



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

AGENDA

MONDAY, OCTOBER 11, 2021 – 7:00 P.M.

How to participate in, or observe the Meeting:

- In person in the City Council Chambers (masks are required in compliance with the Stanislaus County Public Health Order issued September 2, 2021) 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=m2a6226f864bf5fd64c033c41865650b9>

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

- Observe only via YouTube live, by accessing this link:

https://www.youtube.com/channel/UC-PwkdlrKoMmOJDzBSodu6A?view_as=subscriber

- In addition, recorded City Council meetings are posted on the City's website the first business day following the meeting. Recorded videos can be accessed with the following link:

<http://hughson.org/our-government/city-council/#council-agenda>

How to submit written Public Comment:

- Email will be available prior to 5:00 PM on October 11, 2021, to provide public comment for the Public Comment Period, or for a specific agenda item. Please email agose@hughson.org. Written comment will be distributed to the City Council and kept on file as part of official record of the Council meeting.

CALL TO ORDER: Mayor George Carr

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

FLAG SALUTE: Mayor George Carr

INVOCATION: Hughson Ministerial Association

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

Members of the audience may address the City Council on any item of interest to the public pertaining to the City and may step to the podium, state their name and city of residence for the record (requirement of name and city of residence is optional) and make their presentation. Please limit presentations to five minutes. Since the City Council cannot take action on matters not on the agenda, unless the action is authorized by Section 54954.2 of the Government Code, items of concern, which are not urgent in nature can be resolved more expeditiously by completing and submitting to the City Clerk a "Citizen Request Form" which may be obtained from the City Clerk.

2. PRESENTATIONS: NONE.

3. CONSENT CALENDAR:

All items listed on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an 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 September 27, 2021.

3.2: Approve the Warrants Register.

3.3: Approve the City of Hughson Treasurer's Report for June 2021.

3.4: Approve the City of Hughson Treasurer's Quarterly Investment Portfolio Report for June 2021.

- 3.5:** Adopt Resolution No. 2021-37, Approving Side Letter Agreement No. 1 (Re: Premium Pay for Essential Workers) to Memorandum of Understanding Between the City of Hughson and Operating Engineers Local Union No. 3 on Behalf of the City of Hughson Employees Association July 1, 2021 to June 30, 2024, and Approval to Extend the Premium Pay to Unrepresented Employees and Mid-Management Staff.
- 3.6:** Approve the Amended Employment Contract with Merry Mayhew for the Position of City Manager, Effective June 1, 2021.
- 3.7:** Approval to Appoint Donald Bigelow and Summer Salvemini as Business Representatives on the Hughson Economic Development Committee.

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:

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).

UPCOMING EVENTS:

October 12	<ul style="list-style-type: none"> ▪ Parks, Recreation and Entertainment Commission Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM
October 13	<ul style="list-style-type: none"> ▪ City/Fire 2+2 Committee Meeting, Hughson Fire District Office, 5:30 PM
October 19	<ul style="list-style-type: none"> ▪ Planning Commission Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 6:00 PM
October 25	<ul style="list-style-type: none"> ▪ Economic Development Committee Meeting, Hughson City Hall, 5:30 PM
October 25	<ul style="list-style-type: none"> ▪ City Council Meeting, City Council Chambers/WebEx Videoconference/YouTube Live Stream, 7:00 PM
October 29	<ul style="list-style-type: none"> ▪ Hughson Elementary School Halloween Parade, Hughson Avenue, 2:00 PM

October 29	▪ Trunk or Tent and Treat, Hughson Avenue, 5:00 PM
November 6	▪ Community Paper Shredding Event, Hughson City Hall, 8:00 AM

General Information: The Hughson City Council meets in the Council Chambers on the second and fourth Mondays of each month at 7:00 p.m., unless otherwise noticed.

Council Agendas: The City Council agenda is now available for public review at the City's website at and City Clerk's Office, 7018 Pine Street, Hughson, California on the Friday, prior to the scheduled meeting. Copies and/or subscriptions can be purchased for a nominal fee through the City Clerk's Office.

Questions: Contact the City Clerk at (209) 883-4054.

AFFIDAVIT OF POSTING

DATE: October 8, 2021 **TIME:** 4:00 PM
NAME: Ashton Gose **TITLE:** Deputy City Clerk

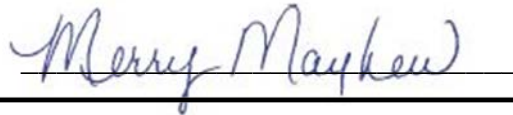


CITY COUNCIL AGENDA ITEM NO. 3.1

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021
Subject: Approval of the City Council Minutes
Presented By: Ashton Gose, Deputy City Clerk

Approved By:

A handwritten signature in blue ink, reading "Merry Mayken", is written over a horizontal line.

Staff Recommendation:

Approve the Minutes of the Regular Meeting of September 27, 2021.

Background and Overview:

The draft minutes of the September 27, 2021 meeting are prepared for the Council's review.



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

**MINUTES
MONDAY, SEPTEMBER 27, 2021 – 7:00 P.M.**

CALL TO ORDER: Mayor George Carr

ROLL CALL:

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

Staff Present: Merry Mayhew, City Manager
Ashton Gose, Deputy City Clerk
Daniel Schroeder, City Attorney
Eric Nims, Deputy City Attorney
Anna Nicholas, Director of Finance and Admin Services
Rachel Wyse, Community Development Director
Jose Vasquez, Public Works Superintendent
Jaime Velazquez, Utilities Superintendent
Sarah Chavarin, Accounting Manager
Fidel Landeros, Chief of Police
Fabian Ramos, Accounting Technician I
Adrian Negrete, Maintenance Worker I
Francisco Barrios, Student Representative

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

NONE.

2. PRESENTATIONS:

2.1: Introduction of Fabian Ramos – Accounting Technician I.

Director Nicholas introduced Fabian Ramos.

2.2: Introduction of Adrian Negrete – Maintenance Worker I.

Director Wyse introduced Adrian Negrete.

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 September 13, 2021.

3.2: Approve the Warrants Register.

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

3.4: Waive the Second Reading and Adopt Ordinance No. 2021-07, Amending Sections 2.04.010 and 2.04.020 of Chapter 2.04 of Title 2 of the Hughson Municipal Code –Changing the Council Meetings Start Time to 6:00 p.m. and Adding the Community Center as a Regular Council Meeting Location.

3.5: Approve the Treasurer's Report for May 2021.

3.6 Adopt Resolution No. 2021-35, of Concurrence with the Consolidated Annual Performance Evaluation Report (CAPER) for Fiscal Year 2020-2021.

Councilmember Rush pulled consent calendar item 3.2 for special consideration.

CARR/BAWANAN 5-0-0-0 motion passes to approve the consent calendar excluding item 3.2 as presented, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

HILL/BUCK 5-0-0-0 motion passes to approve the consent calendar item 3.2 as presented, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

4. UNFINISHED BUSINESS:

- 4.1:** Approve Resolution No. 2021-36, Adopting the City of Hughson Fiscal Year 2021-22 Final Budget.

Director Nicholas presented the staff report on this item.

Mayor Carr opened public comment at 7:24 PM. There was no public comment. Mayor Carr closed public comment at 7:24 PM.

CARR/HILL 5-0-0-0 motion passes to approve Resolution No. 2021-36, Adopting the City of Hughson Fiscal Year 2021-22 Final Budget, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

- 6.1:** **A.** Approval to Institute a Two-Cart Residential Refuse Collection System for the Implementation of an Organics Recycling Program that Complies with Senate Bill 1383.

B. Authorization for the Issuance of a Proposition 218 Rate Increase Process and Set November 22, 2021 as the Public Hearing date for Consideration of the Proposed Solid Waste Rate Increase.

C. Authorize the City Manager to Negotiate and Include Terms in Franchise Agreement Amendment.

City Manager Mayhew and Gilton Waste Management, Inc. staff presented the staff report on this item.

Mayor Carr opened public comment at 7:45 PM. There was no public comment. Mayor Carr closed public comment at 7:45 PM.

CARR/HILL 5-0-0-0 motion passes to approve item 6.1 A, B, and C as presented, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

City Manager Mayhew informed the City Council of a camera install at Rolland Starn Park. She informed the Council that I-waves were installed at each City facility to improve air quality. She informed that Council that the Tent, or Trunk and Treat is scheduled for October 29, 2021 on Hughson Avenue. She introduced the 2021-2022 Hughson High School City Council Student Representative Francisco Barrios.

Deputy City Clerk:

Deputy City Clerk Gose informed the City Council of six (6) scheduled Commission vacancies that would be advertised in the month of October. She also informed the Council that the new City Council regular meeting time change will be effective beginning the November 8, 2021 meeting.

Community Development Director:

Director Wyse provided several City of Hughson project updates.

Director of Finance and Admin Services:

Director Nicholas provided an update regarding several new employees with the city. She also provided an update regarding the 2020-2021 Fiscal Year Audit.

Police Services:

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

City Attorney:

City Attorney Schroeder provided information to the City Council regarding AB 361.

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

Councilmember Bawanan participated in the Knights of Columbus Chicken Dinner delivery. He thanked City staff and Hughson Police Services for all their hard work.

Councilmember Rush expressed his delight that the City will be hosting the Tent, or Trunk and Treat this year.

Councilmember Buck expressed his delight in filling city vacancies, and that the City will be hosting the Tent, or Trunk and Treat. He attended an Economic Development Committee meeting on September 27, 2021.

Mayor Pro Tem Hill attended a General Plan Update Community meeting on September 9, 2021, and September 23, 2021. He also attended an Economic Development Committee meeting on September 27, 2021

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

Mayor Carr attended the League of California Cities Annual Conference on September 22-24, 2021. He provided a reminder regarding the Hughson Ag Boosters Dinner on October 2, 2021.

9. CLOSED SESSION TO DISCUSS THE FOLLOWING:

9.1 CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: Mayor George Carr
Unrepresented employee: City Manager

No reportable action.

9.2: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representative: Merry Mayhew
Employee Organization: Operating Engineers Local Union 3.

No reportable action.

ADJOURNMENT:

HILL/BUCK 5-0-0-0 motion passes to adjourn the regular meeting of September 27, 2021, at 8:55 PM with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

APPROVED:

ATTEST:

GEORGE CARR, Mayor

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.2

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021
Subject: Approval of Warrants Register
Enclosure: Warrants Register
Presented By: Anna Nicholas, Director of Finance

Approved By: Merry Mayhew

Staff Recommendation:

Approve the Warrants Register as presented.

Background and Overview:

The warrants register presented to the City Council is a listing of all expenditures paid from September 23, 2021 through October 7, 2021.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 09/23/2021 - 10/07/2021

Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
Bank Code: Payable Bank-Payable Bank							
00323	COCO'S TAQUERIA		09/24/2021	Regular	0.00	169.00	54485
INV0005858	Invoice	09/24/2021	Quarterly Staff Meeting		0.00	169.00	
00032	AFLAC		09/24/2021	Regular	0.00	922.02	54486
237740	Invoice	09/11/2021	AFLAC		0.00	461.01	
841742	Invoice	08/12/2021	AFLAC		0.00	461.01	
00049	ALLIED ADMINISTRATORS		09/24/2021	Regular	0.00	2,255.60	54487
INV0005845	Invoice	08/25/2021	DELTA DENTAL		0.00	2,255.60	
00094	AT&T MOBILITY		09/24/2021	Regular	0.00	404.59	54488
2873036216014X...	Invoice	09/02/2021	PHONES		0.00	404.59	
00104	AYERA TECHNOLOGIES INC.		09/24/2021	Regular	0.00	84.00	54489
305085	Invoice	09/01/2021	Net Service		0.00	84.00	
00109	BADGER METER, INC		09/24/2021	Regular	0.00	116.82	54490
80079524	Invoice	09/22/2021	badger service.		0.00	116.82	
00284	CHARTER COMMUNICATION		09/24/2021	Regular	0.00	326.82	54491
0013555090121	Invoice	09/01/2021	IP ADDRESS- PINE ST		0.00	234.07	
0054047091021	Invoice	09/10/2021	IP ADDRESS- 1ST		0.00	92.75	
00332	CONDOR EARTH TECHNOLOGIES		09/24/2021	Regular	0.00	10,039.76	54492
84837	Invoice	06/30/2021	Enviromental Monitoring Blanket PO		0.00	7,996.26	
85230	Invoice	07/15/2021	Enviromental Monitoring Blanket PO		0.00	2,043.50	
01570	CSG Consultants		09/24/2021	Regular	0.00	4,995.00	54493
38215	Invoice	08/13/2021	Contract Services Planning/Building		0.00	4,995.00	
00364	CSJVRMA		09/24/2021	Regular	0.00	31,325.00	54494
RMA20220090	Invoice	09/14/2021	Qtr Deposits		0.00	31,325.00	
00406	Department of Conservation		09/24/2021	Regular	0.00	988.41	54495
INV0005847	Invoice	09/15/2021	SMIP FEES		0.00	988.41	
00426	DON'S MOBILE GLASS		09/24/2021	Regular	0.00	360.00	54496
WTUR471962	Invoice	09/22/2021	Widshield replacement f250 (lunas truck)		0.00	360.00	
00462	EWING IRRIGATION PRODUCTS		09/24/2021	Regular	0.00	173.11	54497
15076997	Invoice	08/26/2021	Blanket PO		0.00	131.32	
15077140	Invoice	08/26/2021	Blanket PO		0.00	41.79	
00474	FERGUSON ENTERPRISES,INC		09/24/2021	Regular	0.00	388.00	54498
1647264	Invoice	08/30/2021	Parts Inventory Blanket PO		0.00	388.00	
00498	FRANTZ WHOLESALE NURSERY		09/24/2021	Regular	0.00	113.27	54499
600531	Invoice	09/22/2021	soil for sterling glenn		0.00	113.27	
00528	GILTON SOLID WASTE MANAGE		09/24/2021	Regular	0.00	115.56	54500
INV0005844	Invoice	09/09/2021	blue bags		0.00	115.56	
01612	GreatAmerica Financial Svcs.		09/24/2021	Regular	0.00	358.92	54501
29992270	Invoice	08/30/2021	LEASE		0.00	358.92	
00594	HINDERLITER, dELLAMAS &		09/24/2021	Regular	0.00	774.29	54502
SIN011249	Invoice	09/08/2021	Contract Services- Sales Tax Q1/2021		0.00	774.29	
00623	HUGHSON TIRE		09/24/2021	Regular	0.00	20.00	54503

Check Report

Date Range: 09/23/2021 - 10/07/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
113864	Invoice	09/22/2021	air compressor tire repair	0.00	20.00	
01583	Hunt & Sons, Inc.	09/24/2021	Regular	0.00	748.09	54504
119317	Invoice	09/01/2021	Fuel	0.00	748.09	
00822	NESTLE WATERS	09/24/2021	Regular	0.00	214.64	54505
11H0025664277	Invoice	09/09/2021	water service	0.00	214.64	
01657	Paul Gose	09/24/2021	Regular	0.00	50.00	54506
INV0005849	Invoice	09/20/2021	Starn Park Rental Deposit- Gose 9/1	0.00	50.00	
00884	PITNEY BOWES	09/24/2021	Regular	0.00	428.10	54507
3104923818	Invoice	08/26/2021	LEASE	0.00	428.10	
00914	QUICK N SAVE	09/24/2021	Regular	0.00	302.77	54508
101072	Invoice	09/13/2021	Fuel	0.00	20.48	
1015150	Invoice	09/02/2021	Fuel	0.00	188.86	
1015665	Invoice	09/13/2021	Fuel	0.00	93.43	
00918	R & S ERECTION TRI-COUNTY	09/24/2021	Regular	0.00	1,774.89	54509
108804	Invoice	09/22/2021	gate motor replacemnt comm	0.00	1,774.89	
01540	Reliable Translations, Inc	09/24/2021	Regular	0.00	183.84	54510
20207	Invoice	09/17/2021	Draft Hughson Prop 218	0.00	183.84	
01000	SEEGER'S	09/24/2021	Regular	0.00	307.44	54511
0137275IN	Invoice	09/10/2021	Business Cards - Placencia, Ramos & Chavarin	0.00	307.44	
01360	SHORELINE ENVIRONMENTAL ENGINEERING	09/24/2021	Regular	0.00	3,080.00	54512
899	Invoice	03/01/2021	Water Compliance Extension Letter	0.00	700.00	
912	Invoice	07/01/2021	Prepare Consumer Confidence Report 2020	0.00	2,380.00	
01069	STEELEY, JARED WATER & WA	09/24/2021	Regular	0.00	6,588.50	54513
9125	Invoice	09/24/2021	Services and Lab Blanket PO	0.00	6,588.50	
01089	SUTTER GOULD MEDICAL FOUN	09/24/2021	Regular	0.00	251.00	54514
INV0005846	Invoice	08/27/2021	Pre-employment Physical	0.00	251.00	
01169	UNUM LIFE INSURANCE CO.	09/24/2021	Regular	0.00	1,034.25	54515
05357050010	Invoice	09/09/2021	LIFE INSURANCE WITHHOLDING	0.00	1,034.25	
01189	VICTOR RIVERA CONCRETE	09/24/2021	Regular	0.00	2,350.00	54516
1289	Invoice	09/22/2021	sidewalk repairs central hughson	0.00	2,350.00	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	09/30/2021	Regular	0.00	40.12	54517
INV0005887	Invoice	09/30/2021	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	40.12	
00005	A&A PORTABLES, INC	10/01/2021	Regular	0.00	80.78	54518
INV0005871	Invoice	09/12/2021	Well #7	0.00	80.78	
00019	ACCONTEMP	10/01/2021	Regular	0.00	1,175.20	54519
58146825	Invoice	08/02/2021	Finance Extra Help	0.00	1,175.20	
00210	California Building Standards Commission	10/01/2021	Regular	0.00	301.50	54520
INV0005872	Invoice	06/30/2021	Building Permits 2021-2nd qtr Green Fees	0.00	301.50	
01601	Colantuono, Highsmith & Whatley, PC	10/01/2021	Regular	0.00	1,684.00	54521
48119	Invoice	06/30/2021	Professional Services	0.00	1,684.00	
00474	FERGUSON ENTERPRISES,INC	10/01/2021	Regular	0.00	805.92	54522
1656997	Invoice	09/14/2021	Parts Inventory Blanket PO	0.00	606.74	
1658041	Invoice	09/08/2021	Parts Inventory Blanket PO	0.00	199.18	
00527	GIBBS MAINTENANCE CO	10/01/2021	Regular	0.00	935.00	54523
9350	Invoice	07/31/2021	Cleaning Service July	0.00	935.00	
00744	MAIN STREET DELI & BAKERY	10/01/2021	Regular	0.00	103.12	54524

Check Report

Date Range: 09/23/2021 - 10/07/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
140207	Invoice	09/27/2021	Food for EDC	0.00	103.12	
01659	Miriam and Luis Diego	10/01/2021	Regular	0.00	465.00	54525
INV0005873	Invoice	09/18/2021	Senior Center Rental Deposit Diego 09/18/21	0.00	465.00	
00824	NEUMILLER & BEARDSLEE	10/01/2021	Regular	0.00	10,093.94	54526
320463	Invoice	09/16/2021	LEGAL SERVICES	0.00	1,600.00	
320596	Invoice	09/20/2021	LEGAL SERVICES	0.00	8,493.94	
00837	NORTHSTAR CHEMICAL	10/01/2021	Regular	0.00	9,541.72	54527
201189	Invoice	07/27/2021	Chemicals supply Blanket PO	0.00	6,080.84	
201707	Invoice	07/30/2021	Chemicals supply Blanket PO	0.00	286.14	
201709	Invoice	07/30/2021	Chemicals supply Blanket PO	0.00	1,430.66	
206619	Invoice	09/22/2021	Chemicals supply Blanket PO	0.00	1,405.12	
206620	Invoice	09/22/2021	Chemicals supply Blanket PO	0.00	154.08	
206621	Invoice	09/22/2021	Chemicals supply Blanket PO	0.00	184.88	
01661	Rosemary Bargas	10/01/2021	Regular	0.00	430.00	54528
INV0005874	Invoice	09/11/2021	Senior Center Rental Deposit Bargas 09/11/...	0.00	430.00	
01093	SYNAGRO WEST, LLC	10/01/2021	Regular	0.00	6,619.25	54529
24250	Invoice	09/01/2021	Sludge Disposal Blanket PO	0.00	6,619.25	
01149	TURLOCK IRRIGATION DIST.	10/01/2021	Regular	0.00	34,145.19	54530
INV0005876	Invoice	09/16/2021	ELECTRIC	0.00	34,145.19	
01192	VISION SERVICE PLAN	10/01/2021	Regular	0.00	514.46	54531
813285157	Invoice	09/19/2021	MEDICAL INSURANCE WITHHELD- OCT	0.00	514.46	
01662	Yvonne Johnson	10/01/2021	Regular	0.00	100.00	54532
INV0005875	Invoice	09/18/2021	Starn Park Rental Refund Johnson 9/18/21	0.00	100.00	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	48	0.00	138,278.89
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	62	48	0.00	138,278.89

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	62	48	0.00	138,278.89
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	62	48	0.00	138,278.89

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	9/2021	71,283.81
999	POOLED CASH/CONSOLIDATED CASH	10/2021	66,995.08
			138,278.89



Hughson

Refund Check Register

Refund Check Detail

UBPKT01875 - Refunds 01 UBPKT01871 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
	VOID CHECK		54533	0.00				
	VOID CHECK		54534	0.00				
	VOID CHECK		54535	0.00				
	VOID CHECK		54536	0.00				
	VOID CHECK		54537	0.00				
11-0830-002	Remodeling, SCAR	10/1/2021	54538	81.50			81.50	Generated From Billing
12-0610-001	OAKES, JACK	10/1/2021	54539	0.72			0.72	Generated From Billing
13-2250-001	WHEATLEY, TERRY	10/1/2021	54540	445.02			445.02	Generated From Billing
13-2730-003	OLIVEROS, MARIA	10/1/2021	54541	187.81			187.81	Generated From Billing
15-3530-004	STEFFER, JOYCE	10/1/2021	54542	126.17			126.17	Generated From Billing
Total Refunds: 10			Total Refunded Amount:	841.22				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	841.22
Revenue Total:	841.22

General Ledger Distribution

Posting Date: 10/05/2021

	Account Number	Account Name	Posting Amount	IFT
Fund:	510 - WATER/SEWER DEPOSIT			
	510-10001	CLAIM ON CASH-WATER/SEWER DEPOSIT	-841.22	Yes
	510-11040	CUSTOMER CREDITS	841.22	
		510 Total:	0.00	
Fund:	999 - POOLED CASH/CONSOLIDATED CASH			
	999-10010	CASH IN BANK-MONEY MARKET	-841.22	
	999-20000	DUE TO OTHER FUNDS (POOLED CASH)	841.22	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	



CITY COUNCIL AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021
Subject: Approval of the Treasurer's Report for June 2021
Presented By: Ashton Gose, Management Analyst
Approved By: Merry Mayhew

Staff Recommendation:

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

Background and Discussion:

The City Treasurer reviews the City's cash and investment practices and approves the monthly Treasury Reports and a quarterly Investment Portfolio Report. As of June 2021, the City of Hughson has a cash and investment balance total of \$26,109,522 with \$2,875,524 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 June 2021 reflects the most current representation of the City's funds and investments and provides a necessary outlook for both past, and present investment and spending habits. While investments and funds differ from time to time, it is the goal of the City to maintain safety and stability with its funds, while additionally promoting prudence and growth.

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

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of

(\$235,680), which is a negative difference of \$75 from the previous year. The CDBG Street Project Fund currently reflects a negative balance of (\$54,686) reflecting a negative difference of \$37,564 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 June 2021, the City's cash, and investments total \$26,109,522. This compares to a June 2020 balance of \$20,834,816 and represents an increase of \$5,274,706.

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

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 22,496,380.73	\$ 664,764.03	\$ -	\$ 23,161,144.76
Adjustment	\$ 425.72	\$ 269.88		
Outstanding Deposits +	\$ 113,105.22	\$ 655.00	\$ -	\$ 113,760.22
Outstanding Checks/transfers -	\$ (4,900.93)	\$ (36,005.55)	\$ -	\$ (40,906.48)
ADJUSTED TOTAL	\$ 22,605,010.74	\$ 629,683.36	\$ -	\$ 23,233,998.50

Investments: Various				\$ 1,156,208.73
Multi-Bank WWTP				\$ 1,634,386.21
Investments: L.A.I.F.	\$ 42,532.16	\$ 42,396.88	\$	84,929.04

General Ledger Adjustments

Wages Payable				0.00
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TOTAL CASH & INVESTMENTS **\$ 26,109,522.48**

<u>Books - All Funds</u>	<u>June 2020</u>	<u>June 2021</u>	<u>Difference</u>	<u>% of Variance</u>
100 GENERAL FUND	3006711.46	3888270.95	881,559.49	29.32%
105 GENERAL FUND CONTINGENCY RESERVE	976322.44	977605.87	1,283.43	0.13%
110 FIXED ASSETS	0	0	0.00	n/a
210 SEWER	2799675.43	3247727.2	448,051.77	16.00%
215 SEWER FIXED ASSET REPLACEMENT	4704625.35	4977229.25	272,603.90	5.79%
220 SEWER DEV IMPACT FEE	1836248.02	2547294.43	711,046.41	38.72%
225 WWTP Expansion 2008	189087.67	-3180063.65	-3,369,151.32	-1781.79%
240 WATER	-252944.94	541257.17	794,202.11	313.98%
245 Water TCP123	-5464.47	2802003.36	2,807,467.83	51376.76%
250 WATER DEV IMPACT FEE	683.03	209015.73	208,332.70	30501.25%
255 Water Fixed Asset Replacement	1731824.64	2678619.7	946,795.06	54.67%
270 COMMUNITY/SENIOR CENTER	8655.5	12215.25	3,559.75	41.13%
280 U.S.F. Resource Com. Center	-1774.5	-1213.6	560.90	31.61%
310 Garbage/Refuse	138919.19	103189.67	-35,729.52	-25.72%
320 GAS TAX 2103	141206.33	149824.47	8,618.14	6.10%
321 GAS TAX 2105	60036.96	72926.62	12,889.66	21.47%
322 GAS TAX 2106	18138.47	-1061.63	-19,200.10	-105.85%
323 GAS TAX 2107	45555.51	47418.19	1,862.68	4.09%
324 GAS TAX 2107.5	1672.14	2672.14	1,000.00	59.80%
325 Measure L SALES TAX-ROADS	336329.34	740707.26	404,377.92	120.23%
326 SB-1 ROADS MAINTENANCE REHABILITATION	197652.83	306376.99	108,724.16	55.01%
340 LANDSCAPE LIGHTING DISTRICT	0	0	0.00	#DIV/0!
350 BENEFIT ASSESSMENT DISTRICT	0	0	0.00	#DIV/0!
360 COMMUNITY FACILITIES DISTRICT	7255.15	7255.15	0.00	0.00%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	152277.6	205009.34	52,731.74	34.63%
371 TRENCH CUT FUND	2976.8	3093.6	116.80	3.92%
372 IT RESERVE	98346.75	106475.3	8,128.55	8.27%
373 SELF-INSURANCE	73303.49	73303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	1349.54	2743.76	1,394.22	103.31%
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	29294.18	41034.36	11,740.18	40.08%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE F	282610.14	382411.02	99,800.88	35.31%
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	227036.39	228315.66	1,279.27	0.56%
393 HOME Program Grant (FTHB)	35043.29	35043.29	0.00	0.00%
394 96-STBG-1013 Grant	211007.86	211285.26	277.40	0.13%
395 CALHOME REHAB	40000	40000	0.00	0.00%
410 LOCAL TRANSPORTATION	51671.34	51671.34	0.00	0.00%
415 LOCAL TRANSPORTATION NON MOTORIZED	13219	13219	0.00	0.00%
420 TRANSPORTATION STREET PROJECTS	-235605.14	-235680.14	-75.00	-0.03%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-17121.76	-54686.39	-37,564.63	-219.40%
450 STORM DRAIN DEV IMPACT FEE	495986.31	656284.07	160,297.76	32.32%
451 PUBLIC FACILITY DEV IMPACT FEE	1387253.14	1557134.99	169,881.85	12.25%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	55550.76	286152.39	230,601.63	415.12%
453 PARK DEV IMPACT FEE	529864.2	678706.56	148,842.36	28.09%
454 PARKLAND IN LIEU	414315.59	527128.13	112,812.54	27.23%
510 WATER/SEWER DEPOSIT	75605.33	87103.71	11,498.38	15.21%
520 RDA SUCCESSOR AGENCY	393139.09	422868.62	29,729.53	7.56%

521 RDA FIXED ASSETS	-	-	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	11486.64	9113.68	-2,372.96	n/a
531 LANDSCAPE LIGHTING DISTRICT	50237.95	57489.94	7,251.99	n/a
532 LANDSCAPE LIGHTING DISTRICT	29768.54	32975.62	3,207.08	n/a
533 LANDSCAPE LIGHTING DISTRICT	39784.18	45738.92	5,954.74	n/a
534 LANDSCAPE LIGHTING DISTRICT	-31726.54	-29193.74	2,532.80	n/a
535 LANDSCAPE LIGHTING DISTRICT	11231.43	11187.92	-43.51	n/a
536 LANDSCAPE LIGHTING DISTRICT	20278.27	27049.67	6,771.40	n/a
537 LANDSCAPE LIGHTING DISTRICT	-43493.74	-52852.71	-9,358.97	n/a
538 LANDSCAPE LIGHTING DISTRICT	-22675.98	-29564.93	-6,888.95	n/a
539 LANDSCAPE LIGHTING DISTRICT	28100.31	29448.36	1,348.05	n/a
540 LANDSCAPE LIGHTING DISTRICT	48064.75	54439.38	6,374.63	n/a
541 LANDSCAPE LIGHTING DISTRICT	32262.02	32685.36	423.34	n/a
542 LANDSCAPE LIGHTING DISTRICT	6866.16	5022.91	-1,843.25	n/a
543 LANDSCAPE LIGHTING DISTRICT	0	16879.3	16,879.30	n/a
550 BENEFIT ASSESMENT DISTRICT	67420.08	71981.69	4,561.61	n/a
551 BENEFIT ASSESMENT DISTRICT	13811.88	15279.31	1,467.43	n/a
552 BENEFIT ASSESMENT DISTRICT	116131.72	132076.66	15,944.94	n/a
553 BENEFIT ASSESMENT DISTRICT	5046	2453.38	-2,592.62	n/a
554 BENEFIT ASSESMENT DISTRICT	47615.76	54675.06	7,059.30	n/a
555 BENEFIT ASSESMENT DISTRICT	0	14142.44	14,142.44	n/a
560 BENEFIT ASSESMENT DISTRICT	9065.8	22604.63	13,538.83	n/a
Developer Impact Fees ***	4,457,863.06	6,139,597.51	1,681,734.45	
TOTAL ALL FUNDS:	20,834,816.43	26,109,522.48	5,274,706.05	
Break Down of Impact Fees ***				
220 SEWER DEV IMPACT FEE	1,836,248.02	\$2,547,294.43	711,046.41	38.72%
250 WATER DEV IMPACT FEE	683.03	\$209,015.73	208,332.70	30501.25%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	152,277.60	\$205,009.34	52,731.74	34.63%
450 STORM DRAIN DEV IMPACT FEE	495,986.31	\$656,284.07	160,297.76	32.32%
451 PUBLIC FACILITY DEV IMPACT FEE	1,387,253.14	\$1,557,134.99	169,881.85	12.25%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	55,550.76	\$286,152.39	230,601.63	415.12%
453 PARK DEV IMPACT FEE	529,864.20	\$678,706.56	148,842.36	28.09%
Break Down of Impact Fees ***	4,457,863.06	6,139,597.51	1,681,734.45	37.73%

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

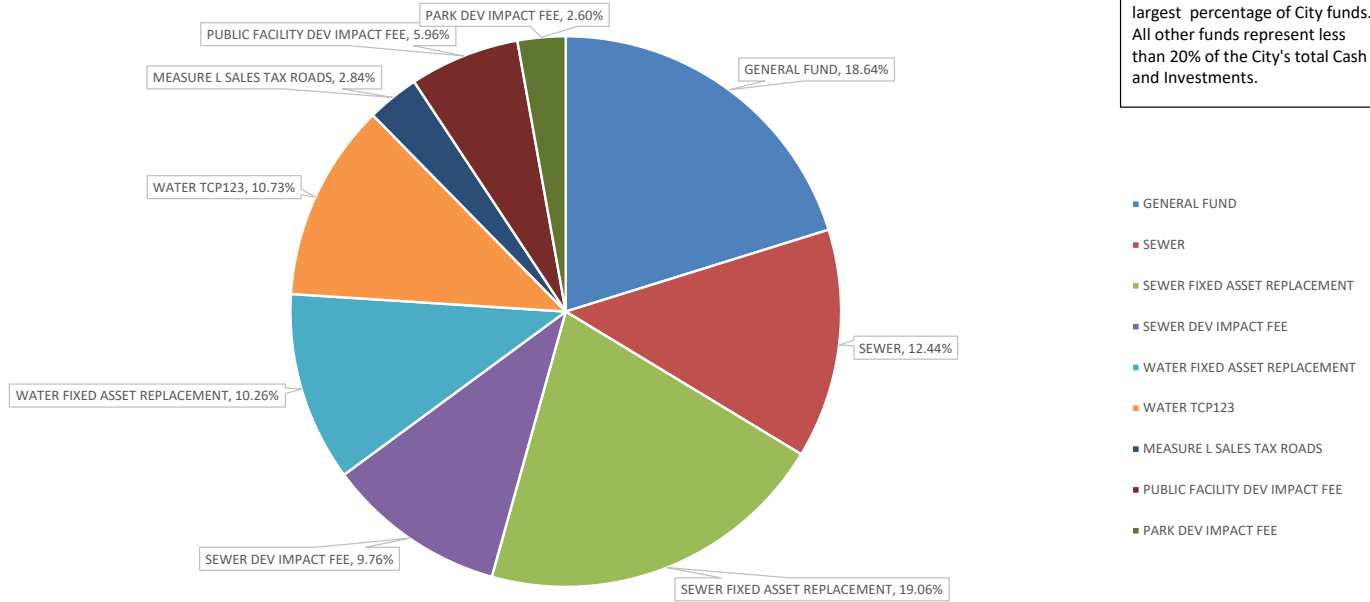
Reviewed By: Anna Nicholas

10/8/2021

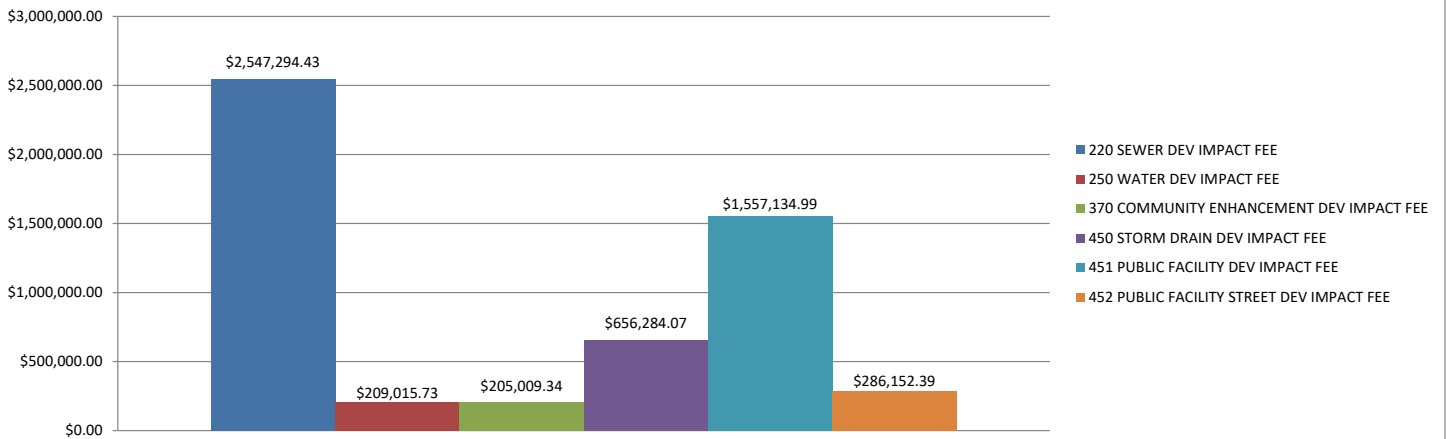
Date

Treasurer's Report - Charts and Graphs June 2021

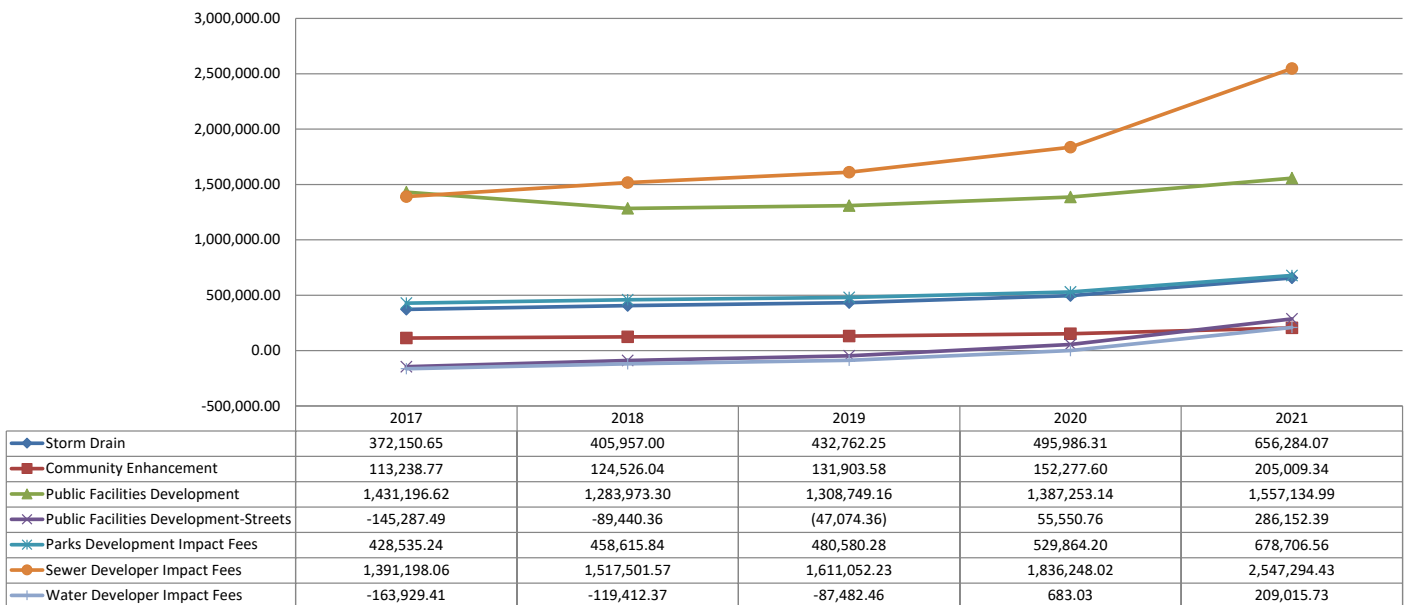
Percentage of Fund - June 2021



June 2021 Breakdown of Developer Impact Fees



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





CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021
Subject: Approval of the Treasurer's Investment Portfolio Report for June 2021
Presented By: Ashton Gose, Management Analyst

Approved By: Merry Mayhew

Staff Recommendation:

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

Summary:

The City Treasurer reviews the City's investment practices and approves the quarterly Portfolio of Investments Report. As of June 2021, the City of Hughson's investment total is \$2,875,524 and has a total cash and investment balance of \$26,109,522. 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 June 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 June 2021. The two accounts share a combined balance of \$2,790,595, comprising 97.05% of the City's total portfolio of investments. This compares with the balance in March 2021, three months prior, of \$2, 748,573.

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 June 2021. The two L.A.I.F. accounts share a combined balance of \$84,929, comprising of 2.95% of the City's total portfolio of investments. This compares with the L.A.I.F. accounts balance in March 2021, three months prior, of \$84,836.

Fiscal Impact:

As of June 2021, the total investments balance for the City of Hughson is \$2,875,524 accounting for 11.01% of the City's total cash and investments. The total cash and investment amount is \$26,109,522. Of the amounts invested, 2.95% is invested in L.A.I.F. investments, and 97.05% 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
June 2021**

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 22,496,380.73	\$ 664,764.03	\$ -	\$ 23,161,144.76
Adjustment-Direct Deposit Payroll	\$ 425.72	\$ 269.88	\$ -	\$ -
Outstanding Deposits +	\$ 113,105.22	\$ 655.00	\$ -	\$ 113,760.22
Outstanding Checks/transfers -	\$ (4,900.93)	\$ (36,005.55)	\$ -	\$ (40,906.48)
ADJUSTED TOTAL	\$ 22,605,010.74	\$ 629,683.36	\$ -	\$ 23,233,998.50
Investments: Various				\$ 1,156,208.73
Multi-Bank WWTP				\$ 1,634,386.21
Investments: L.A.I.F.		\$ 42,532.16	\$ 42,396.88	\$ 84,929.04
General Ledger Adjustments				
Wages Payable				0.00
Total Investments				\$ 2,875,523.98
Total Cash & Investments				\$ 26,109,522.48

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

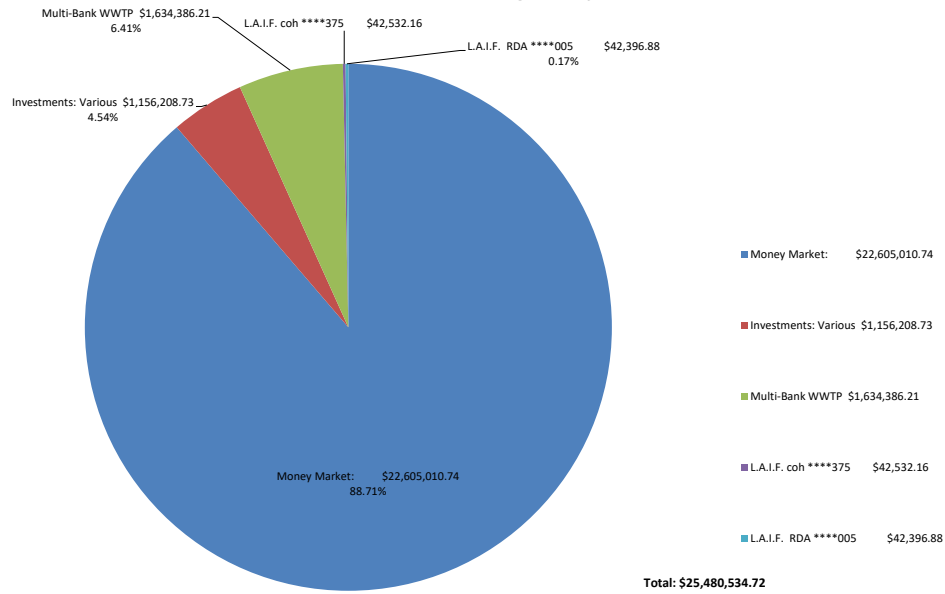
Investments: Various - ***850							
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	% of Portfolio	
Cash, Money Funds And Bank Deposits:			\$ 7,434.51	\$ 35,355.11	\$ -	3.06%	
Total:			\$ 1,156,616.17	\$ 1,156,208.73	\$ -		
Fixed Income (Certificate of Deposits)	Maturity Dates	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	Portfolio
SALLIE MAE BK SALT LAKE CITY UT	04/15/20-04/17/23	120,000.00	\$102.1610	\$ 122,593.20	\$ 349.81	1.370%	10.60%
American Express Centurion	04/26/17-04/26/2022	100,000.00	\$101.9300	\$ 101,930.00	\$ 427.40	2.350%	8.82%
BMO HARRIS Chicago	9/28/20-3/28/25	175,000.00	\$100.1110	\$ 175,194.25	\$ 4.79	0.490%	15.15%
Discover BK Greenwood Del CTF	11/21/18-11/22/21	37,000.00	\$101.2890	\$ 37,476.93	\$ 131.78	3.200%	3.24%
MEDALLION BK SAL LAKE	11/18/20-11/18/25	70,000.00	\$99.6910	\$ 69,783.70	\$ 12.66	0.550%	6.04%
TEXAS EXCHANGE BK CROWLEY	11/25/20-11/25/25	55,000.00	\$99.1800	\$ 54,549.00	\$ 4.52	0.600%	4.72%
Corporate Bond	10/30/20-10/30/25	130,000.00	\$98.3220	\$ 127,818.60	\$ 216.67	1.010%	11.05%
Capital One NATL ASSN MCLEAN VA CTF	09/28/16 - 09/28/21	126,000.00	\$100.3490	\$ 126,439.74	\$ 551.64	1.690%	10.94%
JP Morgan Chase BK NA Columbus Ohio	11/10/20-11/10/25	250,000.00	\$99.5160	\$ 248,790.00	\$ 174.66	0.500%	21.52%
SALLIE MAE BK SALT LAKE CITY	6/3/2020-6/3/2025	55,000.00	\$102.3240	\$ 56,278.20	\$ 34.58	0.830%	4.87%
Total CDs				\$ 1,120,853.62	\$ 1,908.51		96.94%
Total Investments: Various Holdings				\$ 1,156,208.73	\$ 1,908.51		100.00%
Total Portfolio Investment							40.21%

Multi-Bank WWTP - ***934							
Description	Maturity Dates	Quantity	Opening Balance	Closing Balance	Interest Accrued	% of Portfolio	
Cash, Money Funds, and Bank Deposits:			\$1,311.21	\$ 3,115.08	\$ -	0.19%	
Total:			\$1,635,126.85	\$ 1,634,386.21	\$ -		
Fixed Income (Certificate of Deposits)	Maturity Dates	Quantity	Market Price	Market Value	Interest Accrued	Rate of Return	Portfolio
MORGAN STANLEY PRIVATE BK	04/25/19-04/25/24	100,000.00	\$106.9000	\$ 106,900.00	\$ 497.26	2.570%	6.54%
STATE BK INDIA Chicago	7/10/20-7/10/25	98,000.00	\$102.0990	\$ 100,057.02	\$ 459.12	0.970%	6.12%
STATE BK INDIA New York	06/10/20-06/10/2025	125,000.00	\$102.3330	\$ 127,916.25	\$ 71.92	1.020%	7.83%
USALLIANCE NEW YORK	09/27/18-09/27/21	106,000.00	\$100.7370	\$ 106,781.22	\$ 27.01	3.070%	6.53%
BMW BK NORTH AMER	8/14/20-08/14/23	55,000.00	\$100.1360	\$ 55,074.80	\$ 61.48	0.290%	3.37%
MEDALLION BK SALT LAKE	11/18/20-11/18/25	125,000.00	\$99.6910	\$ 124,613.75	\$ 22.60	0.550%	7.62%
GOLDMAN SACHS	05/19/21-05/19/26	90,000.00	\$100.3430	\$ 90,308.70	\$ 24.41	0.890%	5.53%
Capital One NATL ASSN MCLEAN VA CTF	09/28/16 - 09/28/21	51,000.00	\$100.3490	\$ 51,177.99	\$ 223.28	1.690%	3.13%
FIRST TECHNOLOGY FED MTN VIEW	05/10/18-02/10/22	250,000.00	\$101.8010	\$ 254,502.50	\$ 410.96	2.940%	15.57%
American Express Centurion Bk CTF DEP	04/26/17 - 04/26/22	67,000.00	\$101.9300	\$ 68,293.10	\$ 286.36	2.350%	4.18%
TEXAS EXCHANGE	9/11/20-12/11/24	250,000.00	\$100.0510	\$ 250,127.50	\$ 65.07	0.490%	15.30%
SALLIE MAE	7/1/20-7/1/25	98,000.00	\$101.3350	\$ 99,308.30	\$ 386.63	0.780%	6.08%
Corporate Bond	11/18/20-11/18/25	200,000.00	\$98.1050	\$ 196,210.00	\$ 233.33	1.010%	12.01%
Total CDs				\$ 1,631,271.13	\$ 2,769.43		99.81%
Total Multi-Bank WWTP Holdings				\$ 1,634,386.21	\$ 2,769.43		100.00%
Total Portfolio Investment							56.84%

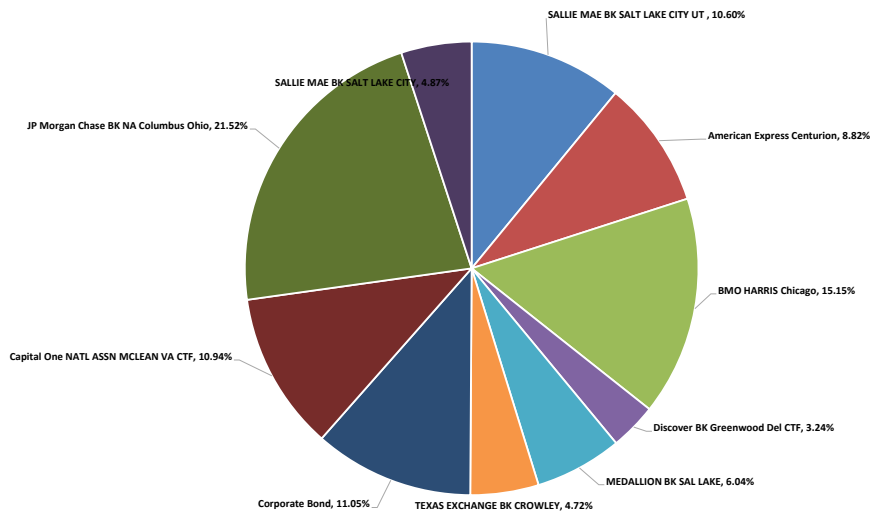
L.A.I.F. Investments						
Account #	Quarterly Interest		Interest Rate	Total		% of Investment
	Quarter Begin	Principal as of March 2021				
****375 COH	\$	42,485.74	\$ 46.42	0.036%	\$ 42,532.16	50.08%
****005 RDA	\$	42,350.61	\$ 46.27	0.036%	\$ 42,396.88	49.92%
Total L.A.I.F. Investments Holdings				\$	84,929.04	100.00%
Total Portfolio Investment						2.95%

Charts and Graphs

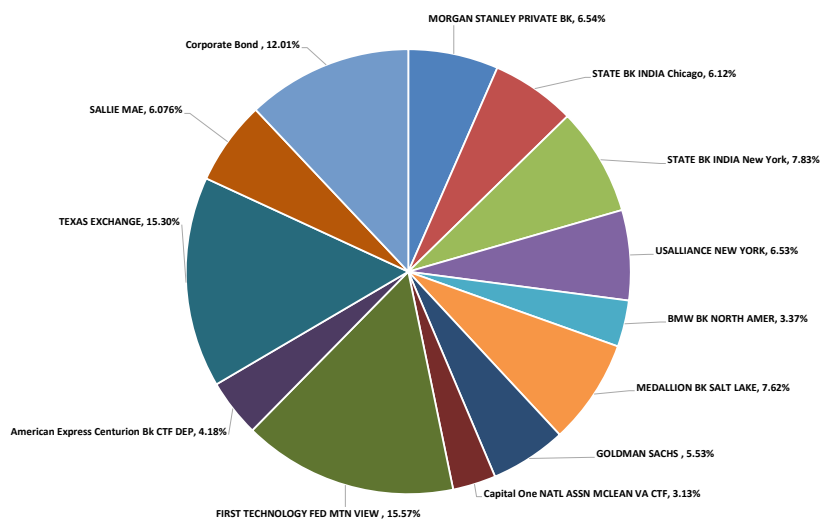
Total Portfolio of Investment (Including Money Market Cash) June 2021



Breakdown of Investments: Various - * 850 June 2021**



Breakdown of Multi-Bank WWTP - * 934 June 2021**





CITY COUNCIL AGENDA ITEM NO. 3.5

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021

Subject: Adopt Resolution No. 2021-37, Approving Side Letter Agreement No. 1 (Re: Premium Pay for Essential Workers) to Memorandum of Understanding Between the City of Hughson and Operating Engineers Local Union No. 3 on Behalf of the City of Hughson Employees Association July 1, 2021 to June 30, 2024, and Approval to Extend the Premium Pay to Unrepresented Employees and Mid-Management Staff

Enclosure: Draft Side Letter dated October 11, 2021

Presented By: Merry Mayhew, City Manager
Daniel J. Schroeder, City Attorney

Approved By:

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

Staff Recommendations:

1. Adopt Resolution No. 2021-37, Approving Side Letter Agreement No. 1 (Re: Premium Pay for Essential Workers) to Memorandum of Understanding Between the City of Hughson and Operating Engineers Local Union No. 3 on Behalf of the City of Hughson Employees Association July 1, 2021 to June 30, 2024, and Approval to Extend the Premium Pay to Unrepresented Employees and Mid-Management Staff
2. Authorize the City Manager to execute the Letter of Understanding with Operating Engineers Local Union No. 3 on behalf of the City of Hughson Employees Association, inclusive of any final edits by the City Attorney.

Background and Overview:

The current Memorandum of Understanding (MOU) between the City of Hughson and Operating Engineers Local Union No. 3 on behalf of the City of Hughson Employees Association for the term of July 1, 2021-June 30, 2024, was approved by the City Council on May 24, 2021.

In August 2021, the Union requested a meeting with the City Manager to discuss premium pay for essential workers as allowed under the Interim Final Rule established for implementing the American Rescue Plan Act.

The America Rescue Plan Act of 2021 is a federal law providing for federal funds to be used to assist in Coronavirus recovery efforts. Sections 602 through 605 of Subtitle M—Coronavirus State and Local Fiscal Recovery Funds deal with payments to state and local governments.

The U.S. Treasury's Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions provide additional guidance from U.S. Treasury on the uses of ARPA funds: Question 4.7 states, "Premium Pay – Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be "in addition to" wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021." Essential workers are defined in the regulations as follows, "Essential workers are those in critical infrastructure sectors who regularly perform in person work, interact with others at work, or physically handle items handled by others. Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule."

Based on these guidelines, it was determined that all City employees meet the definition of essential workers, as City employees provide all city services including public health and safety, in-person work, interact with others at work, and/or physically handle items regularly handled by others. For these reasons it has been determined that City staff meet the guidelines for premium pay.

In September 2021, a tentative agreement was reached by the City Council on the specifics of premium pay. With City Council approval, the first payment of up to \$5,000 would be made in October 2021 and the second payment of up to \$5,000 would be made in July 2022. The amount of the two payments is based on the number of months or partial months that an employee worked during the pandemic. The following terms are applicable to the premium pay payments:

- 1st payment (Oct 2021) is prorated depending on the number of months or partial months the employee worked between March 2020-June 2021. For example, if an employee started with the City in May 2021, the employee would receive: \$5,000 divided by 16 months x 2 months (May and June) = \$625.00
- Employees who have a start date after June 30, 2021 do not receive a 1st payment in October 2021.
- 2nd payment (July 2022) is prorated depending on the number of months or partial months the employee works between July 2021-June 2022.
- Employees who have left or leave City service prior to the issuance of the payment shall not be eligible to receive the payment.
- Employees' payment shall be calculated by City payroll staff based on information contained in personnel records. Payment calculation will not be

subject to the MOU grievance process. However, if an employee believes the payment they received to be incorrectly calculated, the City will review the matter with the employee and labor organization.

- One-time payment is subject to applicable State and Federal tax or other required deductions.
- One-time payment shall not be included as pensionable wages for the purposes of retirement.
- Premium Pay is not subject, nor to be used as a calculation base for any “special pays” (such as bilingual pay, longevity pay), or overtime pay.

As in previous years, agreed upon pay approved for represented staff are extended to mid-management employees and part-time employees. Part-time employees will be pro-rated based on % of time scheduled to work and the number of months worked during the applicable timeframe.

Fiscal Impact:

The fiscal impact is estimated at \$50,625 for Fiscal Year 2021-2022 and \$68,333 for Fiscal year 2022-2023. Any needed adjustments will be made to the City’s Final Budget at Mid-Year.

**CITY OF HUGHSON
CITY COUNCIL
RESOLUTION 2021-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON APPROVING
SIDE LETTER AGREEMENT NO. 1 (RE: PREMIUM PAY FOR ESSENTIAL WORKERS)
TO MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HUGHSON AND
OPERATING ENGINEERS LOCAL UNION NO. 3 ON BEHALF OF THE CITY OF
HUGHSON EMPLOYEES ASSOCIATION JULY 1, 2021 TO JUNE 30, 2024,
AND APPROVAL TO EXTEND THE PREMIUM PAY TO UNREPRESENTED
EMPLOYEES AND MID-MANAGEMENT STAFF**

WHEREAS, the current Memorandum of Understanding (MOU) between the City of Hughson and Operating Engineers Local Union No. 3 on behalf of the City of Hughson Employees Association was approved on May 24, 2021, for the term of July 1, 2021 through June 30, 2024; and

WHEREAS, the City of Hughson (the “City”) is the recipient of grant funds from the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act; and

WHEREAS, the City’s negotiating team met in August 2021 to discuss premium pay for essential workers as allowed under the Interim Final Rule established for implementing the American Rescue Plan Act; and

WHEREAS,; it was determined that all City employees meet the definition of essential workers, and meet the guidelines for premium pay; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hughson does hereby approve Side Letter Agreement No. 1 (re: premium pay for essential workers) to Memorandum of Understanding between City of Hughson and Operating Engineers Local Union No. 3 on behalf of the City of Hughson Employees Association July 1, 2021 to June 30, 2024, attached hereto as “Exhibit A”, authorizes the City Manager to sign the agreement, inclusive of any final edits by the City Attorney, and approves to extend the premium pay to unrepresented employees and mid-management staff.

PASSED AND ADOPTED by the City Council of the City of Hughson at its regularly scheduled meeting on this 11th day of October, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

»

»

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

**SIDE LETTER AGREEMENT NO. 1
(RE: PREMIUM PAY FOR ESSENTIAL WORKERS)
TO MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF HUGHSON AND OPERATING ENGINEERS LOCAL UNION NO. 3
ON BEHALF OF THE CITY OF HUGHSON EMPLOYEES ASSOCIATION
JULY 1, 2021 TO JUNE 30, 2024**

WHEREAS, the City of Hughson (the “City”) is the recipient of grant funds from the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act; the City has elected to use grant funds for the purpose of providing premium pay to employees who have performed and are performing essential work during the COVID-19 public health emergency pursuant to Section 603(c)(1)(B) of Title VI of the Social Security Act and the Department of the Treasury’s Interim Final Rule thereon; and the members of the Operating Engineers Local Union No. 3 on behalf of the City of Hughson Employees Association (the “Union”) are all essential workers as defined by Section 603(g)(2) of Title VI of the Social Security Act and the Department of the Treasury’s Interim Final Rule thereon;

NOW THEREFORE, following sufficient consultation and meet-and-confer, the City and the Union hereby enter into this Side Letter Agreement No. 1 (this “Side Letter”) to the Memorandum of Understanding entered into between the City and the Union for the period commencing on July 1, 2021 and through June 30, 2024 (the “MOU”) in order to memorialize the terms and conditions of payment by the City of premium pay to essential workers in the Union as follows:

1. All Union members are eligible to receive up to \$10,000 in premium pay, payable in two installments of up to \$5,000 in October, 2021 and up to \$5,000 in July, 2022; except that Union members who are not employed by the City as of the issuance of a payment shall not be eligible to receive that payment.
2. The first installment of premium pay is for the 16-month period from March, 2020 to June, 2021 and shall be paid at the rate of \$312.50 per month (i.e. \$5,000 ÷ 16 months) for each full or partial month that the member employee worked in the period. Consequently, any member employee who began working for the City after June 30, 2021 shall not receive a first installment of premium pay.
3. The second installment of premium pay is for the 12-month period from July, 2021 to June, 2022 and shall be paid at the rate of \$416.66 per month (i.e. \$5,000 ÷ 12 months) for each full or partial month that the member employee worked in the period.
4. Payment amounts shall be calculated by the City based on the information contained in the City’s personnel records. The calculations shall not be subject to the MOU’s grievance process, but any member employee who believes that a payment has been miscalculated may request a meeting with the City and the Union to review the matter.
5. Premium pay is subject to applicable State and Federal taxes and all other withholdings and deductions for wages. Premium pay shall not be reported as

EXHIBIT A

pensionable wages for purposes of retirement, nor used as a basis for calculating any “special pay” (such as bilingual pay or longevity pay) or overtime.

The parties agree that the foregoing is the only issue intended to be addressed in this Side Letter and that this Side Letter does not clarify, modify, change, or otherwise alter any other term or condition of the MOU or any other issue pending between them.

For the City of Hughson:

Merry Mayhew, City Manager

Date

For Operating Engineers Local Union No. 3 on behalf of the City of Hughson Employees Association:

Russ Burns, Business Manager

Date

Carl Goff, President

Date

Dan Reding, Vice President

Date

James K. Sullivan,
Recording-Corresponding Secretary

Date

Jim Neep,
Director, Public Employee Division

Date

Darren Semore, Business Representative

Date



CITY COUNCIL AGENDA ITEM NO. 3.6

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021
Subject: Consideration to Approve the Amended Employment Contract with Merry Mayhew for the Position of City Manager, Effective June 1, 2021
Presented By: Daniel J. Schroeder, City Attorney

Staff Recommendation:

Approve the amended employment contract with Merry Mayhew, City Manager, effective June 1, 2021.

Background and Discussion:

On June 1, 2020, Ms. Mayhew was employed as the City Manager for the City of Hughson. An annual review was performed by the City Council and as part of the process, the City Council tentatively approved an amendment to Ms. Mayhew's employment contract.

Attached to this staff report is the amended employment contract. The terms of the contract remain the same with the exception of salary. The revised salary is at Range 201, Step B of the City's Salary Schedule, a base monthly salary of eleven thousand five hundred twenty-two dollars and seventy-two cents (\$11,522.72).

Fiscal Impact:

There are adequate appropriations in the City's Final Adopted Budget for Fiscal Year 2021-2022 to cover the terms of the employment contract.

FIRST AMENDED EMPLOYMENT CONTRACT

THIS FIRST AMENDED EMPLOYMENT CONTRACT ("Contract") is made and entered into this 11th day of October, 2021, by and between the City of Hughson, California, a general law city organized under the laws of the State of California, hereinafter called "Employer," and Merry Mayhew, hereinafter called "Employee", and is effective as of June 1, 2021 ("Effective Date").

The parties agree as follows:

SECTION 1. DUTIES.

A. General.

Employer hereby employs Employee as City Manager to perform the functions and duties specified in the laws of the State of California, the Municipal Code of the City of Hughson, and the Ordinances and Resolutions of the City of Hughson, and to perform such other duties and functions as the Council shall from time to time assign.

SECTION 2. TERM.

A. The term of this Contract shall be for two (2) years, commencing the Effective Date and terminating at 11:59 P.M. on May 31, 2023.

B. Nothing in this Contract shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time.

C. Notwithstanding any other provision in this Section 2, this contract may be earlier terminated in accordance with Section 7 of this contract

D. Employee shall remain in the exclusive employment of Employer, and shall neither accept other employment nor become employed by any other employer except upon written approval of Employer.

E. The term "employed" shall not be construed to include occasional teaching, writing, or consulting performed on Employee's time off.

SECTION 3. DISABILITY.

If Employee shall, for whatever reason, become incapable of performing any of the essential functions of Employee's position, even with reasonable accommodation by Employer, either

1. Permanently, or
2. For a period exceeding the period of leave available to the Employee under the Family Medical Leave Act or the California Family Rights Act, or accrued sick leave, whichever is longer,

then Employee shall be deemed to have suffered a disability. Employer and Employee agree that the time period specified in 2. above is a reasonable accommodation by Employer, and that granting longer time would be an undue hardship on Employer due to the importance of the City having a permanent city manager.

SECTION 4. SALARY.

Employer agrees to pay Employee, effective June 1, 2021, for her duties, at Range 196, Step B of the City's Salary Schedule which as of the Effective Date of this Contract through June 30, 2021, is a base monthly salary of ten thousand nine hundred sixty three dollars and forty-eight cents (\$10,963.48), and effective July 1, 2021 at Range 201, Step B, a base monthly salary of eleven thousand five hundred twenty two dollars and twenty two cents, payable in installments at the same time as other Employees of the Employer are paid. After the execution of this Contract, if the Employer provides a cost of living adjustment ("COLA") to all employees of the City, Employee shall be entitled to the same COLA. For purposes of calculating future base monthly salary increases as a result of a COLA, the amount of the COLA shall be applied only to the base month salary set forth in the City Salary Schedule. The City Council shall have the discretion to increase Employee's base monthly salary at any time.

SECTION 5. HOURS OF WORK.

Employee is expected to devote a great deal of time outside normal office hours to business of Employer. To that end Employee will be allowed to take compensatory time off as she shall deem appropriate, during said office hours.

SECTION 6. AUTOMOBILE ALLOWANCE.

Employee shall receive an automobile allowance of \$460.00 per month for the general business use of her personal vehicle, however, Employer shall also reimburse Employee at the IRS standard mileage rate for any business use of her personal vehicle for any single business trip totaling more than 100 miles. Employee may, at her discretion, use a City vehicle for business purposes.

Employee shall receive a technology allowance of \$100.00 per month for the business use of Employee's cell phone.

SECTION 7. TERMINATION

This contract shall terminate upon the occurrence of any of the following events:

- A. The death of Employee.
- B. The dissolution or bankruptcy of Employer.
- C. The disability of Employee, as defined in Section 3 of this contract.
- D. The majority of the City Council of Employer votes to terminate the Employee at a duly authorized meeting without cause.
- E. If the Employer, citizens or legislature act or acts to amend any provision of applicable law which substantially changes the role, powers, duties, authority, or responsibilities of the Employee, the Employee shall have the right to declare that such amendments constitute termination.
- F. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement and will be regarded as termination.
- G. If the Employee resigns following an offer to accept resignation, or a suggestion that Employee resign, whether formal or informal, by any member of the City Council of Employer acting as representative of the majority of the City Council, then the Employee may declare a termination as of the date of the suggestion.
- H. Breach of contract declared by either party with a thirty (30) day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided.
- I. Conviction of Employee of any public offense which is a felony, and/or involves moral turpitude, and/or the punishment for which includes a prohibition of holding public employment.

SECTION 8. SEVERANCE PAY

If this Contract is terminated because of the reasons specified in Section 7.D., 7.E., 7.F., 7.G., or an uncured breach by Employer pursuant to 7.H., Employer shall pay severance pay to Employee in an amount equal to Six (6) months' salary if termination occurs prior to the last Six (6) months of the term of this Contract. If the Contract is terminated as set forth in this section during the last Six months of the term of this Contract, Employer shall pay severance pay to Employee in an amount equal to the number of months remaining of the term of this Contract.

If this contract is terminated for any reason specified in Section 7, Employee shall be paid for all accrued vacation time and accrued paid holidays.

SECTION 9. VACATION AND SICK LEAVE.

Employee shall accrue vacation, sick, or other Employer-authorized, leave, in the same manner as other Employees of City.

SECTION 10. DISABILITY, HEALTH AND LIFE INSURANCE.

Employee shall be provided the same disability, health, dental, vision and life insurance that is presently provided other management employees.

SECTION 11. RETIREMENT.

The Employer shall provide a qualified 457 deferred compensation plan for Employee's continued participation, and in addition to the base salary paid by the Employer to Employee, Employer agrees to pay an amount equal to two per-cent (2%) of Employee's base salary into the designated plan on Employee's behalf, in equal proportionate amounts each pay period.

SECTION 12. DUES AND SUBSCRIPTIONS.

Employer shall budget and pay for the professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional participation, growth and advancement and for the good of Employer. The limit of such expenses shall be \$200.00 monthly.

SECTION 13. PROFESSIONAL DEVELOPMENT.

A. Employer shall budget for and pay the travel and subsistence expenses of Employee for professional official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for Employer, including but not limited to the State League of California Cities, International City/County Management Association, and such other national, regional, state and local governmental groups and committees thereof of which Employee may serve as a member.

B. Employer shall budget and pay for the travel and subsistence expense of Employee for short courses, institutes and seminars necessary for her professional development and for the good of the Employer.

C. The expenses specified in Section 13.A. and Section 13.B. shall be preapproved by the City Council.

D. Employer will perform a written annual performance evaluation within 30 days of June 1, in 2022, and 2023. In the event that Employer fails to timely perform the evaluation, Employee may issue a written notice under Section 7.H demanding that the Employer perform the evaluation within 30 days of the date of the written notice. In the event the

Employer fails to perform the evaluation within 30 days of Employee's written notice, Employee may declare a termination of the Contract under Section 7.H .

SECTION 14. REIMBURSEMENT OF EXPENSES.

To the extent Employee necessarily issues expenses in the performance of her duties, Employee will receive reimbursement therefore. Employee shall submit a claim form to employer in the form and manner required of any employee. The requirement for a claim form shall apply to mileage reimbursement under Section 6 of this contract.

SECTION 15. INDEMNIFICATION.

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager, or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys' fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of her duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise or settle a claim or suit and agrees that she will sign any settlement agreement involving only the payment of money by the Employer or a third party. However, if the Employee is a named party to the suit and the settlement agreement requires that the Employee perform or refrain from performing any conduct, Employee's written consent must be given for the compromise or settlement, which consent shall not be unreasonably withheld. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation if those services occur after Employee is no longer an Employee of the Employer.

SECTION 16. BONDING.

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION 17. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

A. Employer, in consultation with Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Contract, the Municipal Code, or any other law.

B. Unless otherwise specifically provided herein, all provisions of the Municipal Code and regulations and rules of Employer relating to vacation and sick leave, retirement system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of the Employer.

SECTION 18. NOTICES.

Notices pursuant to this Contract shall be in writing given by deposit in the custody of the United State Postal Service, postage prepaid, addressed as follows:

- (1) Employer: Mayor,
City of Hughson, P.O. Box 9,
Hughson, CA 95326
- (2) Employee: Merry Mayhew
1901 Wallace Avenue
Ceres, CA 95307

Alternatively, notices required pursuant to this Contract may be personally served in the same manner as is applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 19. GENERAL PROVISIONS.

A. The text herein shall constitute the entire Contract between the parties.

B. This Contract shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

C. This Contract shall become effective on the date first written above.

D. If any provision, or any portion thereof, contained in this Contract is held unconstitutional, invalid or unenforceable, the remainder of this Contract, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Hughson has caused this Contract to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Contract, both in duplicate, the day and year first above written.

"EMPLOYER"

CITY OF HUGHSON

By: _____
GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk

APPROVED AS TO FORM:

DANIEL J. SCHROEDER, City Attorney

"EMPLOYEE"

MERRY MAYHEW



CITY COUNCIL AGENDA ITEM NO. 3.7

SECTION 3: CONSENT CALENDAR

Meeting Date: October 11, 2021
Subject: Approval to Appoint Donald Bigelow and Summer Salvemini as Business Representatives on the Hughson Economic Development Committee
Enclosures: Donald Bigelow Application
Summer Salvemini Application
Presented By: Merry Mayhew, City Manager

Approved By: Merry Mayhew

Staff Recommendations:

1. Appoint Donald Bigelow to the Hughson Economic Development Committee as a Business Representative.
2. Appoint Summer Salvemini to the Hughson Economic Development Committee as a Business Representative.

Background and Overview:

On June 27, 2011, the City Council approved the formation of the City of Hughson Economic Development Committee. The original goal was to have a committee with the following make up:

The committee shall be comprised of five (5) members appointed by and serving at the pleasure of the City Council for terms of two (2) years, with preference given to individuals with professional expertise in agribusiness; commercial real estate financing or development; real estate law; utilities or technology; marketing or merchandising; business or non-profit organization development; training and education; business owners; or participation in business associations and organizations.

The City Manager and Community Development Director shall serve without the right to vote and his/her presence shall not be counted in determining a quorum.

Purpose of the Committee:

The purpose of the committee is the following:

1. To develop and advocate for an economic development strategy that maximizes commercial property tax revenues and generates employment opportunities as part of a broader, long-range strategic plan for the community as established by the City Council.
2. To work with staff to assist in the development of a business incubator in Hughson that helps create new businesses that stay in Hughson.

3. To advocate for state and federal legislation and regulations that advance economic development in Hughson.
4. To work with staff to obtain federal and state grant funds to further the economic development strategy; and
5. To support and encourage new businesses seeking to locate in Hughson and existing businesses seeking to remain or expand in Hughson.

Annually, the City Council approves designating two-three members of the Council to the Committee. Currently the councilmembers on the Committee consist of, Pro-tem Harold Hill and Councilmember Buck, with Councilmember Rush as an alternate.

On November 28, 2011, the City Council appointed Marie Assali, California Grown Nut Company, as a Business Representatives on the Committee.

On May 13, 2019, the City Council revisited the structure of the Economic Development Committee and approved increasing the make-up of the Committee to include a total of four business representatives. In addition, at this same time Victor Martino, owner of Bella Vivi Orchards, was appointed to the Committee after discussing the opportunity with Mr. Jim Duarte and expressing his interest.

Discussion:

The Economic Development Committee currently consists of two councilmembers with one alternate councilmember, two business representatives, the City Manager, and the Community Development Director.

During 2020 and most of 2021, the Economic Development Committee did not meet due to the public health restrictions in place. The Committee began meeting again beginning in July 2021 and discussed the need for additional business representatives. Based on the discussion, City staff reached out to Hughson business owners asking if they would be interested in participating. Two local business owners submitted applications and met with the Economic Development Committee on September 27, 2021.

Donald (Don) Bigelow, co-owner of Main Street Deli & Bakery in Hughson has been in business for five years. Donald and his wife Cynthia also live in the City of Hughson. Don expressed that Jim Duarte had spoken with Don regarding the Committee and the opportunity to join; however, at the time, although interested in the opportunity, they were working on growing the business and Don did not feel that the timing was right. At this time, their daughter has become more involved with the business and Don is taking the opportunity and time to pursue other interests.

The second applicant is Summer Salvemini, owner of Hughson Automotive. Since opening Hughson Automotive in 2015, she has come to love and appreciate the people of Hughson as well as other local business owners. Summer is interested in strengthening fellow local business owners by actively showcasing and championing the owners and businesses and is interested in being a member of the Economic Development Committee to help find suitable solutions to issues that small business owners face.

Should the City Council approve the recommendation from the Economic Development Committee to appoint Donald Bigelow and Summer Salvemini as

business representatives to the Committee, the Committee will have four business representatives, and a total of eight (8) members on the Committee.

Fiscal Impact:

There is no significant fiscal impact associated with this item. Expenses associated with the work of the Hughson Economic Development Committee are included in the annual budget process.



August 24, 2021

Hello All,

Those who may know me know that I am a huge supporter of community, logical growth and independent business. Since opening Hughson Automotive in 2015, we fast became a local staple for those in our community. Myself and my team love and appreciate the people and the camaraderie we find in our little city and we consider Hughson home. I personally have been very interested in helping to ensure that our businesses stay strong and that we are harvesting lasting growth regarding the new businesses that we welcome into our town. I do what I can to strengthen my fellow local owners but I want to do more. As of now I help in small ways like actively showcasing and championing the owners and businesses that do open, spreading the word about them, offering a free ad boost on our facebook page and displaying any marketing materials they provide in our lobby. I truly want to see our community grow and thrive in the right ways for the folks who live here and for those we want to attract. I concern myself greatly with the development of the place I intend to make my home as there are few places as wholesome and welcoming as Hughson. I have decades of experience with customer engagement, sales and marketing, spent years in banking, many years as an independent business owner and am an extremely adept communicator. I am never afraid to speak up, pose the important questions or do the work to find the most suitable solutions. I think I would be a great addition to the committee and I hope to hear from you all soon. Regardless of whether I become a voice in assisting in a stronger business model for the city I am grateful and appreciative that we have a community of people aiming to strengthen, grow and improve Hughson. Thank you for being a part of that.

Sincerely,


Summer Salvemini

