular	0.00	40.12	57751
INV0010691	Invoice	02/14/2024	INCOME WITHHOLDING FOR CHILD SUPP...	0.00	40.12	
00049	ALLIED ADMINISTRATORS	02/21/2024	Regular	0.00	2,227.72	57752
INV0010715	Invoice	03/01/2024	DELTA DENTAL	0.00	2,227.72	
01603	Amazon Capital Services, Inc.	02/21/2024	Regular	0.00	203.76	57753
1QFT-PPLJ-4PFO	Invoice	02/14/2024	Projector Screens for Events	0.00	203.76	
01580	Atlas Copco USA Holdings Inc	02/21/2024	Regular	0.00	768.00	57754
1123095911	Invoice	02/20/2024	well 8 compressor	0.00	768.00	
00104	AYERA TECHNOLOGIES INC.	02/21/2024	Regular	0.00	84.00	57755
536091	Invoice	02/15/2024	Service (Blanket)	0.00	84.00	
00123	BAY ALARM CO	02/21/2024	Regular	0.00	289.50	57756
21146018	Invoice	02/15/2024	Bay Alarm 2/1/24 4/30/24	0.00	289.50	
00310	CLARK'S PEST CONTROL	02/21/2024	Regular	0.00	206.00	57757
34803489	Invoice	02/20/2024	PEST CONTROL	0.00	129.00	
34804263	Invoice	02/20/2024	PEST CONTROL	0.00	77.00	
00614	HUGHSON FARM SUPPLY	02/21/2024	Regular	0.00	1,165.99	57758
H479966	Invoice	01/03/2024	supplies/equip repairs (blanket PO)	0.00	36.22	
H480033	Invoice	01/04/2024	supplies/equip repairs (blanket PO)	0.00	32.34	
H480036	Invoice	01/04/2024	supplies/equip repairs (blanket PO)	0.00	26.97	
H480086	Invoice	01/04/2024	supplies/equip repairs (blanket PO)	0.00	68.46	
H480090	Invoice	01/04/2024	supplies/equip repairs (blanket PO)	0.00	29.29	
H480122	Invoice	01/05/2024	supplies/equip repairs (blanket PO)	0.00	62.54	
H480302	Invoice	01/09/2024	supplies/equip repairs (blanket PO)	0.00	3.21	
H480322	Invoice	01/09/2024	supplies/equip repairs (blanket PO)	0.00	52.67	
H480364	Invoice	01/10/2024	supplies/equip repairs (blanket PO)	0.00	4.65	
H480505	Invoice	02/15/2024	Farm supply blanket PO	0.00	140.48	
H480551	Invoice	01/12/2024	supplies/equip repairs (blanket PO)	0.00	19.80	
H480563	Invoice	02/13/2024	Farm supply blanket PO	0.00	186.30	
H480603	Invoice	01/12/2024	supplies/equip repairs (blanket PO)	0.00	17.88	
H480959	Invoice	02/15/2024	Farm supply blanket PO	0.00	10.35	
H481181	Invoice	02/15/2024	Farm supply blanket PO	0.00	45.27	
H481207	Invoice	01/23/2024	supplies/equip repairs (blanket PO)	0.00	4.30	
H481231	Invoice	02/15/2024	Farm supply blanket PO	0.00	16.16	
H481234	Invoice	02/15/2024	Farm supply blanket PO	0.00	30.19	
H481685	Invoice	02/15/2024	Farm supply blanket PO	0.00	27.15	
OFF1H201006	Invoice	02/15/2024	Farm supply blanket PO	0.00	70.84	
OFF1H201007	Invoice	01/23/2024	battery blower	0.00	177.98	
OFF1H201023	Invoice	02/15/2024	Farm supply blanket PO	0.00	30.19	
OFF2H201257	Invoice	02/15/2024	Farm supply blanket PO	0.00	48.83	

Check Report

Date Range: 02/05/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
OFF2H201307	Invoice	01/18/2024	Water Supplies (Blanket)	0.00	20.05	
OFF3H100715	Invoice	01/04/2024	supplies/equip repairs (blanket PO)	0.00	3.87	
01942	Ilda Barron	02/21/2024	Regular	0.00	200.00	57759
INV0010716	Invoice	02/15/2024	Damage Deposit - Barron canceled do to ra..	0.00	200.00	
01875	LOZANO SMITH ATTORNEY AT LAW	02/21/2024	Regular	0.00	877.50	57760
2211001	Invoice	02/12/2024	Legal Services Through 1-31-24	0.00	877.50	
00611	Mid Valley Publications	02/21/2024	Regular	0.00	576.28	57761
341449	Invoice	02/15/2024	Building Code Update Public Hearing	0.00	110.08	
343257	Invoice	02/14/2024	Jimenez Trucking	0.00	194.25	
343258	Invoice	02/14/2024	United Pavement Maint	0.00	194.25	
343260	Invoice	02/14/2024	CDBG AAP	0.00	77.70	
00799	MOSS, LEVY & HARTZHEIM, LLP	02/21/2024	Regular	0.00	2,500.00	57762
14833	Invoice	01/31/2024	Completion of City SCO Report	0.00	2,500.00	
00837	NORTHSTAR CHEMICAL	02/21/2024	Regular	0.00	12,231.38	57763
273979	Invoice	02/16/2024	Blanket PO chemicals for water	0.00	8,409.14	
274157	Invoice	02/16/2024	Blanket PO chemicals for water	0.00	3,822.24	
00855	OPERATING ENGINEERS LOCAL	02/21/2024	Regular	0.00	385.00	57764
2/2024 - 1	Invoice	02/20/2024	LOCAL UNION DUES #3	0.00	385.00	
00879	PG & E	02/21/2024	Regular	0.00	500.00	57765
INV0010714	Invoice	02/15/2024	ENCR23-1229 Refund of encroachment de...	0.00	500.00	
00972	SAFE-T-LITE	02/21/2024	Regular	0.00	569.39	57766
395719	Invoice	02/15/2024	traffic cones	0.00	569.39	
00978	SAN JOAQUIN VALLEY Air Pollution Control Dist	02/21/2024	Regular	0.00	1,043.00	57767
N161147	Invoice	02/20/2024	WWTP generator permit	0.00	900.00	
N161148	Invoice	02/20/2024	hatch rd Generator permit	0.00	143.00	
01009	SHRED-IT USA LLC	02/21/2024	Regular	0.00	401.32	57768
8006155564	Invoice	02/03/2024	Shredding	0.00	401.32	
01090	SUTTER HEALTH PLUS	02/21/2024	Regular	0.00	15,432.24	57769
2990820	Invoice	03/01/2024	MEDICAL INSURANCE- MARCH	0.00	15,432.24	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	140	76	0.00	407,527.41
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
	140	76	0.00	407,527.41

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	140	76	0.00	407,527.41
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
	140	76	0.00	407,527.41

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	2/2024	407,527.41
			407,527.41



Hughson

Refund Check Register

Refund Check Detail

UBPKT03512 - Refunds 01 UBPKT03510 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-1330-004	SIGLE, GENEVIEVE	2/15/2024	57749	210.83			210.83	Generated From Billing
Total Refunds: 1		Total Refunded Amount:		210.83				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	210.83
Revenue Total:	210.83

General Ledger Distribution

Posting Date: 02/01/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 510 - WATER/SEWER DEPOSIT	510-10001	CLAIM ON CASH-WATER/SEWER DEPOSIT	-210.83	Yes
	510-11040	CUSTOMER CREDITS	210.83	
	510 Total:		0.00	
Fund: 999 - POOLED CASH/CONSOLIDATED CASH	999-10010	CASH IN BANK-MONEY MARKET	-210.83	
	999-20000	DUE TO OTHER FUNDS (POOLED CASH)	210.83	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



CITY COUNCIL AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: February 26, 2024
Subject: Review and Approval of the 2023-24 Mid-Year Budget Analysis
Enclosure: FY 2023-24 Mid-Year Budget Analysis-Exhibit A
Presented By: Kim Weimer, Director of Finance & Administrative Services
Approved By: Merry Mayhew
City Manager

Staff Recommendation:

Review and approve the 2023-24 Mid-Year Budget Analysis with no adjustments to the budget.

Background and Overview:

City staff began reviewing current expenditures and revenues in November 2023. This review looked at the actual activity and compared it to the approved Final 2023-24 Budget. In addition, staff looked at the projected revenues and expenditures for the remaining 2023-24 fiscal year. The City's departments have collectively worked to produce a budget that will maintain or improve the City's service levels while being mindful of operating with constrained resources. The Fiscal Year 2023-24 Mid-Year Budget provides the City with the authority to use resources for the benefit of the community. The Fiscal Year 2023-24 Mid-Year Budget is estimated based on available data from both forecasts and historical activity.

City staff met with the Budget and Finance Subcommittee on February 20, 2024, to present the Fiscal Year 2023-24 Mid-Year Budget analysis and to review the estimated revenues and expenditures that make up the annual operating budget for the City of Hughson. This budget is based on updated projections available currently. The preparation of the Fiscal Year 2023-24 Mid-Year Budget utilized a hybrid approach of both zero-based budgeting and traditional budgeting methods.

General Fund Revenue Projections

Overall, the General Fund Revenue Projections at Fiscal Year 2023-24 Mid-Year are 1.5% higher than the Final 2023-24 Budget.

FY2023-24 Final Budget	FY2023-24 Mid-Year Budget	Difference	%Change
\$4,052,135	\$4,114,601	\$62,466	1.5%

The General Fund revenue estimates for the Mid-Year Budget are higher than the Final Budget primarily due to an increase in our Vehicle License Fees & Sales Tax revenue.

General Fund Expenditure Projections

Overall, the General Fund Expenditure Projections at Fiscal Year 2023-24 are anticipated to decrease by 3% from the Final Budget.

FY2023-24 Final Budget	FY2023-24 Mid-Year Budget	Difference	%Change
\$4,025,386	\$3,909,424	-\$115,962	-2.9%

General Fund Mid-Year expenditures are estimated at \$3,909,424 compared to Final 2023-24 Budget estimates of \$4,025,386, a decrease of \$115,962. Various factors contributed to the decrease in operating expenses. The primary contributor to the difference is due to open positions budgeted but not filled until halfway through this fiscal year and the associated benefits.

Salary and Benefit Projections

Temporary staffing needs were budgeted based on the creation of four new positions and being fully staffed. This has not been the case. As a result, we have been using more temporary staff than budgeted. However, the net result is our expenses overall for labor being \$28,000 below our original budget even with the increased use of temporary staff.

Major Fund Review

Fund 210 includes all Sewer and Wastewater Treatment Plant operations and activities. There was no change in projected revenues between the Final 2023-24 Budget and the Mid-Year 2023-24 Budget. The Mid-Year budgeted expenditures figures are below the Final budget figures by \$100,000 due to open positions not being filled and lower medical expenses than budgeted. Equipment maintenance is \$20,000 higher than what had been budgeted in the Final 2023-24 budget due to deferred maintenance.

Fund 240, the Water Fund, had no change in projected revenues. The Mid-Year budgeted expenditures figures are below the Final budget figures by \$165,600 due to open positions not being filled and lower medical expenses than budgeted.

Non-Major Fund Review

Funds 320-324 and Fund 326 revenues are based on State of California estimates of gas taxes. These estimates have changed since the Final Budget was adopted. For these funds combined the overall revenue increased \$2,200.

Fund 325: Measure L Sales Tax is budgeted based on the amount set forth by StanCOG at the approval of Measure L in 2016. Revenues are estimated and expense estimates will change as projects are approved. There was a \$2,145 reclassification for expenses for slurry seal done in December 2022.

The following funds have received higher revenues than were budgeted in the Final 2023-24 Budget:

- Fund 383 Vehicle Abatement
- Fund 384 Supplemental Law Enforcement Service
- Fund 420 Transportation Street Projects
- Fund 451 Public Development Impact Fees
- Fund 520 RDA Successor Agency

Fund 453: Park Dev Impact Fee revenue projections were reduced by \$75,000 and Fund 454: Parkland in Lieu revenue projections were reduced by \$100,000 due to a decrease in developments in the city.

LLD & BAD Funds reflect an increase after a true-up of payroll expenses and related benefits.

Summary of the Mid-Year Budget Analysis

For the Fiscal Year 2023-24 Mid-Year Budget, the City of Hughson is projected to spend \$18,537,852, which is an approximate 1.4% decrease from the estimated amount for 2023-24 Final Budget. Revenue is projected at \$18,587,779, which is an approximate increase of less than 1% of the Final 2023-24 Budget.

Budget Comparison: Revenue and Expense									
	Revenues			Expenses			Rev/Exp	change	
	23-24 Final	23-24 Mid-Year	Difference	22-23 Final	23-24 Mid-Year	Difference		in rev	in exp
GF	\$ 4,052,135	\$ 4,114,601	\$ 62,466	\$ 4,025,386	\$ 3,909,424	\$ (115,962)	\$ 178,428	1.5%	-2.9%
Non-GF	\$ 14,499,424	\$ 14,473,178	\$ (26,246)	\$ 14,778,416	\$ 14,628,428	\$ (149,988)	\$ 123,742	-0.2%	-1.0%
TOTALS	\$ 18,551,559	\$ 18,587,779	\$ 36,220	\$ 18,803,802	\$ 18,537,852	\$ (265,950)	\$ 302,170	0.2%	-1.4%

Staff recommends we continue the Fiscal Year 2023-24 using the Final Budget, approved and adopted September 11, 2023 as the overall change in budget from the Final Budget to Mid-Year Budget is less than a 2% difference

Fiscal Impact:

There is no fiscal impact in continuing with the 2023-24 Final Budget approved and adopted on September 11, 2023.

EXHIBIT A

FUND	Revenue Increase / (Decrease)	Explanation	Expenses Increase (Decrease)	Explanation	Net Adj
100 - GENERAL FUND	\$ 115,306	True up to actuals, \$100k increase in tax revenue	\$ (115,962)	\$66k reduction in payroll due to unfilled positions & \$52.8k reduction to the reserve	\$ 231,268
105 - GENERAL FUND CONTINGENCY RESERVE	\$ (52,840)	\$116k reduction in GF expenses lowered reserve requirement	\$ -		\$ (52,840)
210 - SEWER OPERATIONS	\$ -		\$ (100,050)	\$146k reduction in payroll due to unfilled positions & \$46k increase in Maintenance, Professional fees, & Postage	\$ 100,050
240 - WATER	\$ -		\$ (165,593)	\$172 reduction in payroll due to unfilled positions & \$6.4k increase in postage	\$ 165,593
320 - GAS TAX 2103	\$ (2,835)	Updated figures from the State			\$ (2,835)
321 - GAS TAX 2105	\$ (970)	Updated figures from the State	\$ -		\$ (970)
322 - GAS TAX 2106	\$ (489)	Updated figures from the State			\$ (489)
323 - GAS TAX 2107	\$ 6,501	Updated figures from the State	\$ -		\$ 6,501
325 - MEASURE L SALES TAX - ROADS	\$ -		\$ 3,000	True up to actuals	\$ (3,000)
326 - SB 1-ROADS MAINTENANCE REHABILITATION	\$ (497)	True up to actuals			\$ (497)
380 - CORONAVIRUS LOCAL FISCAL RECOVERY FUND	\$ -		\$ 42,714	New projects approved since adoption of Final Budget & remaining funds from 22/23	\$ (42,714)
383 - VEHICLE ABATEMENT	\$ 8,000	True up to actuals	\$ -		\$ 8,000
384 - SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND	\$ 97,000	True up to actuals	\$ -		\$ 97,000
420 - TRANSPORTATION STREET PROJECTS	\$ 1,494	True up to actuals	\$ -		\$ 1,494
451 - PUBLIC FACILITY DEV IMPACT FEE	\$ 20,150	True up to actuals			\$ 20,150
453 - PARK DEV IMPACT FEE	\$ (75,000)	No fees expected, Parkwood not required to pay this fee			\$ (75,000)
454 - PARKLAND IN LIEU	\$ (100,000)	No fees expected, Parkwood not required to pay this fee			\$ (100,000)
520 - RDA SUCCESSOR AGENCY	\$ 20,400	True up to actuals	\$ -		\$ 20,400
530-544 LLD FUNDS			\$ 52,369	Payroll & expense true up	\$ (52,369)
550-556 BAD FUNDS			\$ 17,572	Payroll & expense true up	\$ (17,572)
TOTALS	\$ 36,220		\$ (265,950)		\$ 302,170



CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: February 26, 2024
Subject: Accept the Annual Report on the Hughson City Council's 2023-2028 Strategic Priorities
Presented By: Merry Mayhew, City Manager
Approved By: Merry Mayhew
City Manager

Staff Recommendation:

Accept the annual report on the Hughson City Council's 2023-2028 Strategic Priorities.

Background:

On May 22, 2023, the Hughson City Council adopted Resolution No. 2023-28, approving the Hughson City Council 2023-2028 Strategic Priorities, listing its goals, strategies and actions to set forth the priority programs and projects the City expects to accomplish and how it will focus its resources. In addition, the Vision, Mission and Values were reviewed and updated. This annual review outlines specific actions taken over the past eight months. In addition to the specific actions taken and projects that have been completed, there are additional on-going efforts in many of the areas not noted.

Discussion:

The City of Hughson's current Vision, Mission and Values are listed below:

Vision: To preserve Hughson's unique spirit, heritage, and character, while creating an undeniably great place to be.

Mission: Improving Hughson every day through fiscal responsibility, customer focused service and an emphasis on creating and strengthening partnerships.

Values: Fiscal Responsibility
Customer Focused
Partnership Building

*Results Oriented
Open and Accessible
Public Safety
Innovative*

Below each Goal, Strategy, and Actions, projects completed will be noted and progress noted.

Goal #1: Good Governance

Strategy #1: Model good governance and transparency (*continuous*)

Actions include modeling good governance and transparency at:

1. In all public meetings.
2. Continue to provide new Councilmember orientations.
3. Continue to maintain proper Fair Political Practices Commission (FPPC) reporting and AB1234 Ethics training and AB1825 Sexual Harassment training.
4. Increase public awareness around City projects and other civic matters.
5. Increase public awareness around City Council meetings and agenda items.

Progress toward this goal is continuous and over the last year has included councilmember orientations, trainings, and increased public awareness of city projects and business through social media and Hughson Chronicle coverage.

Strategy #2: Provide Adequate Resources for Efficient Government Services

Actions: (*short-term 2023-2025 and continuous*)

1. Conduct a staffing assessment.
2. Review opportunities to outsource services.
3. Provide employee development opportunities.

Staffing was reviewed, four positions were approved, recruitments held and hirings have been completed. Two positions are Senior positions providing a career ladder. In addition, a new utility classification was created that gives employees the ability to cross train between water and wastewater. Opportunities have opened up for staff to train and certify as wastewater operators, water distribution operators, and Class B drivers. Additionally, staff are looking at opportunities to join an association that provides additional training opportunities and certifications in multiple areas that would develop their skills.

This is an area for continuous improvement and areas within administration are currently under review.

Goal #2: Economic Development

Strategy #1: Support resources for businesses (*continuous*)

Actions include continuing to provide support for businesses through:

1. Supporting the Hughson Chamber of Commerce;

In 2023, staff began looking for opportunities to partner with the Chamber and businesses to promote mixers and events, and to enhance downtown (such as lighting and downtown signage).

2. Supporting Opportunity Stanislaus;

In 2023, \$25,000 in funding was provided for scholarships for Hughson youth to attend the VOLT Institute and receive vocational training.

3. Supporting Small Business Development Center.

Strategy #2: Complete the General Plan Update and Housing Element Project (*short-term 2023-2025*)

Strategy #3: Revitalize downtown Hughson (*short-term 2023-2025*)

Actions to create a nicer downtown environment. examples include shadow art, murals, and pedestrian crosswalks.

A new downtown sign has been approved by the EDC and the City Council.

Strategy #4: Annexation of industrial-zoned land and provide infrastructure to promote industrial business – as part of the General Plan Update. (*short-term 2023 – 2025*)

Strategy #5: Review business leases at the Incubation Center/Annex. (*Continuous*)

Actions:

1. Review current leases to see if businesses can realistically move out of the Incubation Center to permanent downtown locations.
2. Advertise the Incubation Center opportunity.
3. Incentivize business opportunities within the City.

This opportunity was advertised through the Hughson Chronicle, several potential businesses reached out but have not yet completed the process. One office remains vacant and available.

Goal #3: Maintain Infrastructure and leverage funds where opportunities exist

Strategy #1: Maintain streets and city-owned sidewalk infrastructure.

Actions:

1. Complete Measure L Annual Plan. (*short-term 2023 – 2025 and continuous*)

Pavement Management Plan was completed, Annual plan went out to bid and the contract has been approved. The contractor requested to wait until early spring 2024 when the weather would be more conducive to a better job.

2. Maintenance of streets – potholes and annual street striping. (*continuous*)
3. Continue work on the Whitmore Pedestrian Crossing (BNSF) Project. (*short-term 2023 – 2025*)
4. Review traffic calming measures in priority areas. (*continuous*)

In 2023 pucks were glued to the road in an effort to slow traffic and a radar speed sign was placed on 7th to raise awareness of vehicle speeds.

- ~~5. Walker Lane CDBG Project. (*short-term 2023 – 2025*) delete~~

Project Completed

6. Tully Road CDBG Project. (*long-term*)
7. 7th Street CDBG Project. (*long-term*)
- ~~8. Replace ADA parking Project on 3rd Street. (*short-term 2023 – 2025*) delete~~

Project Completed

- ~~9. Create ADA parking on Hughson Avenue. (*long-term*) delete~~

Project Completed

Strategy #2: Maintain Stormwater Infrastructure

Actions

1. Finalize a Stormwater Trash Capture system. (*long-term*)
2. Tie in 2-3 dry wells to the stormwater system. (*long-term*)

Strategy #3: Maintain Wastewater Treatment Facility and sewer infrastructure

Actions:

1. Ensure that the technical backing and a Salt Ordinance are approved for wastewater. (*short-term 2023-2025*)

Consultant is actively working on the report needed for this Ordinance.

2. Proactively maintain WWTP facilities and sewer infrastructure and replace aging sewer infrastructure. (*continuous*)

Staff are working diligently on issues that were deferred for many years. Additional information on deferred maintenance items was provided to the City Council in a staff report on 2/26/2024.

Strategy #4: Maintain Water Infrastructure

Actions

1. TCP Treatment Project at Well 8 (backup well). *(short-term 2023 – 2025)*

Design for this project is complete and staff is working on bid documents to bring to Council in the near future.

2. State-required Drought Contingency Plan. *(long-term)*
3. Riverview Consolidation Project. *(long-term)*

State approved a Disadvantaged Community Survey to be managed by Self-Help Enterprises. The survey is in the process.

4. Whitmore Water Consolidation Project. *(long-term)*
5. Proactively maintain water facilities and infrastructure and replace aging water infrastructure. *(continuous)*

Staff are working diligently on issues that were deferred for many years. Additional information was provided to the City Council in a staff report on 2/26/2024.

6. Coordinate with Duarte Nursery for water connection. *(long-term)*

Strategy #5: Maintain Parks Infrastructure

Actions:

- ~~1. Complete installation of a restroom/concession stand and ADA Pathways. *(2023-2025 short-term)* delete~~

Completed

- ~~2. Pave Lebright parking lot, including tie-in to stormwater system *(2023-2025 short-term)* delete~~

Completed

3. Replace Lebright lighting with LED lights. *(long-term)*

Goal #4: Ensure Fiscal Health

Strategy #1: Continue to maintain a structurally sound budget ensuring spending is prioritized and resources are allocated in a way that ensures the delivery of essential services and programs. *(continuous)*

Actions:

1. Develop a city-wide Capital Improvement Plan. *(long-term)*
2. Develop Water, WWTF, Sewer, and Stormwater maintenance plan. *(long-term)*
3. Conduct a comprehensive review of the City's current fees for service for Council consideration. *(short-term 2023-2025)*
4. Deferred Maintenance Plan for capital assets and Vehicle Replacement Plan. *(short-term 2023-2025)*
5. Review Development Impact Fees. *(long-term, dependent on CIP)*
6. Continue to maintain a 33% Contingency Reserve Fund. *(continuous)*

~~Strategy #2: Provide adequate staffing resources for efficient government operations.— Delete (This strategy was a duplicate and is included in the Good Governance Goal.)~~

Strategy #3: Provide efficient government operations using technology. *(long-term)*

Actions

1. Public-facing permit system inclusive of state-mandated solar permitting system.
2. Review and update Code Enforcement regulations and Nuisance procedures.

Goal #5: Promote Quality of Life

Strategy #1: Strengthen Community Safety through crime prevention reduction activities. *(continuous)*

Actions:

1. Implement and enhance the use of technology (such as social media, cameras, and crime analytics to generate evidence-based intelligence) to enhance enforcement efforts.
2. Continue to work with Hughson Police Services to ensure they have the tools necessary for the provision of law enforcement services.

Strategy #2: Support the Hughson Volunteer Fire Protection District with its efforts to generate additional revenue to support the current and increasing level of service. *(continuous)*

Action:

1. Continue 2+2 City/Fire bi-monthly meetings.

In addition to continuing the City Fire Committee meetings, the City worked to assist with fire impact fees, Community Facilities District fire fees, and are working to partner with Fire on the new Civic Center Project.

Strategy #3: Strengthen Emergency Operations Preparedness. *(continuous)*

Actions:

1. Ensure all employees are trained in the appropriate and required FEMA National Incident Management System (NIMS) level for their position.
2. Continue to partner with Stanislaus County and other cities on the Multi-Jurisdictional Hazard Mitigation Plan (every five years).

Strategy #4: Research and development for potential recreational activities. *(long-term)*

Actions:

1. Survey of community to determine interest in recreational activities.

2. Research how other cities hold recreational activities and funding.
3. Develop programs, funding, and instructors.
4. Support family-friendly events in Hughson: (*continuous*)
 - a. Assist with the Hughson Chamber of Commerce's Fruit and Nut Festival and Christmas Parade.
 - b. Provide access for families to use City Low-speed vehicles to participate in the Fire District's Operation Santa and Light up the Town.
 - c. Assist a community facilitator with Hughson has Heart clean up.
 - d. Hold annual Trunk or Treat and National Night Out events for the community.

In addition to the strategic priorities that the City Council approves, the City staff has designated strategies as "short-term", which include actions that we anticipate will be accomplished over the next 12 to 24 months, "long-term", which we anticipate completion over a multi-year period and "continuous" as strategies that are either in motion currently or will be put in motion and continued over the long-term. As discussed in the Strategic Planning sessions, there are always more priorities to be accomplished than there are time and resources (funding and staffing) to accomplish them. Therefore, prioritization selection criteria will be determined from the following guidelines:

- ✓ The work is mandated by the State (or other agency); the City could be fined or face similar consequences if the work is not completed.
- ✓ The City is significantly committed financially to the project.
- ✓ The work protects the public health or safety of residents.
- ✓ The work will assist the City in achieving fiscal sustainability.
- ✓ The work will generate revenue, grants or other funding.
- ✓ The work will promote job creation or investment in the community.
- ✓ The work will prevent higher costs from deferred maintenance.

New projects will continue to be considered along with funding at City Council meetings.

Fiscal Impact:

There is no fiscal impact associated with the review of the Strategic Plan Annual Report.



CITY COUNCIL AGENDA ITEM NO. 4.1

SECTION 4: UNFINISHED BUISNESS

Meeting Date: February 26, 2024
Subject: Adopt Resolution No. 2024-05, Accepting the Well 7 Replacement Project Phase IV Improvements and Authorizing the City Clerk to File a Notice of Completion
Enclosure: Notice of Completion
Presented By: Carla C. Jauregui, Community Development Director
Approved: Merry Mayhew
City Manager

Staff Recommendation:

Adopt Resolution No. 2024-05, accepting the Well 7 Replacement Project Phase IV Improvements and authorizing the City Clerk to file a Notice of Completion (NOC).

Background:

On November 9, 2020, the Hughson City Council awarded a contract for the Well 7 Replacement Project Phase IV Improvements to low bidder Gateway Pacific Construction for \$7,895,716. The City Council authorized a 10% construction contingency and a 10% set-aside for construction management. Funding for this project was provided by the State of California Water Resources Control Board, Division of Financial Assistance.

The purpose of the Well 7 Replacement Project (Project) was to address concerns with the community's drinking water. The source of water for the City's water supply system is local groundwater, and arsenic is commonly present at concentrations that exceed state and federal regulatory limits. The Project included construction of two (2) new wells, a 1.0-million-gallon water storage tank, and a water treatment system to remove arsenic. The wells and storage tank were constructed under separate contracts (Phase I, II, and III). The Phase IV Improvement contract included the final improvements associated with the Project.

Discussion:

The Project's Phase IV improvements included installation of the water treatment system, control building, automated control systems, chemical storage, filter

backwash system, booster and well pumps, site improvements, emergency power systems, on and off-site piping, and demolition of Well 5.

An operating permit was issued to the City of Hughson by the State Waterboard to allow use as a drinking water source for the service area, and a permit was issued by the San Joaquin Valley Air Pollution Control District to operate the facility's emergency power system.

A Notice to Proceed was issued on December 8, 2020, and the project was substantially completed on December 5, 2023. Delays in completion of the project were primarily due to supply chain shortages of equipment associated with the control systems manufactured abroad.

If approved by the Hughson City Council, the City Clerk will file a Notice of Completion with the Stanislaus County Clerk-Recorder.

Fiscal Impact:

The Phase IV improvements construction cost was \$7,999,396, representing a contract increase of approximately 1.3% due to changes in work during construction. For all phases of the Project, the total cost increase was 1.7% over bid prices. In totality, the entire project, including all phases, came in under budget even through the pandemic and its delays.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION NO. 2024-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON ACCEPTING
THE WELL 7 REPLACEMENT PROJECT PHASE IV IMPROVEMENTS AND
AUTHORIZING THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, on November 9, 2020, the Hughson City Council awarded a contract for the Well 7 Replacement Project Phase IV Improvements to low bidder Gateway Pacific Construction for \$7,895,716. The City Council authorized a 10% construction contingency and a 10% set-aside for construction management. Funding for this project was provided by the State of California Water Resources Control Board, Division of Financial Assistance; and

WHEREAS, the Well 7 Replacement Project, Phase IV Improvements consisted of installation of the water treatment system, control building, automated control systems, chemical storage, filter backwash system, booster and well pumps, site improvements, emergency power systems, on and off site piping, and demolition of Well 5; and

WHEREAS, the work performed by Gateway Pacific Construction has been inspected and found to be complete and in compliance with the scope and specifications of the project.

NOW THEREFORE BE IT RESOLVED that the Hughson City Council hereby accepts the Well 7 Replacement Project, Phase IV Improvements and authorizes the City Clerk to File a Notice of Completion with the Stanislaus County Clerk-Recorder.

PASSED AND ADOPTED by the City Council of the City of Hughson at its regular meeting held on this 26th day of February 2024, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, City Clerk

RECORDED AT THE REQUEST OF:

CITY OF HUGHSON

WHEN RECORDED, MAIL TO:

NAME: Ashton Gose, Hughson City Clerk

ADDRESS: 7018 Pine Street/P.O. Box 9

TOWN & STATE: Hughson, CA

ZIP CODE: 95326

Public Entity, Filing Fee Waived

Government Code §§ 6103, 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the agent of the owner of the Project described below.
2. Owner's full name is City of Hughson ("City")
3. City's address is 7018 Pine Street, Hughson Ca 95326
4. The nature of the City's interest in the Project is: Fee Ownership
5. Construction work on the Project performed on City's behalf is generally described as follows:

Well 7 Replacement Project, Phase IV Improvements

6. The name of the Contractor for the Project is: Gateway Pacific Construction
7. The Project was accepted as complete on: February 26, 2024
8. The Project is located at: 3260 Tully Road, *Hughson Ca*

Verification: In signing this document, I, the undersigned, declare under penalty of perjury under the laws of the State of California that I have read this notice, and I know and understand the contents of this notice, and that the facts stated in this notice are true and correct.

Date and Place

Signature

Name and Title

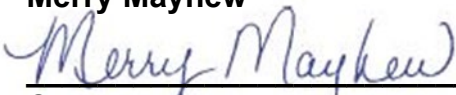
ATTEST:

Ashton Gose, City Clerk



CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date: February 26, 2024
Subject: Approval to Contract for the Demolition of the Property Located at 2312 Charles Street, APN 018-070-039; Authorization for the City Manager to Execute the Agreement; and Direct City Clerk to File the CEQA Notice of Exemption
Enclosure: MHK Proposal
Presented By: Merry Mayhew
Approved By: 
City Manager

Staff Recommendations:

1. Approval to contract for the demolition of the property located at 2312 Charles Street, in the amount of \$23,207 with a 10% contingency.
2. Authorize the City Manager to execute the agreement, inclusive of the City Attorney's edits.
3. Authorize City to file the CEQA Notice of Exemption with the applicable authorities.

Background and Discussion:

In early 2022, the City Council approved the City Manager to begin discussions with the owner of 2312 Charles Street, Hughson, (Property) to purchase the parcel. Over the next twelve months, City staff scheduled environmental assessments including a Phase 1 assessment that revealed various automotive repair businesses from the 1930s through the 1990s. Based on this information a pre-demolition asbestos and lead-based paint survey showed no asbestos or lead-based paint.

A Phase II environmental assessment included soil borings that showed no soil contamination over State levels, and the summary states that the property is safe for continued use and no further investigation is warranted.

Shon Kelly, MAI, a certified commercial appraiser, appraised the property value at \$200,000 and the owner of the property has agreed to the purchase price of \$200,000. On February 12, 2024, the Hughson City Council approved the purchase of the property. The property is currently in escrow and the building will be

demolished, and the cleanup will occur once the purchase of the property has been completed.

Three bids were requested for the demolition and cleanup of the property from the following:

MHK Construction	\$23,207
Modesto Sand and Gravel	\$24,450
Central Valley Demolition	did not respond

MHK Construction is the lowest responsible bidder with a cost of \$23,207. According to the Hughson Municipal Code 3.28.030, this project can be contracted for through a purchase order.

The City recently contracted with NJA Architecture to develop the first phase of the Hughson Civic Center Project and this Property, is an essential parcel located adjacent to City Hall, the Annex building, and the Sr. Community Center, which provides space needed for the Civic Center Project.

Environmental Review:

The proposed project involving the purchase and subsequent demolition of the property at 2312 Charles Street, Hughson, qualifies for a categorical exemption under CEQA Section 15332 – Infill, due to its minimal environmental impact and alignment with existing zoning code. Comprehensive environmental assessments have revealed no significant concerns such as asbestos, lead-based paint, or soil contamination, and the property's planned use for the Hughson Civic Center Project is consistent with surrounding developments. Additionally, the property is zoned for public facility use, facilitating its intended purpose. The project's routine demolition and cleanup activities do not introduce significant environmental impacts. Therefore, based on its minor nature, compliance with zoning regulations, and existing land use plans, the project warrants a CEQA exemption.

Fiscal Impact:

If approved, the purchase of this parcel and the demolition would be funded through Public Facilities Fees, Fund 451, Land Acquisition. Fund 451 currently has a balance of approximately \$1,856,000. Additionally, due to the Parkwood Development currently in process, an additional \$900,000 in public facility funds will be received in this fund.

If this item is approved, Finance will increase Fiscal Year 2023-24 budget appropriations in Fund 451 (Public Facility Fund) in the amount of \$23,207 with a 10% contingency for a total budget of \$25,527.70, for the demolition and cleanup of the property.



Re: 2312 Charles St Building Demo / Hughson, CA.

MHK Construction Inc. proposes to furnish all labor, material, and equipment necessary to complete the following work at the subject site.

Job to be completed as follows:

1. Demo

- Remove existing building, concrete, and debris and haul off-site. (Existing chain link fence to remain)(Wood fence at back of property to be removed)

Total \$23,207.00

Exclusions

- ♦ Permits, fees, or bond premiums
- ♦ Staking or layout of site
- ♦ Removal or capping of gas, water, phone, or electrical lines
- ♦ Erosion control maintenance or any reporting to agencies
- ♦ Responsible for any unmarked utilities
- ♦ Private locator for on-site utilities
- ♦ Damage to existing concrete, roadways or landscape areas.
- ♦ Demolition of asphalt or concrete thicker than 6" depth
- ♦ Hydrant meter cost
- ♦ Hazardous material removal or handling
- ♦ Demo of any underground utilities

Conditions

This proposal is based upon the following move-ins = 1 EA

Any phasing or additional move-ins may result in additional costs

Use of on-site water

City to furnish water meter for construction water

No weekend work included except for our convenience

Please call if you have any questions.

Sincerely,

Chip Kerlee
Estimator
(209) 648-2107



CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date: February 26, 2024
Subject: Utilities Department Deferred Maintenance Update and Ratification of Emergency Expenditure Relating to Pump Repairs at the Hatch Road Sewer Lift Station in the Amount of \$31,730.16
Presented By: Carla C. Jauregui, Community Development Director

Staff Recommendation:

Ratify the emergency expenditure relating to pump repairs at the Hatch Road Sewer Lift Station in the amount of \$31,730.16.

Background and Discussion:

As part of the 2023-2028 Strategic Priorities adopted on May 22, 2023, the City Council adopted Goal #3 to Maintain Infrastructure. As part of this goal, strategies were set to proactively maintain WWTP facilities and sewer/water infrastructure as it was evident that there has been a considerable amount of deferred maintenance over numerous years, that needed to be addressed. Some of the items that have been addressed to date include the following:

1. Fox Road Storage Tank Painting
2. Fox Road Storage Tank Motors/Pump Repairs
3. Fire Alarm System Repairs at WWTP
4. WWTP Anoxic Mixer Motor Repairs
5. Fire Hydrant Flushing
6. Batteries for Fox Rd. Tank

Emergency expenditures due to deferred maintenance that have been addressed include the following:

1. Hatch Road Lift Station Roof Replacement \$51,600.00
2. WWTP Lighting Repairs \$9,290.85
3. VFD repairs at the WWTP \$19,732.88
4. WWTP SCADA System repairs \$5,555.00

In addition, on October 16, 2023, the Hatch Road lift station had issues with the pumps not working properly. Long term deferred maintenance had left three of the

four pumps non-operable, leaving one pump to operate the entire system without a backup, which could be a catastrophic issue should the sole pump fail. Staff quickly called in for a backup pump from a rental company while the existing pumps were pulled, diagnosed, and ultimately repaired. It was determined that deferred maintenance to the pit created an environment where the pumps could not efficiently perform, as long term collected debris was causing the pumps to clog and ultimately fail. Staff have worked on a plan of action that includes properly scheduled preventative maintenance to prevent this from occurring in the future. The total cost of the repairs and the rental pump while the repairs were being made were as follows:

1. Herc Rentals \$3,601.47 (rental pump)
2. Andrews Electric \$22,600.72
3. Salonen Electric \$5,527.97

Tom McCoy of Quality Service, Inc., the City's contracted Water and Wastewater Consultant, and his team are actively involved in offering crucial support to the City's Water and Wastewater facilities and operations. This support has included conducting an overview of the City's facilities and operations and providing feedback on items that urgently need to be addressed, including processes, procedures, record keeping, maintenance, and repairs. One of the critical items that will be coming to the Council in the coming weeks will be SCADA System repairs, and ultimate replacement as the system has been running on outdated software and equipment for many years. Staff has worked countless hours including overtime, and around the clock on several occasions over the past several months, dealing with issues related to the outdated and poorly maintained equipment failing. In addition, numerous WWTP deferred maintenance issues are being identified and will be brought forward to the Council, with a plan of action.

Preventative maintenance is vital to the efficient and reliable operation of a wastewater treatment facility as well as water and sewer utility systems. By performing regular inspections, repairs, and replacements of equipment and infrastructure, preventative maintenance can reduce the risk of failures, breakdowns, leaks, overflows, and environmental hazards that can compromise public health and safety, as well as regulatory compliance. Additionally, preventative maintenance can save costs in the long run by extending the lifespan of assets, avoiding emergency repairs, and minimizing service disruptions and customer complaints. Therefore, it is important to allocate sufficient funds and resources for preventative maintenance and to implement a systematic and proactive plan for managing the operations and assets of the Utilities Department moving forward.

Fiscal Impact:

Funds for the repairs are available in the Sewer Fund (210) which has a balance of over \$3 million. If approved, staff will make a budget adjustment of \$31,730.16 in the Fiscal Year 2023-2024 Budget to cover the cost of repairs from the Sewer Fund balance.