



CITY OF HUGHSON  
**CITY COUNCIL MEETING**  
CITY COUNCIL CHAMBERS  
7018 Pine Street, Hughson, CA

**AGENDA**  
**MONDAY, MAY 9, 2022 – 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.
- Interactively, via WebEx Videoconference, by accessing this link:  
<https://cityofhughson.my.webex.com/cityofhughson.my/j.php?MTID=m36fcf05534bba7c9036ec68cc8880f07>

Meeting Number: 2559 077 1556      Password: uERJiSMi496  
(83754764 from phones and video systems)

- Observe only via YouTube live, by accessing this link:  
[https://www.youtube.com/channel/UC-PwkdlrKoMmOJDzBSodu6A?view\\_as=subscriber](https://www.youtube.com/channel/UC-PwkdlrKoMmOJDzBSodu6A?view_as=subscriber)

**Should technology problems cause issues providing access to the meeting via WebEx and/or YouTube, the in-person meeting will proceed as scheduled.**

- 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>

**CALL TO ORDER:** Mayor George Carr

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

**FLAG SALUTE:** Mayor George Carr

**INVOCATION:** Hughson Ministerial Association

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**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: Certificate of Appreciation to Carlene Valente.
- 2.2: Certificate of Appreciation to John DeBoard.
- 2.3: Proclaim May 15-21, 2022, as National Public Works Week.
- 2.4: Proclaim May 15-21, 2022, as National Police Week.

**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 April 11, 2022.
- 3.2: Approve the Warrants Register.

**3.3:** Approve Mayor George Carr’s Attendance at the Mayor’s Conference In Reco Nevada, June 2-6, 2022, and Reimburse Costs Associated with Attending the Conference.

**3.4:** Approve the Treasurer’s Report for January 2022.

**3.5:** Approve the Treasurer’s Quarterly Investment Portfolio for December 2021.

**4. UNFINISHED BUSINESS: NONE.**

**5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**

**6. NEW BUSINESS:**

**6.1:** Approval to Adopt, or Amend as Council Directs, and Adopt an Administrative Policy Authorizing the City Manager to Approve Car Allowance for Department Head Positions.

**6.2:** Approval to Adopt, or Amend as Council Directs, and Adopt, an Administrative Policy Authorizing the City Manager to Approve a Cell Phone Stipend for City Employees who Utilize Personal Cell Phones for Work.

**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: NONE.**

**ADJOURNMENT:**

**Notice Regarding Non-English Speakers:**

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

**WAIVER WARNING**

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

**AMERICANS WITH DISABILITIES ACT/CALIFORNIA BROWN ACT  
NOTIFICATION FOR THE CITY OF HUGHSON**

This Agenda shall be made available upon request in alternative formats to persons with a disability; as required by the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132) and the Ralph M. Brown Act (California Government Code Section 54954.2).

**Disabled or Special needs Accommodation:** In compliance with the Americans with Disabilities Act, persons requesting a disability related modification or accommodation in order to participate in the meeting and/or if you need assistance to attend or participate in a City Council meeting, please contact the City Clerk's office at (209) 883-4054. Notification at least 48-hours prior to the meeting will assist the City Clerk in assuring that reasonable accommodations are made to provide accessibility to the meeting.

**UPCOMING EVENTS:**

<b>May 10</b>	<ul style="list-style-type: none"> <li>▪ Parks, Recreation &amp; Entertainment Commission Meeting, City Council Chambers, 6:00 PM</li> </ul>
<b>May 17</b>	<ul style="list-style-type: none"> <li>▪ Planning Commission Meeting, City Council Chambers, 6:00 PM</li> </ul>
<b>May 23</b>	<ul style="list-style-type: none"> <li>▪ Economic Development Committee Meeting, City Council Chambers, 4:30 PM</li> </ul>
<b>May 23</b>	<ul style="list-style-type: none"> <li>▪ City Council Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM</li> </ul>
<b>June 1</b>	<ul style="list-style-type: none"> <li>▪ City/Fire 2+2 Committee Meeting, Hughson Fire Department, 5:30 PM</li> </ul>

**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 Deputy City Clerk at (209) 883-4054.

**AFFIDAVIT OF POSTING**

**DATE:** May 6, 2022                      **TIME:** 2:00 PM  
**NAME:** Ashton Gose                      **TITLE:** Deputy City Clerk



**HEREBY AWARDS A CERTIFICATE OF APPRECIATION TO:**

**CARLENE VALENTE**

**FOR HER OUTSTANDING SERVICE TO THE HUGHSON COMMUNITY**

**A HEARTFELT THANK YOU FROM THE MAYOR, CITY COUNCIL AND  
CITIZENS OF HUGHSON**

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George Carr, Mayor



**HEREBY AWARDS A CERTIFICATE OF APPRECIATION TO:**

**JOHN DEBOARD**

**FOR HIS OUTSTANDING SERVICE TO THE HUGHSON COMMUNITY**

**A HEARTFELT THANK YOU FROM THE MAYOR, CITY COUNCIL AND  
CITIZENS OF HUGHSON**

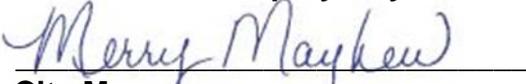
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George Carr, Mayor



## CITY COUNCIL AGENDA ITEM NO. 2.1

### SECTION 2: PRESENTATIONS

**Meeting Date:** May 9, 2022  
**Subject:** Proclaim May 15-21, 2022, as National Public Works Week  
**Presented By:** Ashton Gose, Deputy City Clerk  
**Approved By:**   
City Manager

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#### **Staff Recommendation:**

Proclaim May 15-21, 2022, as National Public Works Week in the City of Hughson.

#### **Background and Overview:**

The City of Hughson staff prides itself on its excellence in maintaining the City's streets, parks and public buildings, as well as providing and delivering vital services such as water and sewer to Hughson residents.

As the American Public Works Association (APWA) states, "There would be no community without the quality-of-life public works provides. There would be no community to police and protect, no public to lead or represent. Public works allows the world as we know it to be".

This year's theme is "Ready and Resilient". The theme highlights the ability of the public works professionals to perform regular public works duties; to be ready at a moment's notice and react as first responders during natural disasters; and to overcome trials seen in the public works field and community.

Public works superheroes help keep communities strong by maintaining an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They help make our communities great places to live and work.

The Public Works/Utilities staff includes employees Jaime Velazquez, Jose Vasquez, Eduardo (Lalo) Ruiz, Sam Luna, Adrian Negrete, Neil Raya, Adrian Luna, Alexander Swanton, and Robert Delarm.

**Fiscal Impact:**

Associated costs for employee appreciation activities are budgeted for in the Fiscal Year 2021-22 annual budget.



*Proclamation  
National Public Works Week  
May 15-21, 2022*

**WHEREAS**, Public Works services provided in our community are in integral part of our citizens everyday lives; and

**WHEREAS**, the support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, drains, streets and highways, traffic control, public buildings, and parks; and

**WHEREAS**, the health, safety and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the efficiency and effectiveness of the qualified and skilled personnel who staff public works departments contribute to the quality of life that residents and visitors alike enjoy and rely upon from the City of Hughson; and

**NOW, THEREFORE, BE IT PROCLAIMED** by the Mayor and City Council that we recognize and extend appreciation to our dedicated and skilled staff and hereby proclaim the week of May 15-21, 2022 as “**National Public Works Week**”.

**AND, BE IT FURTHER PROCLAIMED** that the Hughson City Council requests that all citizens and civic organizations acquaint themselves with the issues involved in providing public works services to our community and to recognize the contributions which our public works employees make every day to our health, safety, comfort and quality of life.

*IN WITNESS WHEREOF, I have hereunto set my hand  
and caused the Seal of the City of Hughson to be affixed this  
9<sup>th</sup> day of May 2022.*

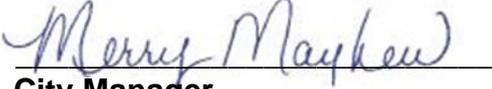
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**GEORGE CARR, Mayor**



## CITY COUNCIL AGENDA ITEM NO. 2.2

### SECTION 2: PRESENTATIONS

**Meeting Date:** May 9, 2022  
**Subject:** Proclaim May 15-21, 2022, as National Police Week  
**Presented By:** Ashton Gose, Deputy City Clerk  
**Approved By:**   
City Manager

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#### Staff Recommendation:

Proclaim May 15-21, 2022 as National Police Week.

#### Background and Overview:

In 1962, President Kennedy proclaimed May 15<sup>th</sup> as National Peace Officers Memorial Day and the calendar week in which May 15<sup>th</sup> falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week offers a time of honor, remembrance, and peer support; while allowing law enforcement, survivors, and citizens to gather and pay homage to those who gave their lives in the line of duty.

National Police Week is a collaborative effort of many organizations dedicated to honoring America's law enforcement community. This year, events are planned in Washington, DC to offer the same respect, honor, remembrance, and community support as National Police Week, while allowing law enforcement, survivors, and citizens to gather and pay tribute to those who gave their lives in the line of duty.

The members of the City of Hughson Police Services and the Stanislaus County Sheriff's Department play a vital role in our society in the maintenance of law and order by:

- upholding and enforcing the law impartially;
- protecting life, liberty, property, human rights, and the dignity of members of the public;
- promoting and preserving public order;
- protecting public properties including roads, railways, bridges, and other vital infrastructure against acts of vandalism, violence, or any other kind of attack;
- preventing crimes and reducing opportunities for the commission of crimes through preventative action and measures;
- controlling and regulating traffic;

- rendering aid to individuals, who are in danger of physical harm to their person or property, and to provide necessary help and afford relief to people in distressing situations; and
- creating and maintaining a feeling of security in the community by safeguarding the rights and freedoms of the citizens of the City of Hughson.

The City of Hughson Police Services staff includes Chief Fidel Landeros, Dora Renee Warnock, Deputy Sanjay Prasad, Deputy Corbin Alanis, Deputy Joaquin Flores, Deputy Antonio Carranza, and Deputy Bryan Cummings. In addition, members of the Stanislaus County Sheriff's Office cover overtime shifts, provide backup units, and resources such as the Homicide Unit, SWAT team, etc. during major incidents.

**Fiscal Impact:**

There is no fiscal impact associated with this item.



*Proclamation  
National Police Week  
May 15-21, 2022*

**WHEREAS**, The Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers' Memorial Day, and the week in which May 15<sup>th</sup> falls as National Police week; and

**WHEREAS**, the members of the law enforcement agency of the Hughson Police Services and members of the Stanislaus County Sheriff's Office play an essential role in safeguarding the rights and freedoms of the citizens of the City of Hughson; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the law enforcement agency of the City of Hughson unceasingly provide a vital public service.

**NOW, THEREFORE, BE IT PROCLAIMED**, by the Mayor and City Council of the City of Hughson, that we recognize, and hereby proclaim the week of May 15-21, 2022 as "**National Police Week**".

**AND, BE IT FURTHER PROCLAIMED**, that the Hughson City Council call upon all citizens of the City of Hughson and upon all patriotic, civic and educational organizations to observe the week of May 15 - 21, 2022, as "**National Police Week**" with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

*IN WITNESS WHEREOF, I have hereunto set my hand  
and caused the Seal of the City of Hughson to be affixed this  
9<sup>th</sup> day of May 2022.*

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**GEORGE CARR, Mayor**



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

**Meeting Date:** May 9, 2022  
**Subject:** Approval of the City Council Minutes  
**Presented By:** Ashton Gose, Deputy City Clerk  
**Approved By:** Merry Mayhew  
City Manager

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### **Staff Recommendation:**

Approve the Minutes of the Regular Meeting of April 11, 2022.

### **Background and Overview:**

The draft minutes of the April 11, 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, APRIL 11, 2022 – 6:00 P.M.**

**CALL TO ORDER:** Mayor George Carr

**ROLL CALL:**

Present: Mayor George Carr  
 Mayor Pro Tem Harold Hill  
 Councilmember Ramon Bawanana  
 Councilmember Sam Rush  
 Councilmember Mike 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  
 Sarah Chavarin, Accounting Manager  
 Fidel Landeros, Chief of Police  
 Jose Vasquez, Public Works Superintendent  
 Jaime Velazquez, Utilities Superintendent  
 Fabian Ramos, Accounting Technician

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

**NONE.**

**2. PRESENTATIONS:**

**2.1:** Proclaim April 24-30, 2022 as Administrative Professionals Week.

**Mayor Carr proclaimed April 24-30, 2022, as Administrative Professionals Week, and presented Accounting Technician Fabian Ramos with the proclamation.**

**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 March 28, 2022.
- 3.2:** Approve the Warrants Register.
- 3.3:** Adopt Resolution No. 2022-13, Calling and Giving Notice of the Holding of a General Municipal Election on Tuesday, November 8, 2022, for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities and Requesting Consolidation of the Election with Stanislaus County.
- 3.4:** Adopt Resolution No. 2022-14, Accepting the City of Hughson’s Conflict of Interest Code.

**Councilmember Rush pulled consent calendar item 3.5 for special consideration.**

**Councilmember Buck pulled consent calendar item 3.6 for special consideration.**

**CARR/HILL 5-0-0-0 motion passes to approve the consent calendar excluding consent calendar items 3.5 and 3.6, with the following roll call vote:**

<b>BAWANAN</b>	<b>RUSH</b>	<b>BUCK</b>	<b>HILL</b>	<b>CARR</b>
<b>AYE</b>	<b>AYE</b>	<b>AYE</b>	<b>AYE</b>	<b>AYE</b>

- 3.5:** Adopt Resolution No. 2022-15, Supporting the Approval of the Fiscal Year 2022-2023 Community Development Block Grant (CDBG) Annual Action Plan (AAP).

**Councilmember Rush ask for a list of future possible CDBG Annual Action Plan projects prior to the 2023-2024 approval.**

**HILL/BUCK 5-0-0-0 motion passes to approve the consent calendar item 3.5, with the following roll call vote:**

<b>BAWANAN</b>	<b>RUSH</b>	<b>BUCK</b>	<b>HILL</b>	<b>CARR</b>
<b>AYE</b>	<b>AYE</b>	<b>AYE</b>	<b>AYE</b>	<b>AYE</b>

- 3.6:** Approval of the Request by the Hughson Family Resource Center to Waive Fees, Associated with the Use of the United Samaritan Foundation Community Center, Located at 2413 3<sup>rd</sup> Street, Hughson and Authorization for the City Manager to Execute a Rental Agreement with the Hughson Family Resource Center.

**Councilmember Buck announced his concern in approving consent calendar item number 3.6, due to the unknown fiscal impact.**

**The Council unanimously agreed to bring consent calendar item number 3.6 to a future regular City Council meeting for review and approval.**

- 4. UNFINISHED BUSINESS: NONE.**
- 5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.**
- 6. NEW BUSINESS: NONE.**
- 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 a draft Property Tax Sharing Agreement in review to come before the Council at a future regular meeting date.

**Community Development Director:**

Director Wyse updated the Council on the Well 7 Replacement Project, and the Walker Lane Sidewalk Infill Project.

**Director of Finance and Administrative Services:**

Director Nicholas informed the Council that the Fiscal Year End 2021 Measure L Audit is available for review on the City website. She also informed the Council that the City Volunteer and Intern Program has kicked off. She acknowledged, and thanked City administrative staff for their hard work.

**Police Services:**

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

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

**Councilmember Bawanani attended several Fruit and Nut Festival Planning meetings. He attended a Hughson Ministerial Association breakfast on April 8,**

2022. He attended a City IT training on April 11, 2022. He announced that he will be out of the area from April 13, 2022, through April 19, 2022.

Councilmember Rush provided a reminder regarding the Odd Fellows Community Easter Egg Hunt being held at the Hughson Arboretum.

Councilmember Buck attended Hughson Youth Baseball and Softball Opening Day on April 2, 2022. He attended a City IT Cyber Training on April 6, 2022.

Mayor Pro Tem Hill attended a City IT Cyber Training and a City/Fire 2+2 meeting on April 6, 2022.

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

Mayor Carr attended a City IT Cyber Training and a City/Fire 2+2 meeting on April 6, 2022. He provided a reminder regarding the Annual Fire Chicken BBQ on May 7, 2022. He urged residents of Hughson to make a pledge and join a water conservation campaign during the month of April.

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

**ADJOURNMENT:**

**BUCK/HILL 5-0-0-0 motion passes to adjourn the regular meeting of April 11, 2022, at 6:32 PM with the following roll call vote:**

<b>BAWANAN</b>	<b>RUSH</b>	<b>BUCK</b>	<b>HILL</b>	<b>CARR</b>
<b>AYE</b>	<b>AYE</b>	<b>AYE</b>	<b>AYE</b>	<b>AYE</b>

**APPROVED:**

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**GEORGE CARR, Mayor**

**ATTEST:**

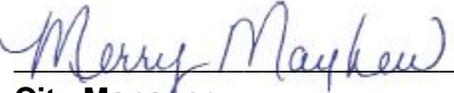
\_\_\_\_\_  
**ASHTON GOSE, Deputy City Clerk**



## CITY COUNCIL AGENDA ITEM NO. 3.2

### SECTION 3: CONSENT CALENDAR

**Meeting Date:** May 9, 2022  
**Subject:** Approval of Warrants Register  
**Enclosure:** Warrants Register  
**Presented By:** Anna Nicholas, Director of Finance

**Approved By:**   
City Manager

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#### **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 April 7, 2022, through May 3, 2022.

#### **Fiscal Impact:**

There are reductions in various funds for payment of expenses.



Hughson

# Check Report

By Check Number

Date Range: 04/07/2022 - 05/04/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: Payable Bank-Payable Bank</b>						
00040	ALFA LAVAL INC.	04/14/2022	Regular	0.00	-5,921.41	54057
01257	1ST SECURITY & SOUND INC	04/07/2022	Regular	0.00	149.85	55130
<a href="#">0198563</a>	Invoice	04/01/2022	MONITORING	0.00	149.85	
00005	A&A PORTABLES, INC	04/07/2022	Regular	0.00	161.56	55131
<a href="#">114-12891314</a>	Invoice	02/28/2022	Well 7 Fence Rental	0.00	80.78	
<a href="#">114-12979911</a>	Invoice	03/31/2022	Well 7 Fence Rental	0.00	80.78	
01603	Amazon Capital Services, Inc.	04/07/2022	Regular	0.00	370.12	55132
<a href="#">14LK-F73T-6GVC</a>	Invoice	04/06/2022	rachet sets mini for meter install	0.00	96.88	
<a href="#">14XQ-4C74-67QN</a>	Invoice	01/31/2022	Coffee	0.00	79.12	
<a href="#">1HXN-T9C7-4KYY</a>	Invoice	04/06/2022	Boots for yr 2021-2022 for Jaime...	0.00	194.12	
00183	C.H. WILLIAMS & SONS INC.	04/07/2022	Regular	0.00	120.00	55133
<a href="#">164368</a>	Invoice	04/06/2022	oxygen and acetyline tank rental	0.00	120.00	
00196	CALAVERAS MATERIALS, INC.	04/07/2022	Regular	0.00	82.34	55134
<a href="#">2340992</a>	Invoice	04/06/2022	asphalt for morgan lynn	0.00	82.34	
00234	CAROLLO ENGINEERS	04/07/2022	Regular	0.00	5,682.50	55135
<a href="#">0190693</a>	Invoice	04/06/2022	Professional Services from 8/1/20 to 8/31/20	0.00	626.00	
<a href="#">0193309</a>	Invoice	04/06/2022	Professional Services from 11/1/20 to 11/30...	0.00	5,056.50	
01538	Colonial Life	04/07/2022	Regular	0.00	626.54	55136
<a href="#">54059070301992</a>	Invoice	03/01/2022	Colonial Life	0.00	626.54	
00332	CONDOR EARTH TECHNOLOGIES	04/07/2022	Regular	0.00	3,830.25	55137
<a href="#">86735</a>	Invoice	04/06/2022	enviromental monitoring	0.00	3,830.25	
01720	Crystal Farriester	04/07/2022	Regular	0.00	150.00	55138
<a href="#">INV0006899</a>	Invoice	04/15/2022	Starn Park Rental Deposit Farriester	0.00	150.00	
00523	GEORGE REED, INC	04/07/2022	Regular	0.00	247.87	55139
<a href="#">100263803</a>	Invoice	04/06/2022	asphalt sixth street and fifth street	0.00	247.87	
00527	GIBBS MAINTENANCE CO	04/07/2022	Regular	0.00	595.00	55140
<a href="#">10666</a>	Invoice	03/31/2022	JANITOR SERVICES March	0.00	595.00	
00546	GRANITE TELECOMMUNICATION	04/07/2022	Regular	0.00	1,396.83	55141
<a href="#">557678903</a>	Invoice	04/01/2022	PHONES	0.00	1,396.83	
00614	HUGHSON FARM SUPPLY	04/07/2022	Regular	0.00	5,324.34	55142
<a href="#">H413118</a>	Invoice	04/06/2022	mobile compressor	0.00	2,880.73	
<a href="#">S110540-01</a>	Invoice	04/06/2022	pressure washer	0.00	685.26	
<a href="#">S110541-01</a>	Invoice	04/06/2022	asphalt cut off saw	0.00	1,758.35	
00623	HUGHSON TIRE	04/07/2022	Regular	0.00	25.00	55143
<a href="#">604810</a>	Invoice	04/06/2022	tire repair (sam luna)	0.00	25.00	
01719	Jorge Canales	04/07/2022	Regular	0.00	100.00	55144
<a href="#">INV0006898</a>	Invoice	03/26/2022	Starn Park Rental Deposit Canales	0.00	100.00	
01256	JOSEPHINE'S SPECIALTIES	04/07/2022	Regular	0.00	155.85	55145
<a href="#">000563</a>	Invoice	03/04/2022	Shirts for Patrick	0.00	155.85	
01716	Kathleen Sullivan	04/07/2022	Regular	0.00	100.00	55146
<a href="#">INV0006895</a>	Invoice	03/19/2022	Starn Park Rental Deposit Sullivan	0.00	100.00	

Check Report

Date Range: 04/07/2022 - 05/04/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01712	Krista Bradley	04/07/2022	Regular	0.00	100.00	55147
<a href="#">INV0006894</a>	Invoice	03/20/2022	Starn Park Rental Deposit Bradley	0.00	100.00	
01721	Lucero Sanchez	04/07/2022	Regular	0.00	160.00	55148
<a href="#">INV0006900</a>	Invoice	04/02/2022	Senior Center Rental Deposit Sanchez	0.00	160.00	
00738	LUNA, SAM	04/07/2022	Regular	0.00	170.00	55149
<a href="#">INV0006897</a>	Invoice	02/09/2022	CE hours for Pesticide License	0.00	170.00	
00755	MCR ENGINEERING, INC	04/07/2022	Regular	0.00	7,880.50	55150
<a href="#">16847</a>	Invoice	03/09/2022	Well 7 Site Improvements	0.00	7,880.50	
00757	MELLO TRUCK REPAIR CO	04/07/2022	Regular	0.00	5,008.53	55151
<a href="#">69950</a>	Invoice	04/06/2022	grabber bracket for vator truck	0.00	5,008.53	
01717	Miguel Zorres	04/07/2022	Regular	0.00	440.00	55152
<a href="#">INV0006896</a>	Invoice	03/26/2022	Senior Center Rental Deposit Zorres	0.00	440.00	
00775	MISSION UNIFORM SERVICE	04/07/2022	Regular	0.00	773.61	55153
<a href="#">516596886</a>	Invoice	03/07/2022	Uniforms (Blanket PO)	0.00	43.80	
<a href="#">516596887</a>	Invoice	03/07/2022	Uniforms (Blanket PO)	0.00	122.86	
<a href="#">516596888</a>	Invoice	03/07/2022	Uniforms (Blanket PO)	0.00	30.00	
<a href="#">516599701</a>	Invoice	03/07/2022	Uniforms (Blanket PO)	0.00	35.50	
<a href="#">516645952</a>	Invoice	03/14/2022	Uniforms (Blanket PO)	0.00	48.12	
<a href="#">516645953</a>	Invoice	03/14/2022	Uniforms (Blanket PO)	0.00	90.00	
<a href="#">516645954</a>	Invoice	03/14/2022	Uniforms (Blanket PO)	0.00	32.24	
<a href="#">516688091</a>	Invoice	03/21/2022	Uniforms (Blanket PO)	0.00	48.12	
<a href="#">516688092</a>	Invoice	03/21/2022	Uniforms (Blanket PO)	0.00	64.95	
<a href="#">516688093</a>	Invoice	03/21/2022	Uniforms (Blanket PO)	0.00	32.24	
<a href="#">516725782</a>	Invoice	03/21/2022	Uniforms (Blanket PO)	0.00	86.58	
<a href="#">516731458</a>	Invoice	03/28/2022	Uniforms (Blanket PO)	0.00	48.12	
<a href="#">516731459</a>	Invoice	03/28/2022	Uniforms (Blanket PO)	0.00	58.84	
<a href="#">516731461</a>	Invoice	03/28/2022	Uniforms (Blanket PO)	0.00	32.24	
00822	NESTLE WATERS	04/07/2022	Regular	0.00	48.94	55154
<a href="#">02C6703905050</a>	Invoice	02/19/2022	Water for City Hall	0.00	48.94	
01435	North Valley Labor Compliance Services	04/07/2022	Regular	0.00	525.00	55155
<a href="#">004881</a>	Invoice	02/28/2022	Phase II, Tank Construction	0.00	525.00	
01723	Promotional Design Concepts	04/07/2022	Regular	0.00	1,337.06	55156
<a href="#">42691A</a>	Invoice	04/07/2022	(Blanket) City Event Pop Up Tents	0.00	1,337.06	
00906	PROVOST & PRITCHARD CONSU	04/07/2022	Regular	0.00	10,940.10	55157
<a href="#">90966</a>	Invoice	03/18/2022	TCP Treatment Fund	0.00	10,940.10	
01408	RAYA, NEIL	04/07/2022	Regular	0.00	550.16	55158
<a href="#">INV0006905</a>	Invoice	02/28/2022	Training - Raya	0.00	550.16	
01360	SHORELINE ENVIRONMENTAL ENGINEERING	04/07/2022	Regular	0.00	-12,995.00	55159
01360	SHORELINE ENVIRONMENTAL ENGINEERING	04/07/2022	Regular	0.00	12,995.00	55159
<a href="#">INV0006892</a>	Invoice	01/31/2022	Well & Replacement Phase IV	0.00	12,995.00	
01360	SHORELINE ENVIRONMENTAL ENGINEERING	04/07/2022	Regular	0.00	246,905.00	55160
<a href="#">INV0006893</a>	Invoice	01/31/2022	Well 7 Replacement Phase IV	0.00	246,905.00	
01360	SHORELINE ENVIRONMENTAL ENGINEERING	04/07/2022	Regular	0.00	-246,905.00	55160
01599	SMILE BUSINESS PRODUCTS, INC	04/07/2022	Regular	0.00	116.40	55161
<a href="#">1025146</a>	Invoice	03/22/2022	COPIES	0.00	116.40	
01110	TESCO CONTROLS, INC	04/07/2022	Regular	0.00	960.40	55162
<a href="#">0076028-IN</a>	Invoice	04/06/2022	well 8 service	0.00	960.40	
01176	USA BLUE BOOK	04/07/2022	Regular	0.00	1,640.57	55163
<a href="#">910975</a>	Invoice	04/06/2022	roller assembly cl2 pump	0.00	285.34	

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<a href="#">911467</a>	Invoice	04/06/2022	Hydrant meter	0.00	1,355.23	
01192	VISION SERVICE PLAN	04/07/2022	Regular	0.00	514.46	55164
<a href="#">814692298</a>	Invoice	03/19/2022	MEDICAL INSURANCE WITHHELD- APRIL 2022	0.00	514.46	
01206	WARDEN'S OFFICE	04/07/2022	Regular	0.00	18.88	55165
<a href="#">2074745-0</a>	Invoice	03/28/2022	MISC OFFICE SUPPLIES	0.00	18.88	
01724	McAuley Ford	04/11/2022	Regular	0.00	29,103.42	55166
<a href="#">INV0006907</a>	Invoice	04/08/2022	2022 Ford F-150	0.00	29,103.42	
01723	Promotional Design Concepts	04/13/2022	Regular	0.00	1,337.05	55173
<a href="#">42691B</a>	Invoice	04/06/2022	Balance of Event - Pop Tent Payment	0.00	1,337.05	
00016	ABS PRESORT	04/15/2022	Regular	0.00	6,016.45	55174
<a href="#">94371</a>	Invoice	04/08/2022	BILL PRINTING- April	0.00	1,016.45	
<a href="#">94431</a>	Invoice	04/11/2022	Postage Advance	0.00	5,000.00	
01715	Advanced GEO Inc	04/15/2022	Regular	0.00	2,000.00	55175
<a href="#">32711</a>	Invoice	04/13/2022	AGI Project #22.6818 Contract No 22-11028	0.00	2,000.00	
00040	ALFA LAVAL INC.	04/15/2022	Regular	0.00	5,921.41	55176
<a href="#">281753177</a>	Invoice	05/27/2021	Blt Press Replacement	0.00	5,921.41	
00040	ALFA LAVAL INC.	04/15/2022	Regular	0.00	-5,921.41	55177
00040	ALFA LAVAL INC.	04/15/2022	Regular	0.00	5,921.41	55177
<a href="#">281753177.1</a>	Invoice	04/14/2022	Belt Press Replacement	0.00	5,921.41	
00049	ALLIED ADMINISTRATORS	04/15/2022	Regular	0.00	2,165.36	55178
<a href="#">INV0006945</a>	Invoice	04/13/2022	DELTA DENTAL May 2022	0.00	2,165.36	
01603	Amazon Capital Services, Inc.	04/15/2022	Regular	0.00	307.35	55179
<a href="#">1GYT-JPP7-M41J</a>	Invoice	04/13/2022	garbage bags for fruit and nut	0.00	183.35	
<a href="#">1YG6-JD3F-66VJ</a>	Invoice	04/13/2022	asphalt cut off blade	0.00	124.00	
00104	AYERA TECHNOLOGIES INC.	04/15/2022	Regular	0.00	168.00	55180
<a href="#">356141</a>	Invoice	04/01/2022	Net Service	0.00	168.00	
01384	BACKFLOW APPARATUS & VALVE CO.	04/15/2022	Regular	0.00	2,218.69	55181
<a href="#">149030</a>	Invoice	04/13/2022	backflow service parts	0.00	664.36	
<a href="#">149031</a>	Invoice	04/13/2022	starn park backflow repairs	0.00	432.21	
<a href="#">149531</a>	Invoice	04/13/2022	Backflow service parts	0.00	1,122.12	
00109	BADGER METER, INC	04/15/2022	Regular	0.00	658.60	55182
<a href="#">80094132</a>	Invoice	04/13/2022	badger service water meters	0.00	658.60	
00284	CHARTER COMMUNICATION	04/15/2022	Regular	0.00	250.91	55183
<a href="#">0013555040122</a>	Invoice	04/01/2022	IP ADDRESS- PINE ST	0.00	250.91	
00305	CITY OF HUGHSON	04/15/2022	Regular	0.00	3,579.73	55184
<a href="#">INV0006952</a>	Invoice	04/01/2022	LLDS & STARN PARK	0.00	3,579.73	
00310	CLARK'S PEST CONTROL	04/15/2022	Regular	0.00	180.00	55185
<a href="#">30377488</a>	Invoice	04/07/2022	PEST CONTROL	0.00	113.00	
<a href="#">30390205</a>	Invoice	04/07/2022	PEST CONTROL	0.00	67.00	
00332	CONDOR EARTH TECHNOLOGIES	04/15/2022	Regular	0.00	9,349.70	55186
<a href="#">86307</a>	Invoice	01/15/2022	Monitoring and Reporting	0.00	3,802.20	
<a href="#">86632</a>	Invoice	02/28/2022	Phase 2 MS4 Support	0.00	5,547.50	
00474	FERGUSON ENTERPRISES,INC	04/15/2022	Regular	0.00	682.88	55187
<a href="#">1703279</a>	Invoice	04/13/2022	Backflow repairs city hall	0.00	667.42	
<a href="#">1703281</a>	Invoice	03/24/2022	Parts Inventory Blanket PO	0.00	15.46	
01539	Gateway Pacific Contractors, Inc.	04/15/2022	Regular	0.00	246,905.00	55188

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<a href="#">INV0006954</a>	Invoice	01/31/2022	Well 7 Replacement Phase IV Payment 9	0.00	246,905.00	
01539	Gateway Pacific Contractors, Inc.	04/15/2022	Regular	0.00	12,995.00	55189
<a href="#">INV0006955</a>	Invoice	01/31/2022	Well 7 Replacement Phase IV Payment 9	0.00	12,995.00	
01612	GreatAmerica Financial Svcs.	04/15/2022	Regular	0.00	358.92	55190
<a href="#">31352015</a>	Invoice	03/30/2022	LEASE	0.00	358.92	
00614	HUGHSON FARM SUPPLY	04/15/2022	Regular	0.00	1,191.50	55191
<a href="#">H410988</a>	Invoice	03/04/2022	Part and Supply Blanket PO	0.00	21.46	
<a href="#">H411285</a>	Invoice	03/08/2022	Part and Supply Blanket PO	0.00	26.73	
<a href="#">H411525</a>	Invoice	03/10/2022	Part and Supply Blanket PO	0.00	280.46	
<a href="#">H411541</a>	Invoice	03/10/2022	Blanket PO (hughson farm supply)	0.00	65.07	
<a href="#">H411661</a>	Invoice	03/11/2022	Blanket PO (hughson farm supply)	0.00	30.18	
<a href="#">H412114</a>	Invoice	03/15/2022	Blanket PO (hughson farm supply)	0.00	26.07	
<a href="#">H412450</a>	Invoice	03/18/2022	Blanket PO (hughson farm supply)	0.00	128.57	
<a href="#">H412504</a>	Invoice	03/18/2022	Blanket PO (hughson farm supply)	0.00	61.21	
<a href="#">H412825</a>	Invoice	03/22/2022	Blanket PO (hughson farm supply)	0.00	61.59	
<a href="#">H412971</a>	Invoice	03/23/2022	Part and Supply Blanket PO	0.00	21.12	
<a href="#">H412982</a>	Invoice	03/23/2022	Part and Supply Blanket PO	0.00	7.06	
<a href="#">H413120</a>	Invoice	03/24/2022	Blanket PO (hughson farm supply)	0.00	10.77	
<a href="#">H413261</a>	Invoice	03/25/2022	Blanket PO (hughson farm supply)	0.00	14.20	
<a href="#">H413771</a>	Invoice	03/30/2022	Blanket PO (hughson farm supply)	0.00	363.90	
<a href="#">H413823</a>	Invoice	03/31/2022	Blanket PO (hughson farm supply)	0.00	1.79	
<a href="#">H413894</a>	Invoice	03/31/2022	Blanket PO (hughson farm supply)	0.00	71.32	
00627	HUGHSON NAPA AUTO & TRUCK	04/15/2022	Regular	0.00	133.56	55192
<a href="#">332976</a>	Invoice	03/01/2022	Blanket PO (napa)	0.00	20.63	
<a href="#">333033</a>	Invoice	03/01/2022	Blanket PO (napa)	0.00	39.26	
<a href="#">333282</a>	Invoice	03/04/2022	Blanket PO (napa)	0.00	10.77	
<a href="#">334553</a>	Invoice	03/22/2022	Blanket PO (napa)	0.00	8.59	
<a href="#">335412</a>	Invoice	04/13/2022	tools	0.00	39.03	
<a href="#">335413</a>	Invoice	04/13/2022	brush	0.00	15.28	
01710	Lupe Yniguez	04/15/2022	Regular	0.00	100.00	55193
<a href="#">INV0006949</a>	Invoice	04/02/2022	Starn Park Rental Deposit Yriguez	0.00	100.00	
01694	Martha Duran	04/15/2022	Regular	0.00	1,000.00	55194
<a href="#">INV0006466</a>	Invoice	01/15/2022	United Samaritans Rental Deposit Duran	0.00	500.00	
<a href="#">INV0006953</a>	Invoice	01/27/2022	USF Rental Deposit Duran	0.00	500.00	
00799	MOSS, LEVY & HARTZHEIM, LLP	04/15/2022	Regular	0.00	750.00	55195
<a href="#">12329</a>	Invoice	03/31/2022	FY 20/21 Audit GASB 68 work 2020 measur...	0.00	750.00	
00822	NESTLE WATERS	04/15/2022	Regular	0.00	105.96	55196
<a href="#">12C0025664277</a>	Invoice	03/22/2022	water service	0.00	105.96	
00837	NORTHSTAR CHEMICAL	04/15/2022	Regular	0.00	1,416.34	55197
<a href="#">220583</a>	Invoice	04/07/2022	Chemicals supply Blanket PO	0.00	1,416.34	
00854	OPER.ENGR. LOCAL UNION #3	04/15/2022	Regular	0.00	324.00	55198
<a href="#">INV0006948</a>	Invoice	04/01/2022	LOCAL UNION #3 DUES April	0.00	324.00	
00889	PLATT	04/15/2022	Regular	0.00	801.09	55199
<a href="#">2B13849</a>	Invoice	04/13/2022	led light for light poles	0.00	801.09	
01580	Quincy Compressor LLC	04/15/2022	Regular	0.00	2,001.53	55200
<a href="#">624705</a>	Invoice	04/13/2022	WWTP Tank Service	0.00	2,001.53	
01695	Smart Source LLC	04/15/2022	Regular	0.00	669.45	55201
<a href="#">0009463</a>	Invoice	04/06/2022	AP Laser Checks- Blue	0.00	669.45	
01422	Stanislaus Council of Government StanCOG	04/15/2022	Regular	0.00	13,646.80	55202
<a href="#">INV0006946</a>	Invoice	04/10/2022	StanCOG Pavement Management Program	0.00	13,646.80	

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01048	STANISLAUS COUNTY DEPARTMENT	04/15/2022	Regular	0.00	282.00	55203
<a href="#">IN0021264</a>	Invoice	04/13/2022	fee	0.00	282.00	
01069	STEELEY, JARED WATER & WA	04/15/2022	Regular	0.00	8,474.75	55204
<a href="#">9407</a>	Invoice	04/01/2022	Monthly Professional Services Blanket PO	0.00	2,874.50	
<a href="#">9409</a>	Invoice	04/01/2022	Water Meter Replacement Blanket PO	0.00	5,600.25	
01725	Thrifty Plumbing	04/15/2022	Regular	0.00	500.00	55205
<a href="#">INV0006947</a>	Invoice	03/22/2022	Encroachment Deposit	0.00	500.00	
01149	TURLOCK IRRIGATION DIST.	04/15/2022	Regular	0.00	1,676.88	55206
<a href="#">INV0006950</a>	Invoice	03/29/2022	Parcel 009026031 Installment 1 & 2	0.00	780.64	
<a href="#">INV0006951</a>	Invoice	03/29/2022	Parcel 018064026 Installment 1 & 2	0.00	896.24	
01206	WARDEN'S OFFICE	04/15/2022	Regular	0.00	581.76	55207
<a href="#">2074700-0</a>	Invoice	03/25/2022	MISC OFFICE SUPPLIES	0.00	9.61	
<a href="#">2075353-0</a>	Invoice	04/05/2022	MISC OFFICE SUPPLIES	0.00	26.73	
<a href="#">2075784-0</a>	Invoice	04/12/2022	MISC OFFICE SUPPLIES	0.00	545.42	
01226	WILLE ELECTRIC	04/15/2022	Regular	0.00	91.69	55208
<a href="#">S2063580.001</a>	Invoice	04/13/2022	Fuses	0.00	91.69	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	04/18/2022	Regular	0.00	270.12	55209
<a href="#">INV0006966</a>	Invoice	04/15/2022	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	270.12	
01727	Abraham Arana	04/22/2022	Regular	0.00	500.00	55210
<a href="#">INV0006982</a>	Invoice	04/18/2022	Senior Cental Rental Deposit	0.00	500.00	
00032	AFLAC	04/22/2022	Regular	0.00	461.01	55211
<a href="#">946947</a>	Invoice	04/11/2022	AFLAC	0.00	461.01	
00069	ANDREWS ELECTRIC	04/22/2022	Regular	0.00	3,613.69	55212
<a href="#">83270</a>	Invoice	04/20/2022	Mixer repair	0.00	3,613.69	
00094	AT&T MOBILITY	04/22/2022	Regular	0.00	398.31	55213
<a href="#">287303621604X0...</a>	Invoice	04/02/2022	PHONES	0.00	398.31	
01585	Bay City Equipment Industries Inc	04/22/2022	Regular	0.00	3,785.45	55214
<a href="#">W250758</a>	Invoice	04/20/2022	well 8 genset serv.	0.00	1,279.97	
<a href="#">W256710</a>	Invoice	04/20/2022	wwtp genset service	0.00	2,505.48	
00237	CARR, GEORGE	04/22/2022	Regular	0.00	123.90	55215
<a href="#">INV0006985</a>	Invoice	04/14/2022	Mayor's Meeting in City of Hughson	0.00	123.90	
00332	CONDOR EARTH TECHNOLOGIES	04/22/2022	Regular	0.00	1,831.85	55216
<a href="#">86870</a>	Invoice	03/31/2022	Phase 2 MS4 Support	0.00	1,831.85	
00464	EZ NETWORK SOLUTIONS	04/22/2022	Regular	0.00	1,215.10	55217
<a href="#">41086</a>	Invoice	03/30/2022	IT SERVICES	0.00	846.50	
<a href="#">CR40930</a>	Credit Memo	04/20/2022	Overpayment of invoice # 40930	0.00	-4,013.10	
<a href="#">TS41148</a>	Invoice	04/01/2022	IT SERVICES	0.00	4,381.70	
00498	FRANTZ WHOLESALE NURSERY	04/22/2022	Regular	0.00	485.44	55218
<a href="#">607009</a>	Invoice	04/20/2022	flowers for downtown	0.00	485.44	
00528	GILTON SOLID WASTE MANAGE	04/22/2022	Regular	0.00	71,291.33	55219
<a href="#">INV0006988</a>	Invoice	03/31/2022	GARBAGE SERVICE- MARCH	0.00	71,291.33	
01322	GOSE, ASHTON	04/22/2022	Regular	0.00	175.29	55220
<a href="#">INV0006991</a>	Invoice	04/20/2022	COH Social Media Magnets	0.00	175.29	
01246	HUGHSON OILERS	04/22/2022	Regular	0.00	300.00	55221
<a href="#">INV0006987</a>	Invoice	04/11/2022	United Samaritans Rental Deposit Oilers	0.00	300.00	
00623	HUGHSON TIRE	04/22/2022	Regular	0.00	25.00	55222

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<a href="#">604837</a>	Invoice	04/20/2022	tire repair	0.00	25.00	
01282	JAIME VELAZQUEZ	04/22/2022	Regular	0.00	206.45	55223
<a href="#">INV0006980</a>	Invoice	04/19/2022	Reimbursement - Training Velazquez	0.00	206.45	
01459	Merry Mayhew	04/22/2022	Regular	0.00	162.00	55224
<a href="#">INV0006984</a>	Invoice	04/14/2022	Annual WebeX Renewal	0.00	162.00	
00889	PLATT	04/22/2022	Regular	0.00	250.87	55225
<a href="#">2P49673</a>	Invoice	04/20/2022	anchors for light pole	0.00	250.87	
00901	PREFERRED ALLIANCE, INC.	04/22/2022	Regular	0.00	104.49	55226
<a href="#">0173172-IN</a>	Invoice	03/31/2022	OFF-SITE PARTICIPANT	0.00	104.49	
00983	SAUNDERS A/C & HEATING	04/22/2022	Regular	0.00	2,256.21	55227
<a href="#">B3688</a>	Invoice	04/20/2022	Ac units service and repairs	0.00	2,256.21	
01048	STANISLAUS COUNTY DEPARTMENT	04/22/2022	Regular	0.00	654.00	55228
<a href="#">IN0020250</a>	Invoice	04/20/2022	Corp yard permit	0.00	654.00	
01090	SUTTER HEALTH PLUS	04/22/2022	Regular	0.00	17,045.94	55229
<a href="#">2057512</a>	Invoice	04/01/2022	MEDICAL INSURANCE- MAY 2022	0.00	17,045.94	
01093	SYNAGRO WEST, LLC	04/22/2022	Regular	0.00	4,696.34	55230
<a href="#">28827</a>	Invoice	04/20/2022	waste service	0.00	4,696.34	
01110	TESCO CONTROLS, INC	04/22/2022	Regular	0.00	2,260.80	55231
<a href="#">0076263-IN</a>	Invoice	04/20/2022	well 8 programming	0.00	2,260.80	
01709	The Lincoln National Life Insurance Company	04/22/2022	Regular	0.00	438.15	55232
<a href="#">INV0006983</a>	Invoice	04/14/2022	Coverage for May	0.00	438.15	
01594	Valley Water Collaborative	04/22/2022	Regular	0.00	2,290.67	55233
<a href="#">408202205</a>	Invoice	04/20/2022	Water Collab dues	0.00	2,290.67	
01729	Alfred Martinez	04/28/2022	Regular	0.00	115.00	55234
<a href="#">INV0007014</a>	Invoice	04/16/2022	Starn Park Rental Deposit Martinez	0.00	115.00	
01730	Amy Beasley	04/28/2022	Regular	0.00	100.00	55235
<a href="#">INV0007015</a>	Invoice	04/26/2022	Starn Park Rental Deposit Beasley	0.00	100.00	
00284	CHARTER COMMUNICATION	04/28/2022	Regular	0.00	92.89	55236
<a href="#">0054047041022</a>	Invoice	04/10/2022	IP ADDRESS- 1ST	0.00	92.89	
01280	CHRISTI AGUIAR	04/28/2022	Regular	0.00	100.00	55237
<a href="#">INV0007016</a>	Invoice	04/16/2022	Starn Park Rental Deposit Aguiar	0.00	100.00	
01538	Colonial Life	04/28/2022	Regular	0.00	626.54	55238
<a href="#">54059070401939</a>	Invoice	04/01/2022	Colonial Life	0.00	626.54	
00462	EWING IRRIGATION PRODUCTS	04/28/2022	Regular	0.00	2,299.28	55239
<a href="#">16483895</a>	Invoice	04/11/2022	Blanket PO	0.00	2,299.28	
00527	GIBBS MAINTENANCE CO	04/28/2022	Regular	0.00	425.00	55240
<a href="#">10508</a>	Invoice	02/28/2022	JANITOR SERVICES for Feb	0.00	425.00	
00631	ICMA	04/28/2022	Regular	0.00	1,123.70	55241
<a href="#">INV0007008</a>	Invoice	04/25/2022	Membership # 1049135 Renewal	0.00	1,123.70	
00698	KUBWATER RESOURCES, INC	04/28/2022	Regular	0.00	3,667.24	55242
<a href="#">10990</a>	Invoice	04/08/2022	Order 15394 BOL W60-6852	0.00	3,667.24	
00738	LUNA, SAM	04/28/2022	Regular	0.00	140.00	55243
<a href="#">INV0007018</a>	Invoice	04/06/2022	CE Hours for Pesticide License - S Luna	0.00	140.00	
01277	MICHELL MUNOZ	04/28/2022	Regular	0.00	130.00	55244

Check Report

Date Range: 04/07/2022 - 05/04/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">INV0007017</a>	Invoice	04/16/2022	Starn Park Rental Deposit Munoz	0.00	130.00	
00822	NESTLE WATERS	04/28/2022	Regular	0.00	160.41	55245
<a href="#">02D6703905050</a>	Invoice	04/20/2022	Water for City Hall	0.00	60.45	
<a href="#">12D0025664277</a>	Invoice	04/20/2022	water service	0.00	99.96	
00824	NEUMILLER & BEARDSLEE	04/28/2022	Regular	0.00	10,318.70	55246
<a href="#">325891</a>	Invoice	04/13/2022	LEGAL SERVICES	0.00	1,600.00	
<a href="#">326387</a>	Invoice	04/13/2022	LEGAL SERVICES	0.00	8,718.70	
01040	STANISLAUS COUNTY SHERIFF	04/28/2022	Regular	0.00	217,240.67	55247
<a href="#">2122-HPS08</a>	Invoice	04/26/2022	LAW ENFORCEMENT SERVICES- Feb	0.00	100,215.80	
<a href="#">2122-HPS09</a>	Invoice	04/14/2022	LAW ENFORCEMENT SERVICES- March	0.00	117,024.87	
01149	TURLOCK IRRIGATION DIST.	04/28/2022	Regular	0.00	26,453.11	55248
<a href="#">INV0007012</a>	Invoice	04/18/2022	ELECTRIC - April	0.00	26,453.11	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	171	113	0.00	1,051,904.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-271,742.82
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>171</b>	<b>117</b>	<b>0.00</b>	<b>780,161.98</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	171	113	0.00	1,051,904.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-271,742.82
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>171</b>	<b>117</b>	<b>0.00</b>	<b>780,161.98</b>

### Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	4/2022	780,161.98
			<b>780,161.98</b>



Hughson

# Refund Check Register

## Refund Check Detail

### UBPKT02322 - Refunds 01 UBPKT02319 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
12-1470-002	Vargas, Nathan	4/12/2022	55167	138.14			138.14	Generated From Billing
13-3280-006	KENDALL, AMANDA	4/12/2022	55168	163.04			163.04	Deposit
15-1570-002	Hutchings, Adam	4/12/2022	55169	190.66			190.66	Generated From Billing
15-2150-008	PHILLIPS, TERRI L	4/12/2022	55170	78.72			78.72	Generated From Billing
16-2645-002	LASH, LEAH & JUSTIN	4/12/2022	55171	207.41			207.41	Generated From Billing
17-0280-000	Parker, Trisa	4/12/2022	55172	16.97			16.97	Generated From Billing
<b>Total Refunds: 6</b>			<b>Total Refunded Amount:</b>	<b>794.94</b>				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	794.94
<b>Revenue Total:</b>	<b>794.94</b>

### General Ledger Distribution

Posting Date: 04/01/2022

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	510 - WATER/SEWER DEPOSIT			
	510-10001	CLAIM ON CASH-WATER/SEWER DEPOSIT	-794.94	Yes
	510-11040	CUSTOMER CREDITS	794.94	
		<b>510 Total:</b>	<b>0.00</b>	
<b>Fund:</b>	999 - POOLED CASH/CONSOLIDATED CASH			
	999-10010	CASH IN BANK-MONEY MARKET	-794.94	
	999-20000	DUE TO OTHER FUNDS (POOLED CASH)	794.94	Yes
		<b>999 Total:</b>	<b>0.00</b>	
		<b>Distribution Total:</b>	<b>0.00</b>	



## CITY COUNCIL AGENDA ITEM NO. 3.3 SECTION 3: CONSENT CALENDAR

**Meeting Date:** May 9, 2022  
**Subject:** Approval for Mayor Carr to Attend the Mayor's Conference in Reno, Nevada, June 2-6, 2022, and to Reimburse Costs Associated with Attending the Conference  
**Enclosure:** Mayor's Conference Agenda  
**Presented By:** Merry Mayhew, City Manager  
**Approved By:** *Merry Mayhew*

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### Staff Recommendation:

Approve Mayor Carr's attendance at the Mayor's Conference in Reno, Nevada, June 2-6, 2022, and reimburse costs associated with attending the Conference.

### Background and Discussion:

The United States Conference of Mayors is held twice a year, once in January, in Washington D.C. and in June in Reno, Nevada. The United States Conference of Mayors is an official non-partisan organization of cities. While the cities represented are often 30,000 or more in population, smaller cities may be represented as well. Conference members speak with a united voice on organizational policies and goals. Mayors can contribute to the development of policy by serving on one or more of the conference's standing committees. Conference policies and programs are developed and guided by an Executive Committee and Advisory Board, as well as the standing committees and task forces which are formed to meet changing needs.

At the Conference's annual meeting held in June, standing committees recommend policy positions they believe should be adopted by the organization. At this time, every member attending the annual meeting is given the opportunity to discuss and then vote on each policy resolution. Each city, represented by its mayor, casts one vote. The policy positions adopted at the annual meeting collectively represent the views of the nation's mayors and are distributed to the President of the United States and Congress. In addition to the ongoing work of the Conference's standing committees, mayors are organized into task forces to examine and act on issues that demand special attention.

The primary roles of the two conferences are advocacy on issues that demand special attention, best practices on how cities tackle challenges in a variety of areas, business connections by working together with the nation's business leaders to

provide opportunities for cities and local businesses, promoting your city by sharing examples and stories, and connecting, sharing, and networking with other mayors.

Mayor Carr is requesting approval to attend the Mayor's Conference that is being held June 2-6, 2022, and to be reimbursed for costs per the City's Travel Policy.

The draft agenda (attached) for the Mayor's Conference includes sessions on economics; water; electrification of the transportation system; climate protection; promoting equity, criminal and social justice; energy; jobs, education and workforce; effective communication strategies; tourism; arts, parks, entertainment and sports; cities and electric vehicles; children, health and human services; community development and housing; environment; best practices in cybersecurity; and homelessness.

An estimated cost to attend the Mayor's Conference is approximately \$5,000 and includes the following:

Train - \$132.00 round-trip

Registration for the Conference - \$1,500

Hotel - \$940 (4@approximately \$235.00)

Taxis/Uber/Lyft/Bus or Shuttles within the City - \$100

Food - \$225 (5@\$45/per diem)

Travel costs including train fare, hotel, transportation within the city, food and registration to the conference would be reimbursed to Mayor Carr upon his return.

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

**Fiscal Impact:**

The cost of attending the Mayor's Conference in Reno, Nevada is supported in the City Council General Fund Budget. Should additional appropriations be necessary, an adjustment will be made at year-end.



THE UNITED STATES CONFERENCE OF MAYORS

# 90th Annual Meeting

June 3, 2022—June 6, 2022

## Agenda

Unless otherwise noted, all plenary sessions, committee meetings, council meetings, best practice forums, and social events are open to all mayors and other officially registered attendees.

### June 2, 2022

- > **Climate Mayors Summit** 12:00 PM-5:00 PM  
Pre-Meeting
- > **Climate Mayors Summit Reception** 5:00 PM-7:30 PM  
Pre-Meeting

### June 3, 2022

- > **Reno Fire Fighters & the International Association of Fire Fighters FIRE OPS 101** 7:00 AM-11:30 AM  
Activity

**Friday Morning Plenary Session**

8:00 AM-9:00 AM

Plenary

**Membership**

9:15 AM-10:15 AM

Standing Committee

**Council on Metro Economies and the New American City**

9:15 AM-10:30 AM

Task Force

**Mayors Water Council**

9:15 AM-10:30 AM

Task Force

**Electrification of the U.S. Transportation System**

10:45 AM-11:45 AM

Forum

**Opening Press Conference**

11:45 AM-12:45 PM

**Mayors Climate Protection Awards Luncheon**

1:00 PM-2:30 PM

Plenary

**Promoting Equity through ARPA's \$65.1 billion Local Fiscal Recovery Fund**

3:00 PM-4:00 PM

Forum

**Criminal and Social Justice**

3:00 PM-4:00 PM

Standing Committee

## **Energy**

3:00 PM-4:00 PM

Standing Committee

## **Jobs, Education, and the Workforce**

3:00 PM-4:00 PM

Standing Committee

## **The Threat of Disinformation and Effective Communications Strategies**

4:30 PM-6:00 PM

Mayors Only

## **Home Means Nevada Opening Night Event**

6:00 PM-9:00 PM

Activity



## **Workforce Development Council Annual Meeting**

6/3/22—6/4/22

6:00 PM-7:00 PM

Workforce Development Council

## **June 4, 2022**

### **International Affairs**

8:00 AM-9:00 AM

Standing Committee

### **Tourism, Arts, Parks, Entertainment, and Sports**

8:00 AM-9:00 AM

Standing Committee

### **Opening Plenary Session**

9:30 AM-11:15 AM

Plenary

**Cities and Electric Vehicles**

11:45 AM-12:45 PM

Forum

**Children, Health, and Human Services**

3:00 PM-4:00 PM

Standing Committee

**Community Development and Housing**

3:00 PM-4:00 PM

Standing Committee

**Environment**

3:00 PM-4:00 PM

Standing Committee

**Transportation and Communications**

3:00 PM-4:00 PM

Standing Committee

**Metro Economies**

3:00 PM-4:00 PM

Standing Committee

**Nominating Committee**

4:30 PM-5:30 PM

Closed

**Promoting Economic Mobility in Your City**

4:30 PM-5:30 PM

Forum

**The Evolution of Disco at the National Bowling Stadium**

7:00 PM-10:00 PM

## June 5, 2022

### Mayors and Business Leaders Plenary Breakfast

7:30 AM-9:00 AM

Plenary

### Cybersecurity Best Practices in America's Cities

9:15 AM-10:15 AM

Forum

### Homelessness is Solvable: Learning from Communities that are Built for Zero

9:15 AM-10:15 AM

Forum

### Sunday Morning Plenary Session

10:30 AM-11:30 AM

Plenary

### Sunday Plenary Luncheon

1:00 PM-2:30 PM

Plenary

### Executive Committee

3:00 PM-4:00 PM

Closed

### Women Mayors Leadership Alliance

4:15 PM-5:15 PM

Plenary

### Community Leaders of America (Republican Mayors Forum)

5:30 PM-6:30 PM

Closed

**Democratic Mayors Association**

5:30 PM-6:30 PM

Closed

**Silver Gala at Rancharrah**

7:00 PM-10:00 PM

Activity

**June 6, 2022**

**Civic I/O Plenary Session**

8:30 AM-10:15 AM

Plenary

**Business Session**

10:15 AM-11:15 AM

Plenary

**Closing Plenary Lunch**

12:45 PM-2:00 PM

Plenary

**Block Party in Downtown Reno**

4:00 PM-7:00 PM

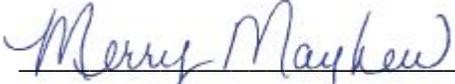
Activity

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

**Meeting Date:** May 9, 2022  
**Subject:** Approval of the Treasurer's Report for January 2022  
**Presented By:** Ashton Gose, Management Analyst  
**Enclosure:** Treasurer Report, January 2022  
**Approved By:**   
City Manager

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### **Staff Recommendation:**

Review and approve the City of Hughson Treasurer's Report for January 2022.

### **Background and Discussion:**

The City Treasurer reviews the City's cash and investment practices and approves the monthly Treasury Reports and a quarterly Investment Portfolio Report. As of January 2022, the City of Hughson has a cash and investment balance total of \$26,243,764 with \$2,823,017 invested. All investment actions executed since the last report have been made in full compliance of the City of Hughson's Investment Policy. The City of Hughson will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b) (2) and (3) respectively.

The Treasurer report for January 2022 reflects the most current representation of the City's funds and investments and provides a necessary outlook for both past, and present investment and spending habits. While investments and funds differ from time to time, it is the goal of the City to maintain safety and stability with its funds, while additionally promoting prudence and growth.

Attached is the City of Hughson Treasurer's Report for January 2022, along with supplementary graphs depicting the percentage of the City's total funds, a breakdown of the Developer Impact Fees, and an additional line plot graph further demonstrating the Developer Impact Fees. This graph depicts the Developer Impact Fees' actual balance for the past five years. After review and evaluation of the report, City staff has researched funds with a significant deficit balance and submit the following detailed explanation for January 2022:

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of (\$240,938), which is a negative difference of \$5,258 from the previous year. The CDBG Street Project Fund currently reflects a negative balance of (\$55,330) reflecting a negative difference of \$19,554 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 January 2022, the City's cash, and investments total \$26,243,764. This compares to a January 2021 balance of \$21,765,219 and represents an increase of \$4,478,545.

**City of Hughson  
Treasurer's Report  
January 2022**

	<b>MONEY MARKET</b>	<b>GENERAL</b>	<b>REDEVELOPMENT**</b>	<b>TOTAL</b>
Bank Statement Totals	\$ 23,161,310.44	\$ 255,182.56	\$ -	\$ 23,416,493.00
Adjustment	\$ (111.51)	\$ 221.21		
Outstanding Deposits +	\$ 111,226.76	\$ -	\$ -	\$ 111,226.76
Outstanding Checks/transfers -	\$ (481.27)	\$ (68,304.92)	\$ -	\$ (68,786.19)
<b>ADJUSTED TOTAL</b>	<b>\$ 23,271,944.42</b>	<b>\$ 187,098.85</b>	<b>\$ -</b>	<b>\$ 23,458,933.57</b>
Investments: Various				\$ 1,132,207.61
Multi-Bank WWTP				\$ 1,605,709.92
Investments: L.A.I.F.		\$ 42,617.33	\$ 42,481.78	\$ 85,099.11

**General Ledger Adjustments**

Wages Payable -38,186.52

**TOTAL CASH & INVESTMENTS \$ 26,243,763.69**

<b>Books - All Funds</b>	<b>January 2021</b>	<b>January 2022</b>	<b>Difference</b>	<b>% of Variance</b>
100 GENERAL FUND	3118517.97	3981531.92	863,013.95	27.67%
105 GENERAL FUND CONTINGENCY RESERVE	977120.95	1039691.17	62,570.22	6.40%
110 FIXED ASSETS	0	0	0.00	n/a
210 SEWER	2646408.44	3376288.38	729,879.94	27.58%
215 SEWER FIXED ASSET REPLACEMENT	4832350.78	5059055.32	226,704.54	4.69%
220 SEWER DEV IMPACT FEE	-1141501.67	-225091.88	916,409.79	80.28%
225 WWTP Expansion 2008	828907.08	230854.29	-598,052.79	-72.15%
240 WATER	346299.26	634662.46	288,363.20	83.27%
245 Water TCP123	-5599.18	2736504.57	2,742,103.75	48973.31%
250 WATER DEV IMPACT FEE	58828.1	316066.32	257,238.22	437.27%
255 Water Fixed Asset Replacement	3595811.59	168538.44	-3,427,273.15	-95.31%
270 COMMUNITY/SENIOR CENTER	8789.42	18980.19	10,190.77	115.94%
280 U.S.F. Resource Com. Center	-1664.95	21.95	1,686.90	101.32%
310 Garbage/Refuse	105456.9	164013.92	58,557.02	55.53%
320 GAS TAX 2103	166256.13	206798.76	40,542.63	24.39%
321 GAS TAX 2105	67806.6	81886.71	14,080.11	20.77%
322 GAS TAX 2106	4845.77	-15813.08	-20,658.85	-426.33%
323 GAS TAX 2107	45891.07	44472.73	-1,418.34	-3.09%
324 GAS TAX 2107.5	3172.14	4172.14	1,000.00	31.52%
325 Measure L SALES TAX-ROADS	548231.33	992003.84	443,772.51	80.95%
326 SB-1 ROADS MAINTENANCE REHABILITATION	253560.72	392513.35	138,952.63	54.80%
340 LANDSCAPE LIGHTING DISTRICT	8.59	-1145.75	-1,154.34	-13438.18%
350 BENEFIT ASSESSMENT DISTRICT	2.67	-126.84	-129.51	-4850.56%
360 COMMUNITY FACILITIES DISTRICT	7255.15	7255.15	0.00	0.00%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	167178.58	227184.24	60,005.66	35.89%
371 TRENCH CUT FUND	3093.6	3093.6	0.00	0.00%
372 IT RESERVE	101423.03	113945.81	12,522.78	12.35%
373 SELF-INSURANCE	73303.49	73303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	2480.28	3838.4	1,358.12	54.76%
380 CLAIM ON CASH-CLFRF/ARPA	0	848450.14	848,450.14	#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	30118.48	35557.68	5,439.20	18.06%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE I	346611.06	518929.25	172,318.19	49.72%
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	227637.39	229170.72	1,533.33	0.67%
393 HOME Program Grant (FTHB)	35043.29	35043.29	0.00	0.00%
394 96-STBG-1013 Grant	211180.46	211231.63	51.17	0.02%
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	-235680.14	-240938.15	-5,258.01	-2.23%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-35775.98	-55330.1	-19,554.12	-54.66%
450 STORM DRAIN DEV IMPACT FEE	544614.42	728325.81	183,711.39	33.73%
451 PUBLIC FACILITY DEV IMPACT FEE	1436300.73	1635318.33	199,017.60	13.86%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	122090.76	393129.94	271,039.18	222.00%
453 PARK DEV IMPACT FEE	569247.74	736176.56	166,928.82	29.32%
454 PARKLAND IN LIEU	443722.53	577894.59	134,172.06	30.24%

510 WATER/SEWER DEPOSIT	83018.65	94957.95	11,939.30	14.38%
520 RDA SUCCESSOR AGENCY	434119.12	224125.82	-209,993.30	-48.37%
521 RDA FIXED ASSETS	-	-	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	9672.43	3302.83	-6,369.60	n/a
531 LANDSCAPE LIGHTING DISTRICT	55054.47	52023.38	-3,031.09	n/a
532 LANDSCAPE LIGHTING DISTRICT	32219.06	22596.51	-9,622.55	n/a
533 LANDSCAPE LIGHTING DISTRICT	42253.41	35790.76	-6,462.65	n/a
534 LANDSCAPE LIGHTING DISTRICT	-31087.36	-35150.02	-4,062.66	n/a
535 LANDSCAPE LIGHTING DISTRICT	10542.02	7484.22	-3,057.80	n/a
536 LANDSCAPE LIGHTING DISTRICT	23280.98	23064.09	-216.89	n/a
537 LANDSCAPE LIGHTING DISTRICT	-49369.8	-64290.83	-14,921.03	n/a
538 LANDSCAPE LIGHTING DISTRICT	-27144.72	-38586.52	-11,441.80	n/a
539 LANDSCAPE LIGHTING DISTRICT	28348.58	25814.46	-2,534.12	n/a
540 LANDSCAPE LIGHTING DISTRICT	50482.32	45141.95	-5,340.37	n/a
541 LANDSCAPE LIGHTING DISTRICT	32165.5	27173.36	-4,992.14	n/a
542 LANDSCAPE LIGHTING DISTRICT	5314.18	608.5	-4,705.68	n/a
543 LANDSCAPE LIGHTING DISTRICT	17948.91	15129.75	-2,819.16	n/a
550 BENEFIT ASSESMENT DISTRICT	70245.37	68642.24	-1,603.13	n/a
551 BENEFIT ASSESMENT DISTRICT	14550.74	8937.95	-5,612.79	n/a
552 BENEFIT ASSESMENT DISTRICT	124550.04	128409.7	3,859.66	n/a
553 BENEFIT ASSESMENT DISTRICT	3807.05	-7289.92	-11,096.97	n/a
554 BENEFIT ASSESMENT DISTRICT	51103.18	50328.74	-774.44	n/a
555 BENEFIT ASSESMENT DISTRICT	15493.16	13064.7	-2,428.46	n/a
560 COMMUNITY FACILITIES DISTRICT	16415.18	12248.51	-4,166.67	n/a
Check Deposit Timing Error (Bank Rec)		-115.82		
Developer Impact Fees ***	1,756,758.66	3,811,109.32	2,054,350.66	
<b>TOTAL ALL FUNDS:</b>	<b>21,765,219.14</b>	<b>26,243,763.69</b>	4,478,544.55	

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.

<b>Break Down of Impact Fees ***</b>				
220 SEWER DEV IMPACT FEE	-1,141,501.67	-\$225,091.88	916,409.79	80.28%
250 WATER DEV IMPACT FEE	58,828.10	\$316,066.32	257,238.22	437.27%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	167,178.58	\$227,184.24	60,005.66	35.89%
450 STORM DRAIN DEV IMPACT FEE	544,614.42	\$728,325.81	183,711.39	33.73%
451 PUBLIC FACILITY DEV IMPACT FEE	1,436,300.73	\$1,635,318.33	199,017.60	13.86%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	122,090.76	\$393,129.94	271,039.18	222.00%
453 PARK DEV IMPACT FEE	569,247.74	\$736,176.56	166,928.82	29.32%
<b>Break Down of Impact Fees ***</b>	<b>1,756,758.66</b>	<b>3,811,109.32</b>	2,054,350.66	116.94%

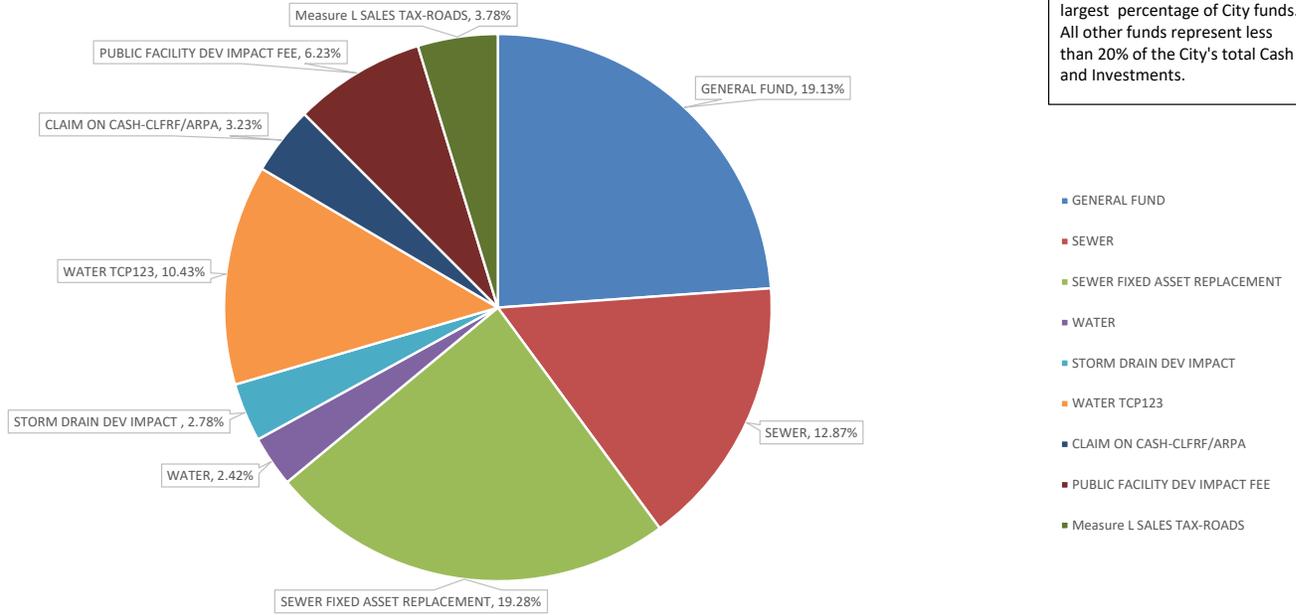
Reviewed By: Anna Nicholas

5/3/2022

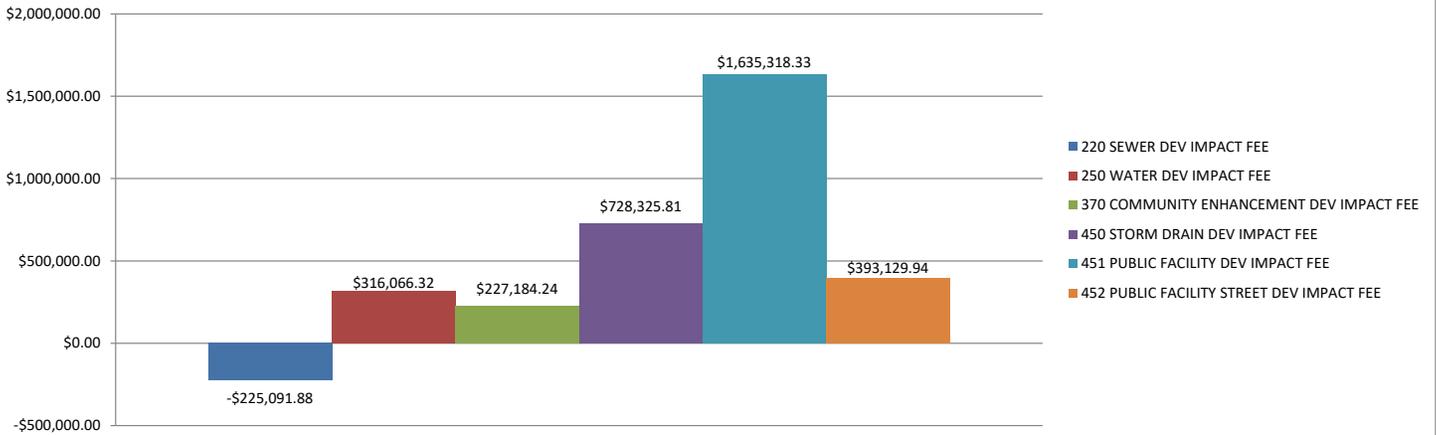
Date

## Treasurer's Report - Charts and Graphs January 2022

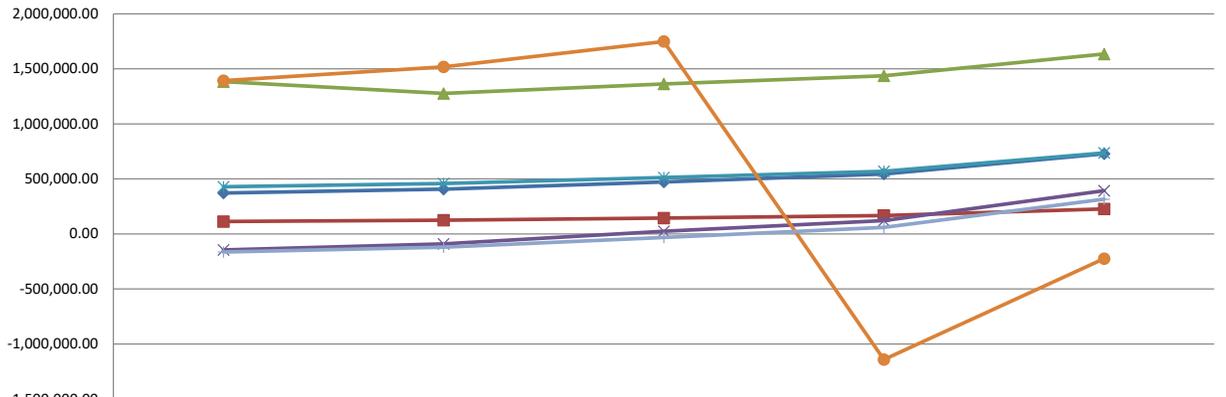
### Percentage of Fund - January 2022



### January 2022 Breakdown of Developer Impact Fees



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

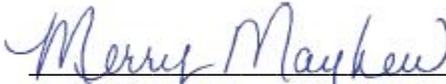


Category	2018	2019	2020	2021	2022
Storm Drain	372,009.50	406,231.20	472,606.76	544,614.42	728,325.81
Community Enhancement	113,343.02	124,610.16	144,215.84	167,178.58	227,184.24
Public Facilities Development	1,383,427.29	1,277,000.72	1,363,795.33	1,436,300.73	1,635,318.33
Public Facilities Development-Streets	-145,287.49	-89,440.36	23,609.90	122,090.76	393,129.94
Parks Development Impact Fees	428,929.77	458,925.62	513,363.11	569,247.74	736,176.56
Sewer Developer Impact Fees	1,392,478.86	1,518,526.50	1,748,393.03	(1,141,501.67)	(225,091.88)
Water Developer Impact Fees	-163,929.41	-119,412.37	(32,675.38)	58,828.10	316,066.32



## CITY COUNCIL AGENDA ITEM NO. 3.5 SECTION 3: CONSENT CALENDAR

**Meeting Date:** May 9, 2022  
**Subject:** Approval of the Treasurer's Investment Portfolio Report for December 2021  
**Presented By:** Ashton Gose, Management Analyst  
**Enclosure:** Portfolio of Investments, December 2021

**Approved By:**   
City Manager

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### **Staff Recommendation:**

Review and approve the City of Hughson Treasurer's Quarterly Investment Portfolio Report for December 2021.

### **Summary:**

The City Treasurer reviews the City's investment practices and approves the quarterly Portfolio of Investments Report. As of December 2021, the City of Hughson's investment total is \$2,844,940 and has a total cash and investment balance of \$26,739,679. All investment actions executed since the last report have been made in full compliance of the City of Hughson's Investment Policy. The City of Hughson will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b) (2) and (3) respectively.

### **Discussion:**

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

The City of Hughson has utilized MBS Account Executive, Michael DeGeeter, as a third-party investor. According to Mr. DeGeeter, a 5-year Certificate of Deposit (CD)

laddering approach is utilized for the City's investment practices. This approach layers various CDs depending on interest rates and timing, which allows for reduced portfolio rates and a continuous stream of maturity dates. Mr. DeGeeter states that this CD approach has always spread positively for the City of Hughson and has had the highest yield of any spread thus far.

Attached is the City of Hughson Treasurer's Investment Portfolio Report for December 2021 along with supplementary graphs depicting the percentage of the City's portfolio of investments. City staff submits the following summary of investments:

#### Certificates of Deposits

The reported investments in CDs reflect the City's most current balance statement as of December 2021. The two accounts share a combined balance of \$2,759,890, comprising 97.01% of the City's total portfolio of investments. This compares with the balance in September 2021, three months prior, of \$2,777,775.

#### L.A.I.F. Investments

The reported Local Agency Investment Fund (L.A.I.F.) investments reflect the City's most current balance statement as of December 2021. The two L.A.I.F. accounts share a combined balance of \$85,050, comprising of 2.99% of the City's total portfolio of investments. This compares with the L.A.I.F. accounts balance in September 2021, three months prior, of \$84,998.

#### **Fiscal Impact:**

As of December 2021, the total investments balance for the City of Hughson is \$2,844,940 accounting for 10.68% of the City's total cash and investments. Of the amounts invested, 2.99% is invested in L.A.I.F. investments, and 97.01% is invested in Certificates of Deposit. City staff will continue to monitor and report on the City of Hughson's investment practices.

**City of Hughson  
Portfolio of Investments  
December 2021**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
<b>Bank Statement Totals</b>	\$ 23,680,190.14	\$ 170,534.44	\$ -	\$ 23,850,724.58
Adjustment-Direct Deposit Payroll	\$ (47.49)	\$ 219.82	\$ -	\$ -
Outstanding Deposits +	\$ 123,494.49	\$ -	\$ -	\$ 123,494.49
Outstanding Checks/transfers -	\$ (349.82)	\$ (79,130.77)	\$ -	\$ (79,480.59)
<b>ADJUSTED TOTAL</b>	\$ 23,803,287.32	\$ 91,623.49	\$ -	\$ 23,894,738.48
Investments: Various				\$ 1,142,664.73
Multi-Bank WWTP				\$ 1,617,225.61
Investments: L.A.I.F.		\$ 42,592.81	\$ 42,457.34	\$ 85,050.15
<b>General Ledger Adjustments</b>				
Wages Payable				0.00
<b>Total Investments</b>				\$ 2,844,940.49
<b>Total Cash &amp; Investments</b>				\$ 26,739,678.97

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

**Breakdown of Investments**

<i>Investments: Various - ***850</i>							
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	% of Portfolio	
<b>Cash, Money Funds And Bank Deposits:</b>			\$ 39,577.30	\$ 40,194.98	\$ -	3.52%	
<b>Total:</b>			\$ 1,144,706.46	\$ 1,142,664.73	\$ -		
Fixed Income (Certificate of Deposits)	Maturity Dates	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	% of Portfolio
SALLIE MAE BK SALT LAKE CITY UT	07/14/21-07/14/26	150,000.00	\$98.9850	\$ 148,477.50	\$ 698.63	1.010%	12.99%
American Express Centurion	04/26/17-04/26/2022	100,000.00	\$100.6920	\$ 100,692.00	\$ 433.97	2.380%	8.81%
BMO HARRIS Chicago	9/28/20-3/28/25	175,000.00	\$98.5470	\$ 172,457.25	\$ 7.19	0.500%	15.09%
MEDALLION BK SAL LAKE	11/18/20-11/18/25	70,000.00	\$97.8830	\$ 68,518.10	\$ 13.71	0.560%	6.00%
TEXAS EXCHANGE BK CROWLEY	11/25/20-11/25/25	55,000.00	\$97.4430	\$ 53,593.65	\$ 5.42	0.610%	4.69%
Corporate Bond	10/30/20-10/30/25	130,000.00	\$96.3740	\$ 125,286.20	\$ 216.67	1.030%	10.96%
UBS BK USA SALT LAKE CITY	09/22/21-09/22/26	136,000.00	\$98.5550	\$ 134,034.80	\$ 31.86	0.960%	11.73%
JP Morgan Chase BK NA Columbus Ohio	11/10/20-11/10/25	250,000.00	\$97.7300	\$ 244,325.00	\$ 174.66	0.510%	21.38%
SALLIE MAE BK SALT LAKE CITY	6/3/2020-6/3/2025	55,000.00	\$100.1550	\$ 55,085.25	\$ 35.86	0.840%	4.82%
<b>Total CDs</b>				\$ 1,102,469.75	\$ 1,617.97		96.48%
<b>Total Investments: Various Holdings</b>				\$ 1,142,664.73	\$ 1,617.97		100.00%
<b>Total Portfolio Investment</b>							40.16%

<i>Multi-Bank WWTP - ***934</i>							
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	% of Portfolio	
<b>Cash, Money Funds, and Bank Deposits:</b>			\$10,764.79	\$ 12,265.16	\$ -	0.76%	
<b>Total:</b>			\$1,618,627.16	\$ 1,617,225.61	\$ -		
Fixed Income (Certificate of Deposits)	Maturity Dates	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	% of Portfolio
GOLDMAN SACHS	11/26/21-11/26/24	100,000.00	\$99.6610	\$ 99,661.00	\$ 126.39	1.300%	6.16%
STATE BK INDIA Chicago	7/10/20-7/10/25	98,000.00	\$99.9210	\$ 97,922.58	\$ 467.18	1.000%	6.05%
STATE BK INDIA New York	06/10/20-06/10/2025	125,000.00	\$100.1570	\$ 125,196.25	\$ 75.51	1.040%	7.74%
BMW BK NORTH AMER	8/14/20-08/14/23	55,000.00	\$99.6150	\$ 54,788.25	\$ 62.84	0.300%	3.39%
MEDALLION BK SALT LAKE	11/18/20-11/18/25	125,000.00	\$97.8830	\$ 122,353.75	\$ 24.49	0.560%	7.57%
GOLDMAN SACHS	05/19/21-05/19/26	90,000.00	\$98.7070	\$ 88,836.30	\$ 26.63	0.910%	5.49%
GOLDMAN SACHS	09/09/21-09/08/26	163,000.00	\$99.0560	\$ 161,461.28	\$ 534.55	1.060%	9.98%
FIRST TECHNOLOGY FED MTN VIEW	05/10/18-02/10/22	250,000.00	\$100.3060	\$ 250,765.00	\$ 431.51	2.990%	15.51%
American Express Centurion Bk CTF DEP	04/26/17 - 04/26/22	67,000.00	\$100.6920	\$ 67,463.64	\$ 290.76	2.380%	4.17%
TEXAS EXCHANGE	9/11/20-12/11/24	250,000.00	\$98.8770	\$ 247,192.50	\$ 68.49	0.500%	15.28%
SALLIE MAE	7/1/20-7/1/25	98,000.00	\$99.2550	\$ 97,269.90	\$ 393.07	0.800%	6.01%
Corporate Bond	11/18/20-11/18/25	200,000.00	\$96.0250	\$ 192,050.00	\$ 238.89	1.040%	11.88%
<b>Total CDs</b>				\$ 1,604,960.45	\$ 2,740.31		99.24%
<b>Total Multi-Bank WWTP Holdings</b>				\$ 1,617,225.61	\$ 2,740.31		100.00%
<b>Total Portfolio Investment</b>							56.85%

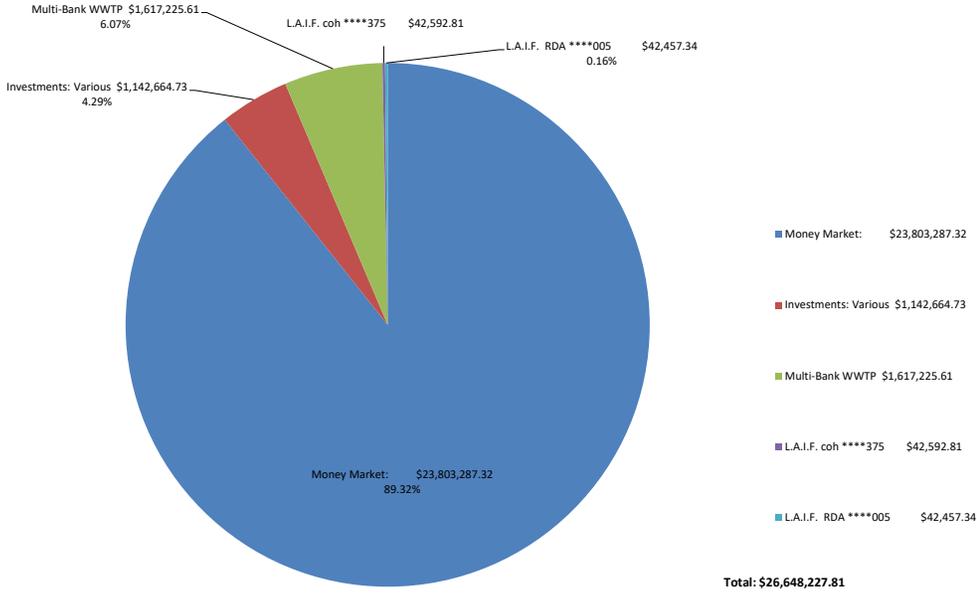
<i>L.A.I.F. Investments</i>						
Account #	Quarterly Interest		Interest Rate	Total	% of Investment	
	Quarter Begin Principal as of Sept 2021	Earned as of Dec 2021				
****375 COH	\$ 42,566.89	\$ 25.92	0.020%	\$ 42,592.81	50.08%	
****005 RDA	\$ 42,431.50	\$ 25.84	0.020%	\$ 42,457.34	49.92%	
<b>Total L.A.I.F. Investments Holdings</b>				\$ 85,050.15	100.00%	
<b>Total Portfolio Investment</b>					2.99%	

22-Apr-22

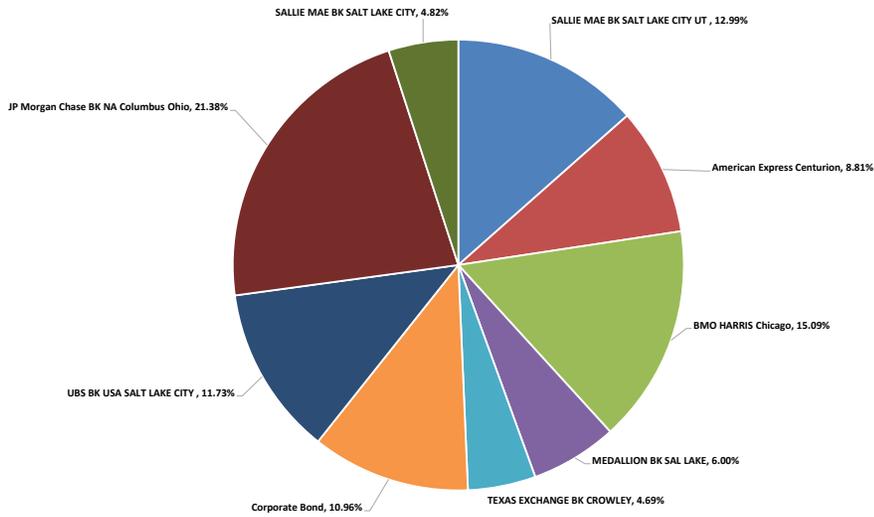
Prepared By: Ashton Gose, Management Analyst

Date

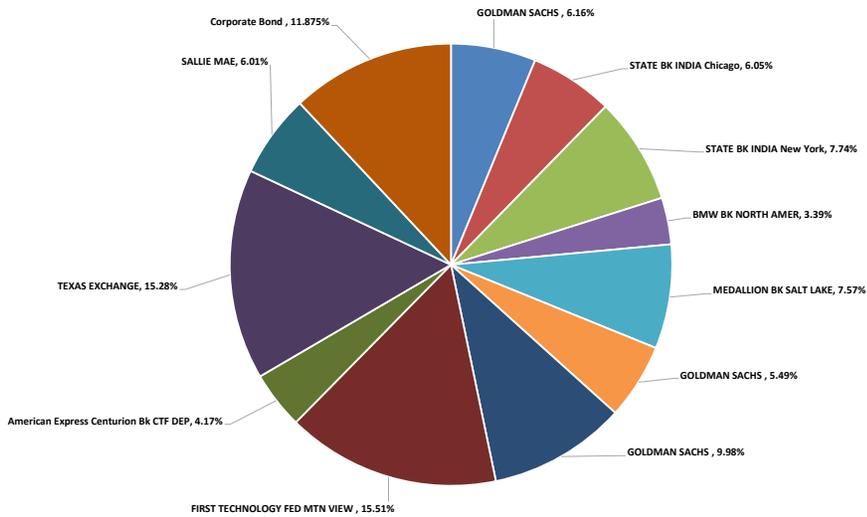
**Total Portfolio of Investment (Including Money Market Cash) December 2021**



**Breakdown of Investments: Various - \*\*\* 850 December 2021**

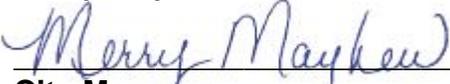


**Breakdown of Multi-Bank WWTP - \*\*\* 934 December 2021**





## CITY COUNCIL AGENDA ITEM NO. 6.1 SECTION 6: NEW BUSINESS

**Meeting Date:** May 9, 2022  
**Subject:** Approval to Adopt, or Amend as Council Directs, and Adopt an Administrative Policy Authorizing the City Manager to Approve Car Allowance for Department Head Positions  
**Enclosure:** Draft Administrative Policy Authorizing Car Allowance for Department Head Positions  
**Presented By:** Merry Mayhew  
**Approved By:**   
City Manager

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### **Staff Recommendation:**

Review, amend as Council directs, and adopt an Administrative Policy authorizing the City Manager to approve Car Allowance for Department Head positions.

### **Background and Discussion:**

Historically, the City of Hughson has not offered the City of Hughson Department Heads a car allowance. For many years, it has been the practice for Department Heads to use their personal vehicles for meetings within the County as well as travel to conferences, and trainings.

Over the past two years, during the pandemic, in person meetings, conferences, and trainings were very limited due to the guidelines issued by the CDC, the State of California's executive orders, and CalOSHA's regulations that required employers to put in place measures to protect employees. While the pandemic has not fully ended, in-person meetings, trainings and conferences are in full rebound and both Department Head positions utilize their personal vehicles significantly during work hours and historically, have not been paid for this use.

Department Heads have always had the ability to request mileage for the use of their private vehicle and that option requires keeping daily, weekly, or monthly logs, which creates additional bookkeeping for already justified expenses. This leads Department Heads to using their personal vehicles for City use without compensation.

The Draft Administrative Policy allows the City Manager to determine, based on the position, if it is reasonable to allow a car allowance of \$100/month for normal travel within Stanislaus County. Outside of Stanislaus County, these positions would also be able to request mileage. This is needed when attending conferences and trainings outside of the county region.

Currently, Administration has one electric Toyota Hybrid Prius vehicle. This vehicle is used daily, in town for going to the post office and the bank. Previously, we reviewed the use of the Prius and considered the use of one of the electric carts for this use; however, there is a safety concern for staff carrying funds to the bank for deposit and bulk mailings, and the Prius allows for additional safety that the electric cart does not.

City staff reviewed the San Joaquin Unified Air Pollution Control District's grant for electric vehicles that is currently set at \$20,000. The City can apply for another vehicle through this grant; however, after checking into it staff were told that at this time the vendors are not honoring the State of California competitive agreement for the pricing of electric vehicles as they cannot get the vehicles.

City staff has determined the need for one more electric vehicle, such as the Toyota Prius, for the use by all City employees, who would be using the vehicle for trainings, conferences and meetings, in order to leave the currently owned Prius at the office for use in town. If the City does not pay a vehicle allowance for department head use of personal vehicles, the City would need to purchase three additional electric vehicles, two for the department head positions and an additional for the staff to use for trainings, meetings, conferences, etc. Currently, the cost is estimated at \$30,000+ each, however they are not yet available, and staff are unsure what the cost will be once the vehicles are available.

The recommendation to Council to approve an Administrative Policy authorizing the City Manager to approve a vehicle allowance for department head positions is a benefit that cities and counties often approve for these high-level positions. In fact, CA Labor Code Section 2802(a) mandates employer reimbursements for work-related expenses incurred by their employees.

*“An employer shall indemnify his or her employee for all necessary expenditures or losses incurred by the employee in direct consequence of the discharge of his or her duties...”*

The CA Labor Code Section 2802(c) defines “*necessary expenditures or losses*” to include “*all reasonable costs.*” This would include mileage reimbursement for distance travel.

### **Fiscal Impact:**

The cost to own and maintain a Toyota Hybrid Prius vehicle, over a period of ten years, would be approximately \$32,513/each. This is assuming the cost is net after the SJVUAPCD grant of \$20,000 has been applied. Over a ten-year period, this cost equates to \$3,251 annually for each vehicle.

The alternative option, which is recommended, is to offer department head positions a vehicle allowance of \$100/month at a cost of \$1200/each/per year. Vehicle allowance is a savings of \$2,051/each per year. For a total savings of \$4,102/annually.

Other costs such as vehicle insurance, fuel (exception is travel outside of the county region), taxes, registration, insurance, and depreciation are costs to the owner of the vehicle. In addition, risk is assumed by the owner of the vehicle.

# DRAFT

## ADMINISTRATIVE POLICY 2022-01

**Purpose:** To establish policy for Department Head Vehicle Allowance

**Background:** The City of Hughson is a public agency. City Department Heads routinely use their personal vehicles for City related business both inside the county region and travel distances outside of the county region.

**Policy:** It is the policy of the City of Hughson that the City Manager, at their discretion, can approve Department Head positions to receive \$100 / month vehicle allowance to cover the cost of using their personal vehicles inside the county region for City work related business. City related business outside the county region allows for additional payment of the IRS standard mileage rate per mile.

### **Driver Responsibilities:**

As per Administrative Policy No. 05-01, drivers using personal vehicles are responsible for the following 5 items. These items are incorporated into this Administrative Policy regarding Department Head Vehicle Allowance

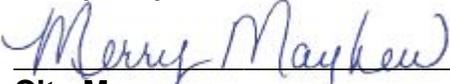
1. Knowing and complying with all state and local laws and regulations governing the operation of motor vehicles, including possession of a valid California Driver's License for the type of vehicle being driven.
2. Operating vehicles and equipment in a safe, responsible, and careful manner.
3. Projecting a positive image to the public by driving in a professional and courteous manner at all times.
4. Prohibiting unauthorized property, materials, or persons to be transported.
5. City policy requires employees to have a valid Driver's License and when driving a personal vehicle, must maintain insurance as prescribed by law.

The Department Head's personal vehicle insurance is the primary coverage in any accident or incident and the employee shall provide their vehicle insurance, in the amount recommended by the City's Risk Management Association and submit copies of their vehicle insurance card (and updated copies) to be placed in their HR file.

State law and City policies require the use of seat belts while employees and passengers are traveling in vehicles.



## CITY COUNCIL AGENDA ITEM NO. 6.2 SECTION 6: NEW BUSINESS

**Meeting Date:** May 9, 2022  
**Subject:** Approval to Adopt, or Amend as Council Directs, and Adopt, an Administrative Policy Authorizing the City Manager to Approve a Cell Phone Stipend for City Employees who Utilize Personal Cell Phones for Work  
**Enclosures:** Draft Administrative Policy Authorizing a Cell Phone Stipend for City Employees  
**Presented By:** Merry Mayhew  
**Approved By:**   
City Manager

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### **Staff Recommendations:**

Review, amend as Council directs, and adopt an Administrative Policy authorizing the City Manager to approve a Cellular Phone Stipend for City employees who use personal cell phones for City work.

### **Background and Discussion:**

Historically, the City of Hughson has not offered the employees of the City of Hughson a cell phone stipend. However, for many years, it has been the practice to contact City employees on their personal phones, when required on their off hours.

Over the past two years, during the pandemic, the guidelines issued by the CDC, the State of California's executive orders, and CalOSHA required employers to put in place measures to protect employees. These measures included remote working when possible, and adequate spacing of a minimum of six feet apart when employees were in the same office space.

Lessons learned from the pandemic include the fact that these measures have allowed workplaces to be healthier work environments and healthier employees. Plus, colds, and other issues are passed around the office when employees come to work sick. Remote working is a great option to have for an employee who may be slightly ill but still would have normally come to the workplace thus making other employees ill. Remote working is used in other various situations as well such as when an employee needs to be home for personal reasons, when employees or children are in quarantine, which still occurs, or when an employee is working on a

large project and the ability to work remote gives the peace and quiet needed to complete the project.

Based on these lessons learned, the City of Hughson operations have evolved to allow employees to work remotely as needed and with adequate coverage in the office, thus providing a healthier physical and mental environment for City staff.

### *Cellular Phone Stipend*

Remote working as well as working in the office have long since required the use of employees' personal cell phones. In particular office staff are often contacted on days off to request where an item is, what happened with a particular situation, or for other unforeseen circumstances. Also, when City employees are attending a conference, trainings or meetings, they are attending to job duties that require the use of technology to stay connected. These positions have not been assigned a City cellular phone and are using their personal cellular phone for City business to respond to questions as well as for the added security that IT has recently installed on City desktops and laptops.

While it is possible to assign a City cell phone to these positions, it is more expensive and cumbersome to carry two phones. In fact, even with a City cell phone, people tend to leave the City phone behind when on personal time, leaving management no option but to contact employees on their personal phone when information or an item is needed. Public Works and Utilities employees all have been issued City cell phones in order to more easily contact them daily in the field. In addition, the phone service is the FirstNet band which is used by emergency personnel. The FirstNet band will continue to operate in an emergency whereas personal cell phones are more likely to be overloaded with calls and often in the case of emergencies, there is not enough bandwidth for people to use their personal cell phones during emergencies such as earthquakes, floods, or other large disasters.

The cost to issue a City cell phone to office employees is more expensive to the City than to offer a \$35 stipend. While issuing a City cell phone to each employee is not the preferred method, employees that need to use it for City business would have a choice of whether to have a City phone issued to them or receive a monthly stipend of \$35.00.

The recommendation to Council to approve an Administrative Policy authorizing the City Manager to approve a cell phone stipend for employees who are not issued a City cell phone and use their cell phones for work related phone calls and texts, enables the City to comply with CA Labor Code Section 2802(a) that mandates employer reimbursements for work-related expenses incurred by their employees.

*“An employer shall indemnify his or her employee for all necessary expenditures or losses incurred by the employee in direct consequence of the discharge of his or her duties...”*

The CA Labor Code Section 2802(c) defines “*necessary expenditures or losses*” to include “*all reasonable costs.*” This includes use of a personal cell phone for work related reasons.

**Fiscal Impact:**

The cost to issue a City cell phone to office employees would be \$49.10/month/each, an annual cost of \$589.20 each. The alternative option is to receive a \$35/month/each stipend at a cost of \$420 each annually, a savings of \$169.20/each annually.

# DRAFT

## ADMINISTRATIVE POLICY 2022-02

**Purpose:** To establish a policy for City Employee Cellular Phone Stipend

The City of Hughson recognizes that cellular telephones enhance the level of City services by allowing employees to remain in contact with the office or with one another as the need arises. As technology has made the cellular telephone both practical and economical for work-related use, a cellular telephone allowance policy is set forth herein.

**Background:** The City of Hughson is a public agency. City employees routinely use their personal cellular phones for City related business and should be compensated for this use. Currently, personal cellular phones are used to contact employees if they are off work and information is urgently needed. In addition, DUO authentication has been implemented and employees are using personal cellular phones to be authenticated on City's network. Other examples include downloading applications on personal cellular phones to facilitate the use of video equipment in the Council Chamber during meetings and presentations, accessing City email on personal cellular phones, and staying connected when in training or at conferences.

**Policy and Eligibility:** It is the policy of the City of Hughson that the City Manager, at their discretion and upon justification, will approve cellular phone stipends of \$35 / month to City employees who are not issued City cellular phones and who use their personal cellular phones for City related business. The stipend will be approved when an employee regularly performs City work outside of the office and where the employee needs to be in contact with the office or key City personnel.

If an employee's job duties do not include the frequent need for access to a cellular phone for City related business, then the employee is not eligible to receive a monthly allowance to cover cellular phone expenses. Simple convenience shall not be a criterion for cellular phone need.

If a City employee is assigned a City owned cellular phone they are not eligible for a cellular phone stipend.

### **Management Responsibilities:**

Management must remain diligent in appropriately contacting City employees, who fall under FLSA regulations, on their personal time. In the case of an emergency, it is appropriate to call an employee to ask a quick work question, clarify the employee's schedule, clarify an issue that has arisen regarding the status of a particular situation, or where an item is located, and this very limited emergency use is not justification for a stipend. It is not appropriate to call or contact City employees, who fall within FLSA regulations, during their personal time to discuss work related business that can wait.

Certain City employees, those who fall under FLSA regulations and those who are FLSA exempt, use their personal cellular phones for work related business, including authentication on the City's network. It is appropriate to compensate City employees, who have not been issued a City cellular phone, with a cellular phone stipend of \$35/month.

### **Employee Responsibilities:**

An employee who is authorized to receive a monthly allowance is responsible for the following:

- Contracting with a cell phone service provider.
- The purchase and/or acquisition of the cell phone itself and all associated equipment expenses.
- All activation fees and any incidental charges relating to the plan they choose.

No additional allowance is provided by the City to replace lost or damaged equipment. The employee bears the cost of any fees imposed by the cellular phone provider associated with changing or cancelling a cellular phone plan.

Employees who fall under FLSA regulations and receive a cellular phone stipend, will be asked to sign an acknowledgement that no unauthorized overtime (authorization by the Director) is to be spent responding to emails or handling other work that would create a liability to the City of Hughson.