



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

AGENDA

MONDAY, OCTOBER 25, 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=md4fc4b3301085a92982809a45b02dcf6>

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 25, 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 Bawan
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 October 11, 2021.

3.2: Approve the Warrants Register.

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

3.4: Approve the City Hall Closure during the Holiday Period of December 27, 2021 through December 31, 2021.

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS:

- 6.1:** Approve to Co-Sponsor and Support Stanislaus 2030 in the Amount of \$5,000.
- 6.2:** Approve the Amended Memorandum of Understanding with Opportunity Stanislaus for Fiscal Years 2021-2022 Through 2025-2026.

7. CORRESPONDENCE: NONE.

8. COMMENTS:

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

City Manager:

Deputy City Clerk:

Community Development Director:

Director of Finance and Administrative Services:

Police Services:

City Attorney:

Student Representative:

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

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

9. CLOSED SESSION TO DISCUSS THE FOLLOWING:

9.1: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: In the Matter of the Appeal of the Membership
Determination of: Linda Abid-Cummings, OAH Case No 2020090772,
Office of Administrative Hearings.

9.2: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: In the Matter of the Appeal of the Membership
 Determination of: Margaret M. Souza, OAH Case No 2020090931, Office
 of Administrative Hearings.

ADJOURNMENT:

Notice Regarding Non-English Speakers:

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

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 29	<ul style="list-style-type: none"> ▪ Hughson Elementary School Halloween Parade, Hughson Avenue, 2:00 PM
October 29	<ul style="list-style-type: none"> ▪ Trunk or Tent and Treat, Hughson Avenue, 5:00 PM
November 6	<ul style="list-style-type: none"> ▪ Community Paper Shredding Event, Hughson City Hall, 8:00 AM
November 8	<ul style="list-style-type: none"> ▪ City Council Meeting, Council Chambers, 6:00 PM
November 9	<ul style="list-style-type: none"> ▪ Parks, Recreation and Entertainment Commission Meeting, Council Chambers, 6:00 PM
November 11	<ul style="list-style-type: none"> ▪ Veteran’s Day – City Hall Closed
November 16	<ul style="list-style-type: none"> ▪ Planning Commission Meeting, Council Chambers, 6:00 PM

November 22	<ul style="list-style-type: none"> ▪ City Council Meeting, Council Chambers, 6:00 PM
November 25	<ul style="list-style-type: none"> ▪ Thanksgiving – City Hall Closed
November 26	<ul style="list-style-type: none"> ▪ Thanksgiving Friday – City Hall Closed

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 22, 2021 **TIME:** 1:00 PM
NAME: Ashton Gose **TITLE:** Deputy City Clerk



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

Meeting Date: October 25, 2021
Subject: Approval of the City Council Minutes
Presented By: Ashton Gose, Deputy City Clerk

Approved By: Merry Mayhew

Staff Recommendation:

Approve the Minutes of the Regular Meeting of October 11, 2021.

Background and Overview:

The draft minutes of the October 11, 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, OCTOBER 11, 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 Bawanon
 Councilmember Michael Buck

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

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

NONE.

2. PRESENTATIONS: NONE.

3. CONSENT CALENDAR:

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

Councilmember Bawan an pulled consent calendar item 3.5 for special consideration.

HILL/RUSH 5-0-0-0 motion passes to approve the consent calendar excluding item 3.5 as presented, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

BAWANAN/CARR 5-0-0-0 motion passes to approve the consent calendar item 3.5 as presented, with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

4. UNFINISHED BUSINESS: NONE.

5. PUBLIC HEARING TO CONSIDER THE FOLLOWING: NONE.

6. NEW BUSINESS: 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 the Proposition 218 Notices for Increased Garbage Rates were mailed out on October 4, 2021. She informed the Council of a paper shredding event scheduled for November 6, 2021. She also informed the Council that the City had received donations for the Trunk, or Tent and Treat event.

Deputy City Clerk:

Deputy City Clerk Gose congratulated Summer Salvemini, and Don Bigelow on their appointment to the Economic Development Committee.

Community Development Director:

Director Wyse congratulated Summer Salvemini, and Don Bigelow on their appointment to the Economic Development Committee.

Police Services:

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

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

Councilmember Bawanan attended a Hughson Chamber of Commerce Board of Directors meeting and announced that Hughson Christmas Parade is scheduled for December 4, 2021.

Councilmember Rush announced that the Hughson Arboretum Fall Festival is scheduled for November 6, 2021.

Councilmember Buck attended a Water Advisory Committee meeting. He congratulated Summer Salvemini, and Don Bigelow on their appointment to the Economic Development Committee.

Mayor Pro Tem Hill attended the Hughson Homecoming Parade on October 8, 2021.

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

Mayor Carr attended a Hughson Family Resource Center meeting.

9. CLOSED SESSION TO DISCUSS THE FOLLOWING: NONE.

ADJOURNMENT:

HILL/BUCK 5-0-0-0 motion passes to adjourn the regular meeting of October 11, 2021, at 7:17 PM with the following roll call vote:

BAWANAN	RUSH	BUCK	HILL	CARR
AYE	AYE	AYE	AYE	AYE

APPROVED:

GEORGE CARR, Mayor

ATTEST:

ASHTON GOSE, Deputy City Clerk



CITY COUNCIL AGENDA ITEM NO. 3.2

SECTION 3: CONSENT CALENDAR

Meeting Date: October 25, 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 October 8, 2021 through October 20, 2021.

Fiscal Impact:

There are reductions in various funds for payment of expenses.



Hughson

Check Report

By Check Number

Date Range: 10/08/2021 - 10/20/2021

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						
00104	AYERA TECHNOLOGIES INC.	10/11/2021	Regular	0.00	84.00	54543
312161	Invoice	10/01/2021	Net Service	0.00	84.00	
00109	BADGER METER, INC	10/11/2021	Regular	0.00	375.84	54544
80066672	Invoice	10/06/2021	meter service	0.00	375.84	
00237	CARR, GEORGE	10/11/2021	Regular	0.00	605.74	54545
INV0005905	Invoice	09/28/2021	LOCC Annual Conference Reimburse	0.00	605.74	
00305	CITY OF HUGHSON	10/11/2021	Regular	0.00	5,081.29	54546
INV0005900	Invoice	09/30/2021	LLDS & STARN PARK	0.00	5,081.29	
01570	CSG Consultants	10/11/2021	Regular	0.00	6,827.97	54547
38920	Invoice	09/10/2021	Contract Services Planning/Building August	0.00	6,705.00	
B211355	Invoice	08/31/2021	Contract Services Minor Modifications	0.00	122.97	
00368	CSU STANISLAUS	10/11/2021	Regular	0.00	164.00	54548
CMP-010236	Invoice	09/16/2021	July/Aug Live Scan	0.00	164.00	
00381	DARKHORSE OUTHOUSE SERVICE	10/11/2021	Regular	0.00	1,188.35	54549
1344	Invoice	10/06/2021	lebright fields toilets	0.00	1,188.35	
00464	EZ NETWORK SOLUTIONS	10/11/2021	Regular	0.00	4,767.89	54550
40461	Invoice	09/30/2021	IT SERVICES FOR AUGUST	0.00	473.89	
TS40434	Invoice	10/01/2021	IT SERVICES FOR OCTOBER	0.00	4,294.00	
00527	GIBBS MAINTENANCE CO	10/11/2021	Regular	0.00	1,275.00	54551
9711	Invoice	09/30/2021	Cleaning Service Service for September	0.00	1,275.00	
00528	GILTON SOLID WASTE MANAGE	10/11/2021	Regular	0.00	90,356.02	54552
HUGHSS-062	Invoice	09/30/2021	STREET SWEEPING for September 2021	0.00	1,895.07	
INV0005901	Invoice	09/30/2021	GARBAGE SERVICE- September	0.00	42,272.50	
INV0005902	Invoice	08/31/2021	GARBAGE SERVICE- August	0.00	46,188.45	
01664	Government Tax Seminars	10/11/2021	Regular	0.00	820.00	54553
0021154	Invoice	09/28/2021	Government Tax Webinar	0.00	410.00	
0021156	Invoice	09/28/2021	Government Tax Seminars	0.00	410.00	
00546	GRANITE TELECOMMUNICATION	10/11/2021	Regular	0.00	1,422.03	54554
535140641	Invoice	10/01/2021	PHONES	0.00	1,422.03	
00614	HUGHSON FARM SUPPLY	10/11/2021	Regular	0.00	941.79	54555
H392662	Invoice	09/08/2021	Blanket PO (hughson farm supply)	0.00	3.65	
H392681	Invoice	09/08/2021	Part and Supply Blanket PO	0.00	21.56	
H392925	Invoice	09/07/2021	Part and Supply Blanket PO	0.00	51.76	
H393053	Invoice	09/08/2021	Blanket PO (hughson farm supply)	0.00	112.10	
H393070	Invoice	09/08/2021	Blanket PO (hughson farm supply)	0.00	15.27	
H393301	Invoice	09/10/2021	Part and Supply Blanket PO	0.00	47.38	
H393481	Invoice	09/13/2021	Part and Supply Blanket PO	0.00	12.91	
H393738	Invoice	09/15/2021	Part and Supply Blanket PO	0.00	132.84	
H394054	Invoice	09/17/2021	Blanket PO (hughson farm supply)	0.00	87.33	
H394279	Invoice	09/20/2021	Part and Supply Blanket PO	0.00	17.23	
H394333	Invoice	09/21/2021	Blanket PO (hughson farm supply)	0.00	241.48	
H394341	Invoice	09/21/2021	Part and Supply Blanket PO	0.00	5.39	
H394344	Credit Memo	09/21/2021	Part and Supply Blanket PO	0.00	-2.57	
H394364	Credit Memo	09/21/2021	Part and Supply Blanket PO	0.00	-4.30	
H394402	Invoice	09/21/2021	Part and Supply Blanket PO	0.00	16.61	

Check Report

Date Range: 10/08/2021 - 10/20/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
H394549	Invoice	09/22/2021	Blanket PO (hughson farm supply)	0.00	20.04	
H394707	Invoice	09/24/2021	Blanket PO (hughson farm supply)	0.00	45.00	
H395077	Invoice	09/28/2021	Blanket PO (hughson farm supply)	0.00	36.65	
H395164	Invoice	09/29/2021	Blanket PO (hughson farm supply)	0.00	32.33	
H395300	Invoice	09/30/2021	Blanket PO (hughson farm supply)	0.00	49.13	
00677	JORGENSEN & CO.		10/11/2021 Regular	0.00	164.52	54556
5964334	Invoice	10/06/2021	senior center semi annual service	0.00	164.52	
01663	Kellie McConnell		10/11/2021 Regular	0.00	100.00	54557
INV0005904	Invoice	09/26/2021	Starn Park Rental Deposit McConnell	0.00	100.00	
00611	Mid Valley Publications		10/11/2021 Regular	0.00	298.75	54558
115738	Invoice	09/27/2021	LEGAL NOTICE	0.00	298.75	
00775	MISSION UNIFORM SERVICE		10/11/2021 Regular	0.00	895.37	54559
515467910	Invoice	09/06/2021	Uniforms (Blanket PO)	0.00	43.80	
515467911	Invoice	09/06/2021	Uniforms (Blanket PO)	0.00	124.62	
515467912	Invoice	09/06/2021	Uniforms (Blanket PO)	0.00	30.00	
515499126	Invoice	09/06/2021	Uniforms (Blanket PO)	0.00	59.00	
515499128	Invoice	09/06/2021	Uniforms (Blanket PO)	0.00	96.29	
515506927	Invoice	09/13/2021	Uniforms (Blanket PO)	0.00	43.80	
515506928	Invoice	09/13/2021	Uniforms (Blanket PO)	0.00	62.92	
515506930	Invoice	09/13/2021	Uniforms (Blanket PO)	0.00	30.00	
515546218	Invoice	09/13/2021	Uniforms (Blanket PO)	0.00	71.00	
515546219	Invoice	09/13/2021	Uniforms (Blanket PO)	0.00	35.50	
515552788	Invoice	09/20/2021	Uniforms (Blanket PO)	0.00	43.80	
515552789	Invoice	09/20/2021	Uniforms (Blanket PO)	0.00	62.92	
515552790	Invoice	09/20/2021	Uniforms (Blanket PO)	0.00	30.00	
515597258	Invoice	09/27/2021	Uniforms (Blanket PO)	0.00	68.80	
515597259	Invoice	09/27/2021	Uniforms (Blanket PO)	0.00	62.92	
515597260	Invoice	09/27/2021	Uniforms (Blanket PO)	0.00	30.00	
00822	NESTLE WATERS		10/11/2021 Regular	0.00	158.70	54560
1110025664277	Invoice	09/21/2021	water service	0.00	158.70	
00879	PG & E		10/11/2021 Regular	0.00	127.06	54561
INV0005903	Invoice	09/26/2021	UTILITIES for September	0.00	127.06	
00906	PROVOST & PRITCHARD CONSU		10/11/2021 Regular	0.00	2,895.50	54562
87439	Invoice	08/31/2021	Professional Services August	0.00	2,895.50	
00914	QUICK N SAVE		10/11/2021 Regular	0.00	183.99	54563
1014612	Invoice	09/30/2021	Fuel	0.00	70.14	
1015112	Invoice	10/01/2021	Fuel	0.00	113.85	
00972	SAFE-T-LITE		10/11/2021 Regular	0.00	546.26	54564
377715	Invoice	10/06/2021	street signs for hatch and 7th	0.00	58.25	
378052	Invoice	10/06/2021	safety jackets	0.00	388.91	
378053	Invoice	10/06/2021	traffic signs	0.00	99.10	
01509	Sanjay Prasad		10/11/2021 Regular	0.00	500.00	54565
INV0005906	Invoice	09/25/2021	Senior Center Rental Deposit Prasad	0.00	500.00	
01599	SMILE BUSINESS PRODUCTS, INC		10/11/2021 Regular	0.00	113.65	54566
982463	Invoice	09/22/2021	COPIES	0.00	113.65	
01069	STEELEY, JARED WATER & WA		10/11/2021 Regular	0.00	2,347.00	54567
9165	Invoice	10/06/2021	Services and Lab Blanket PO	0.00	2,347.00	
01089	SUTTER GOULD MEDICAL FOUN		10/11/2021 Regular	0.00	173.00	54568
989856478-33	Invoice	09/27/2021	Pre-employment	0.00	173.00	
01176	USA BLUE BOOK		10/11/2021 Regular	0.00	249.97	54569

Check Report

Date Range: 10/08/2021 - 10/20/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
729894	Invoice	10/06/2021	fire extinguisher	0.00	249.97	
01206	WARDEN'S OFFICE	10/11/2021	Regular	0.00	-55.24	54570
01206	WARDEN'S OFFICE	10/11/2021	Regular	0.00	55.24	54570
2062469-0	Invoice	09/10/2021	MISC OFFICE SUPPLIES	0.00	64.92	
2062535-0	Invoice	09/14/2021	MISC OFFICE SUPPLIES	0.00	21.56	
2062912-0	Invoice	09/17/2021	MISC OFFICE SUPPLIES	0.00	26.73	
CK054482	Credit Memo	09/24/2021	Overpayment with Check 054482	0.00	-57.97	
01249	WORLD OIL ENVIRONMENTAL SERVICES	10/11/2021	Regular	0.00	95.00	54571
I500-00750083	Invoice	10/06/2021	used oil recycling	0.00	95.00	
01249	WORLD OIL ENVIRONMENTAL SERVICES	10/11/2021	Regular	0.00	160.00	54572
I500-00728043	Invoice	10/06/2021	oil recycling	0.00	160.00	
01420	CALIFORNIA STATE DISBURSEMENT UNIT	10/15/2021	Regular	0.00	40.12	54573
INV0005992	Invoice	10/15/2021	INCOME WITHHOLDING FOR CHILD SUPPORT	0.00	40.12	
01257	1ST SECURITY & SOUND INC	10/15/2021	Regular	0.00	149.85	54574
0189315	Invoice	10/01/2021	MONITORING	0.00	149.85	
00049	ALLIED ADMINISTRATORS	10/15/2021	Regular	0.00	2,291.26	54575
INV0005967	Invoice	10/01/2021	DELTA DENTAL Nov 2021	0.00	2,291.26	
01603	Amazon Capital Services, Inc.	10/15/2021	Regular	0.00	98.62	54576
IJYM-C4JT-7WKJ	Invoice	10/13/2021	coffee	0.00	98.62	
00109	BADGER METER, INC	10/15/2021	Regular	0.00	116.82	54577
80081479	Invoice	10/13/2021	Beacon Hosting	0.00	116.82	
00284	CHARTER COMMUNICATION	10/15/2021	Regular	0.00	234.07	54578
0013555100121	Invoice	10/01/2021	IP ADDRESS- PINE ST	0.00	234.07	
00288	CHOICE LIGHTING SUPPLY	10/15/2021	Regular	0.00	398.71	54579
332291	Invoice	10/13/2021	led lights for city hall	0.00	398.71	
00310	CLARK'S PEST CONTROL	10/15/2021	Regular	0.00	180.00	54580
29230206	Invoice	10/06/2021	PEST CONTROL October	0.00	113.00	
29243660	Invoice	10/06/2021	PEST CONTROL October	0.00	67.00	
01538	Colonial Life	10/15/2021	Regular	0.00	979.64	54581
5405907-0801016	Invoice	08/19/2021	Colonial Life August	0.00	489.82	
5405907-0901041	Invoice	09/19/2021	Colonial Life September	0.00	489.82	
01667	COOPERATIVE PERSONAL SERVICES	10/15/2021	Regular	0.00	334.00	54582
122321	Invoice	09/24/2021	Training Gose	0.00	150.00	
122323	Invoice	09/24/2021	Training Nicholas	0.00	184.00	
01668	Dianna Ramos	10/15/2021	Regular	0.00	500.00	54583
INV0005968	Invoice	10/02/2021	Senior Center Rental Deposit Ramos	0.00	500.00	
00463	EXPRESS PERSONNEL SERVICE	10/15/2021	Regular	0.00	182.40	54584
26105273	Invoice	09/29/2021	Extra Help- PW	0.00	182.40	
01612	GreatAmerica Financial Svcs.	10/15/2021	Regular	0.00	397.63	54585
30190242	Invoice	09/29/2021	LEASE	0.00	397.63	
00627	HUGHSON NAPA AUTO & TRUCK	10/15/2021	Regular	0.00	317.39	54586
INV0005982	Invoice	09/30/2021	Blanket PO (napa)	0.00	317.39	
01583	Hunt & Sons, Inc.	10/15/2021	Regular	0.00	1,952.31	54587
149368	Invoice	10/13/2021	Fuel	0.00	1,952.31	
01596	JHC LLC	10/15/2021	Regular	0.00	960.75	54588
2021-0809	Invoice	10/06/2021	Mandates and Recycling Programs	0.00	960.75	

Check Report

Date Range: 10/08/2021 - 10/20/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00668	JIMENEZ TRUCK AND TIRE RE	10/15/2021	Regular	0.00	2,936.01	54589
092821-4	Invoice	10/13/2021	Tires replaced on vac truck	0.00	2,936.01	
00682	KAISER FOUNDATION HEALTH	10/15/2021	Regular	0.00	4,704.28	54590
691534603669	Invoice	09/25/2021	MEDICAL SERVICES- SEPTEMBER	0.00	4,704.28	
00807	Municipal Maintenance Equipment, Inc	10/15/2021	Regular	0.00	2,587.84	54591
0162182-IN	Invoice	10/13/2021	vactor truck hoses and gauges	0.00	2,587.84	
00855	OPERATING ENGINEERS LOCAL	10/15/2021	Regular	0.00	260.00	54592
INV0005966	Invoice	10/01/2021	LOCAL UNION DUES #3 10/2021 - 1	0.00	260.00	
00884	PITNEY BOWES	10/15/2021	Regular	0.00	385.08	54593
1018153177	Invoice	05/14/2021	POSTAGE	0.00	385.08	
01252	PUBLIC TREASURY INSTITUTE	10/15/2021	Regular	0.00	120.00	54594
4661	Invoice	10/08/2021	Cashier and Supervisor Training	0.00	120.00	
00914	QUICK N SAVE	10/15/2021	Regular	0.00	42.09	54595
1010713	Invoice	09/21/2021	Fuel	0.00	21.61	
1018859	Invoice	09/17/2021	Fuel	0.00	20.48	
01455	State Controller Departmental Accounting Office	10/15/2021	Regular	0.00	44.98	54596
FTB-00003932	Invoice	08/23/2021	State Controller's 2020 Offsets Programs	0.00	26.99	
FTB00003943	Invoice	08/23/2021	State Controller 2020 Offsets Program	0.00	17.99	
01520	SWRCB-DWOC	10/15/2021	Regular	0.00	925.00	54597
EW-1031666	Invoice	10/13/2021	water boards	0.00	925.00	
01093	SYNAGRO WEST, LLC	10/15/2021	Regular	0.00	2,884.16	54598
24979	Invoice	10/01/2021	Sludge Disposal Blanket PO	0.00	2,884.16	
01669	Tiffany Fisher	10/15/2021	Regular	0.00	200.00	54599
INV0005969	Invoice	10/02/2021	Starn Park Deposit Refund Fisher	0.00	200.00	
01169	UNUM LIFE INSURANCE CO.	10/15/2021	Regular	0.00	1,098.78	54600
0535705-0010	Invoice	10/11/2021	LIFE INSURANCE WITHHOLDING	0.00	1,098.78	
01176	USA BLUE BOOK	10/15/2021	Regular	0.00	2,089.75	54601
725279	Invoice	10/13/2021	well 6 Pump	0.00	2,089.75	
01206	WARDEN'S OFFICE	10/15/2021	Regular	0.00	55.30	54602
2062469-0	Invoice	09/10/2021	MISC OFFICE SUPPLIES	0.00	64.92	
2062535-0	Invoice	09/14/2021	MISC OFFICE SUPPLIES	0.00	21.56	
2062912-0	Invoice	09/17/2021	MISC OFFICE SUPPLIES	0.00	26.73	
CK054482	Credit Memo	09/24/2021	Overpayment with check 054482	0.00	-57.91	
01220	WESTURF INC.	10/15/2021	Regular	0.00	357.67	54603
RCPT_808059	Invoice	10/13/2021	blades and rollers for mower	0.00	357.67	

Bank Code Payable Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	114	61	0.00	150,798.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-55.24
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	114	62	0.00	150,743.20

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	114	61	0.00	150,798.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-55.24
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	114	62	0.00	150,743.20

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH/CONSOLIDATED CASH	10/2021	150,743.20
			150,743.20



CITY COUNCIL AGENDA ITEM NO. 3.3

SECTION 3: CONSENT CALENDAR

Meeting Date: October 25, 2021
Subject: Approval of the Treasurer's Report for July 2021
Presented By: Ashton Gose, Management Analyst

Approved By: Merry Mayhew

Staff Recommendation:

Review and approve the City of Hughson Treasurer's Report for July 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 July 2021, the City of Hughson has a cash and investment balance total of \$27,060,260 with \$2,868,750 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 July 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 July 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 July 2021:

Transportation Capital and CDBG Street Project Fund:

The Transportation Capital Project Fund currently reflects a negative balance of (\$241,425), which is a negative difference of \$5,820 from the previous year. The

CDBG Street Project Fund currently reflects a negative balance of (\$54,911) reflecting a negative difference of \$37,780 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 July 2021, the City's cash, and investments total \$27,060,260. This compares to a July 2020 balance of \$20,834,816 and represents an increase of \$6,225,443.

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

	MONEY MARKET	GENERAL	REDEVELOPMENT**	TOTAL
Bank Statement Totals	\$ 24,088,290.03	\$ 389,055.30	\$ -	\$ 24,477,345.33
Adjustment	\$ (48.02)	\$ 546.56		
Outstanding Deposits +	\$ 46,997.27	\$ 4,287.55	\$ -	\$ 51,284.82
Outstanding Checks/transfers -	\$ (103,632.67)	\$ (233,487.95)	\$ -	\$ (337,120.62)
ADJUSTED TOTAL	\$ 24,031,606.61	\$ 160,401.46	\$ -	\$ 24,191,509.53
Investments: Various				\$ 1,152,103.57
Multi-Bank WWTP				\$ 1,631,648.35
Investments: L.A.I.F.		\$ 42,566.89	\$ 42,431.50	\$ 84,998.39

General Ledger Adjustments

Wages Payable 0.00

TOTAL CASH & INVESTMENTS

\$ 27,060,259.84

<u>Books - All Funds</u>	<u>July 2020</u>	<u>July 2021</u>	<u>Difference</u>	<u>% of Variance</u>
100 GENERAL FUND	3006711.46	3422344.35	415,632.89	13.82%
105 GENERAL FUND CONTINGENCY RESERVE	976322.44	977548.93	1,226.49	0.13%
110 FIXED ASSESTS	0	0	0.00	n/a
210 SEWER	2799675.43	3261456.44	461,781.01	16.49%
215 SEWER FIXED ASSET REPLACEMENT	4704625.35	4967026.94	262,401.59	5.58%
220 SEWER DEV IMPACT FEE	1836248.02	2684688.05	848,440.03	46.21%
225 WWTP Expansion 2008	189087.67	-3182801.51	-3,371,889.18	-1783.24%
240 WATER	-252944.94	632741.59	885,686.53	350.15%
245 Water TCP123	-5464.47	2792457.6	2,797,922.07	51202.08%
250 WATER DEV IMPACT FEE	683.03	247045.73	246,362.70	36069.09%
255 Water Fixed Asset Replacement	1731824.64	2677482.96	945,658.32	54.60%
270 COMMUNITY/SENIOR CENTER	8655.5	16296.6	7,641.10	88.28%
280 U.S.F. Resource Com. Center	-1774.5	-244.45	1,530.05	86.22%
310 Garbage/Refuse	138919.19	150891.02	11,971.83	8.62%
320 GAS TAX 2103	141206.33	149815.74	8,609.41	6.10%
321 GAS TAX 2105	60036.96	72926.62	12,889.66	21.47%
322 GAS TAX 2106	18138.47	-4519.23	-22,657.70	-124.92%
323 GAS TAX 2107	45555.51	45569.35	13.84	0.03%
324 GAS TAX 2107.5	1672.14	2672.14	1,000.00	59.80%
325 Measure L SALES TAX-ROADS	336329.34	776085.41	439,756.07	130.75%
326 SB-1 ROADS MAINTENANCE REHABILITATION	197652.83	319565.46	121,912.63	61.68%
340 LANDSCAPE LIGHTING DISTRICT	0	-37.55	-37.55	#DIV/0!
350 BENEFIT ASSESMENT DISTRICT	0	-14.25	-14.25	#DIV/0!
360 COMMUNITY FACILITIES DISTRICT	7255.15	7255.15	0.00	0.00%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	152277.6	215076.82	62,799.22	41.24%
371 TRENCH CUT FUND	2976.8	3093.6	116.80	3.92%
372 IT RESERVE	98346.75	106469.13	8,122.38	8.26%
373 SELF-INSURANCE	73303.49	73303.49	0.00	0.00%
374 DIABILITY ACCESS AND EDUCATION	1349.54	2749.66	1,400.12	103.75%
380 CLAIM ON CASH-CLFRF/ARPA	0	904854	904,854.00	#DIV/0!
381 AB109 PUBLIC SAFETY	35722.29	35722.29	0.00	0.00%
382 ASSET FORFEITURE	1660.43	1660.43	0.00	0.00%
383 VEHICLE ABATEMENT	29294.18	41034.36	11,740.18	40.08%
384 SUPPLEMENTAL LAW ENFORCEMENT SERVICE I	282610.14	398319.61	115,709.47	40.94%
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	228385.38	1,348.99	0.59%
393 HOME Program Grant (FTHB)	35043.29	35043.29	0.00	0.00%
394 96-STBG-1013 Grant	211007.86	211272.95	265.09	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	-241425.15	-5,820.01	-2.47%
425 PUBLIC WORKS STREET PROJECTS-CDBG	-17121.76	-54911.39	-37,789.63	-220.71%
450 STORM DRAIN DEV IMPACT FEE	495986.31	684384.2	188,397.89	37.98%

451 PUBLIC FACILITY DEV IMPACT FEE	1387253.14	1587542.52	200,289.38	14.44%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	55550.76	327162.39	271,611.63	488.94%
453 PARK DEV IMPACT FEE	529864.2	705335.47	175,471.27	33.12%
454 PARKLAND IN LIEU	414315.59	547006.27	132,690.68	32.03%
510 WATER/SEWER DEPOSIT	75605.33	95410.14	19,804.81	26.19%
520 RDA SUCCESSOR AGENCY	393139.09	420985.37	27,846.28	7.08%
521 RDA FIXED ASSETS	-	-	0.00	n/a
530 LANDSCAPE LIGHTING DISTRICT	11486.64	8447.32	-3,039.32	n/a
531 LANDSCAPE LIGHTING DISTRICT	50237.95	57145.36	6,907.41	n/a
532 LANDSCAPE LIGHTING DISTRICT	29768.54	31685.42	1,916.88	n/a
533 LANDSCAPE LIGHTING DISTRICT	39784.18	44548.75	4,764.57	n/a
534 LANDSCAPE LIGHTING DISTRICT	-31726.54	-29966.65	1,759.89	n/a
535 LANDSCAPE LIGHTING DISTRICT	11231.43	10736.56	-494.87	n/a
536 LANDSCAPE LIGHTING DISTRICT	20278.27	26582.18	6,303.91	n/a
537 LANDSCAPE LIGHTING DISTRICT	-43493.74	-54476.16	-10,982.42	n/a
538 LANDSCAPE LIGHTING DISTRICT	-22675.98	-30689.49	-8,013.51	n/a
539 LANDSCAPE LIGHTING DISTRICT	28100.31	29085.76	985.45	n/a
540 LANDSCAPE LIGHTING DISTRICT	48064.75	53280.88	5,216.13	n/a
541 LANDSCAPE LIGHTING DISTRICT	32262.02	32013.23	-248.79	n/a
542 LANDSCAPE LIGHTING DISTRICT	6866.16	4534.72	-2,331.44	n/a
543 LANDSCAPE LIGHTING DISTRICT	0	16839.54	16,839.54	n/a
550 BENEFIT ASSESMENT DISTRICT	67420.08	71927.12	4,507.04	n/a
551 BENEFIT ASSESMENT DISTRICT	13811.88	14484.33	672.45	n/a
552 BENEFIT ASSESMENT DISTRICT	116131.72	131759.39	15,627.67	n/a
553 BENEFIT ASSESMENT DISTRICT	5046	1160.59	-3,885.41	n/a
554 BENEFIT ASSESMENT DISTRICT	47615.76	54267.26	6,651.50	n/a
555 BENEFIT ASSESMENT DISTRICT	0	14142.44	14,142.44	n/a
560 BENEFIT ASSESMENT DISTRICT	9065.8	22514	13,448.20	n/a
Developer Impact Fees ***	4,457,863.06	6,451,235.18	1,993,372.12	
TOTAL ALL FUNDS:	20,834,816.43	27,060,259.84	6,225,443.41	

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.

Break Down of Impact Fees ***

220 SEWER DEV IMPACT FEE	1,836,248.02	\$2,684,688.05	848,440.03	46.21%
250 WATER DEV IMPACT FEE	683.03	\$247,045.73	246,362.70	36069.09%
370 COMMUNITY ENHANCEMENT DEV IMPACT FEE	152,277.60	\$215,076.82	62,799.22	41.24%
450 STORM DRAIN DEV IMPACT FEE	495,986.31	\$684,384.20	188,397.89	37.98%
451 PUBLIC FACILITY DEV IMPACT FEE	1,387,253.14	\$1,587,542.52	200,289.38	14.44%
452 PUBLIC FACILITY STREET DEV IMPACT FEE	55,550.76	\$327,162.39	271,611.63	488.94%
453 PARK DEV IMPACT FEE	529,864.20	\$705,335.47	175,471.27	33.12%
Break Down of Impact Fees ***	4,457,863.06	6,451,235.18	1,993,372.12	44.72%

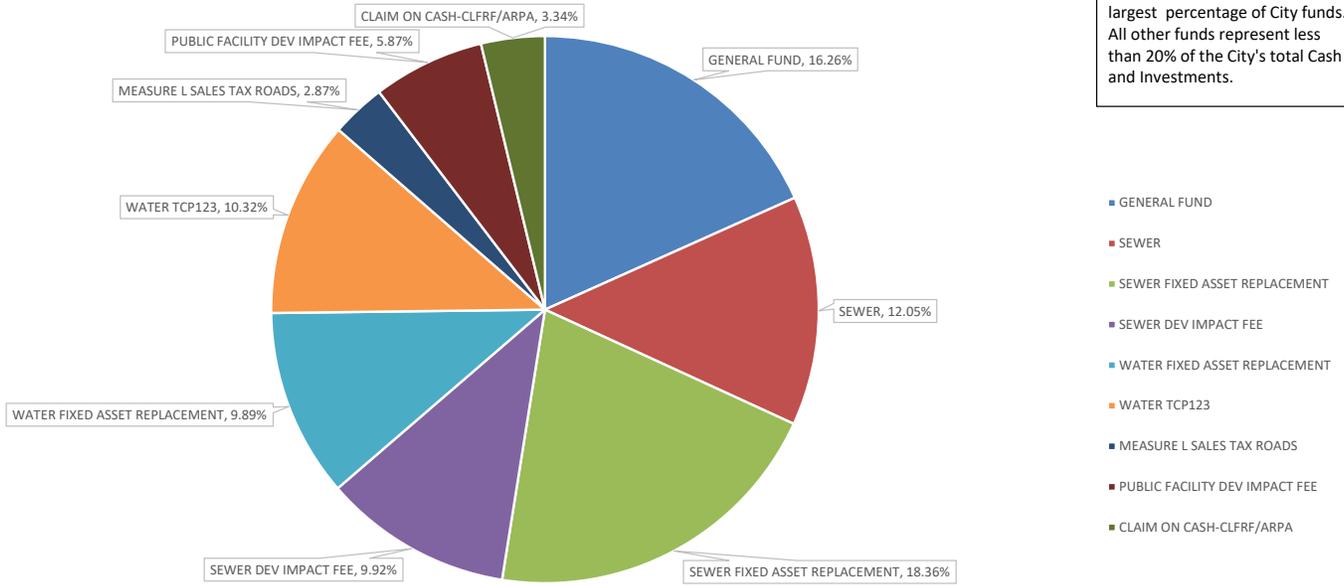
Reviewed By: Anna Nicholas

10/20/2021

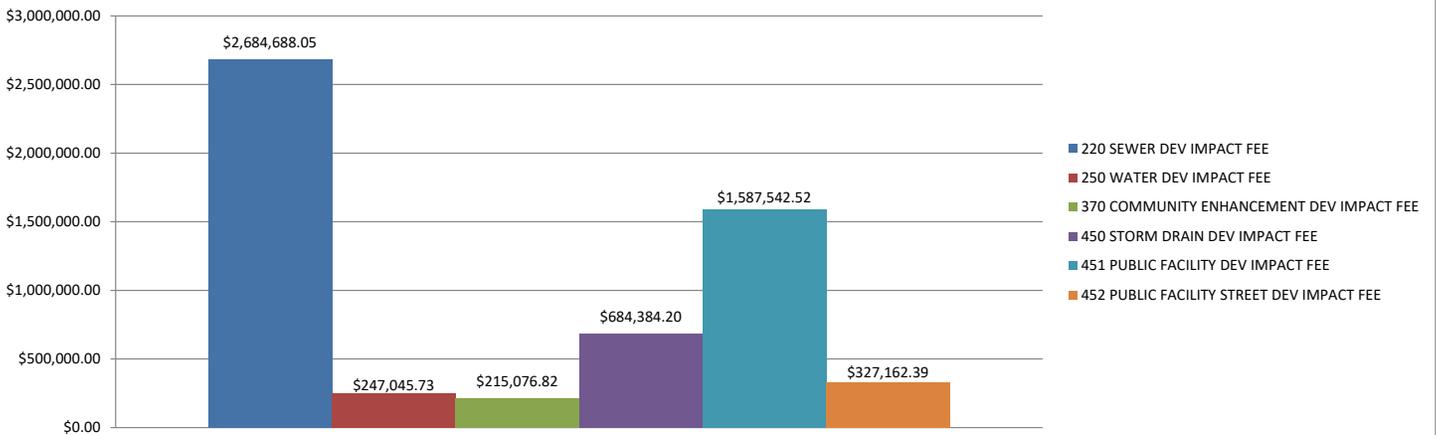
Date

Treasurer's Report - Charts and Graphs
July 2021

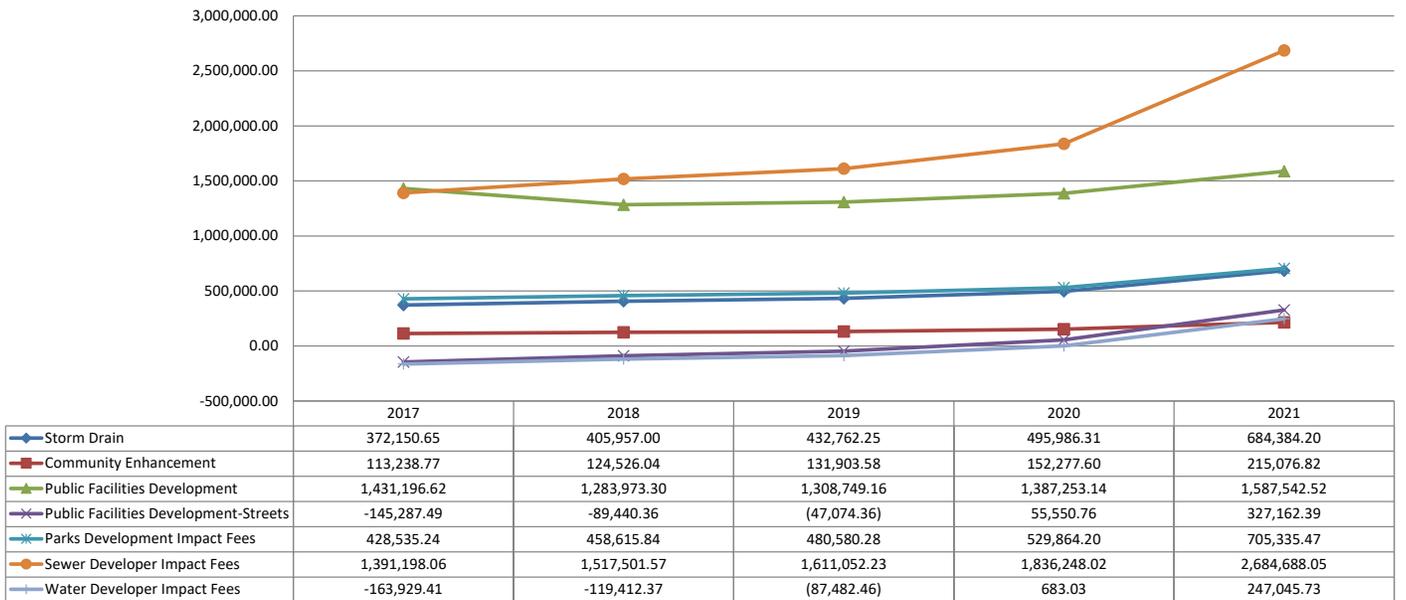
Percentage of Fund - July 2021



July 2021 Breakdown of Developer Impact Fees



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





CITY COUNCIL AGENDA ITEM NO. 3.4

SECTION 3: CONSENT CALENDAR

Meeting Date: October 25, 2021
Subject: Approval of City Hall Closure during the Holiday Period of December 27, 2021 through December 31, 2021
Presented By: Ashton Gose, Management Analyst
Approved By: Merry Mayhew

Staff Recommendation:

Authorize the closure of City Hall from December 27, 2021 through December 31, 2021.

Background:

In the past, the City Council has approved a holiday closure from December 24th through January 1st. The City annually observes December 25 and January 1 as regular holidays. This year, both holidays fall on a Saturday and will be observed each Friday prior to the actual holiday. During the month of December, the City (and local government offices in general) have historically experienced a slow-down in business activity, including office operations and building permit activities. Additionally, the extended holiday closure provides City employees an opportunity to spend time with their families with minimal impact to City-services and operations.

Discussion:

City Hall is scheduled to be closed on Friday December 24th for observance of Christmas Day and on Friday December 31st for observance of New Year's Day. With this proposal, City Hall will be closed four additional days: Monday, December 27, 2021, through Thursday, December 31, 2021. City Hall will reopen for business on Monday, January 3, 2022.

The City of Hughson Personnel Manual, Section 7.11 Probationary Periods states: "The [new] employee will not be eligible to take vacation leave during the first six months of the probationary period". With approval of this extended holiday closure, the City Manager will allow for employees who have worked with the City six-months or less an opportunity to take vacation leave. If these employees have not accrued enough leave time to supplement the closure, they will be granted the opportunity to work or take part in the scheduled closure without pay.

Employees who have worked with the City for more than six months, as practiced with past closures during the holiday season may use their accrued leave time for the additional four days between Christmas and New Year's Day. Vacation time used by employees during this period helps to lower future vacation accrual liability.

Select Public Works, Utilities, and office staff will be working and performing critical tasks. Additionally, normal on call procedures will be followed to handle any emergencies that may occur during this time. The City Manager will also be available during this time by phone or as needed to address any issues that warrant an immediate response.

Following approval of the closure for the upcoming holiday season, the City will have eight weeks to inform the community that City Hall will be closed. City staff will post an announcement of the closure in the December newsletter that is mailed to every utility customer at the beginning of December, as well as post signs at City Hall and provide notifications on the City website and social media. With adequate notice and outreach, community members will be made aware that the City will be closed and can plan to take care of City business either before or after the closure.

City utility bills are due on the last business day of the month. With the office closure, the deadline for utility bills will be extended to Monday, January 3, 2022.

Fiscal Impact:

The recommended holiday closure is expected to result in a decrease in employee accrued vacation balances, which will result in a decrease in the City's overall accrued liability. In addition, there will be nominal savings in fuel costs, utilities, and other supplies used during the normal course of business due to reduced City operations.



CITY COUNCIL AGENDA ITEM NO. 6.1

SECTION 6: NEW BUSINESS

Meeting Date: October 25, 2021
Subject: Approval to Co-Sponsor and Support Stanislaus 2030 in the Amount of \$5,000
Enclosure: Stanislaus 2030: Scope of Work/Project Plan/Budget
Presented By: Merry Mayhew, City Manager
Approved By: *Merry Mayhew*

Staff Recommendation:

Authorize the City Manager to Co-Sponsor and Support Stanislaus 2030 in the Amount of \$5,000.

Background and Discussion:

On September 13, 2021, Jody Hayes, CEO of Stanislaus County and Marion Kaanon, CEO for the Stanislaus Community Foundation, made a presentation to the City Council regarding two regional initiatives: Stanislaus 2030 and Housing Stanislaus.

Stanislaus 2030 is a regional collaboration among business, government and civic stakeholders to create and deliver a joint strategy and investment plan by summer of 2022, for regional economic growth and opportunity in the coming decade. Stanislaus 2030 will deliver a community-wide vision for our future economy, and a corresponding investment agenda to define the path necessary to achieve that vision. With the development of a shared investment agenda there will be opportunities to maximize funding from public and private sources, including Federal/State grants and philanthropic organizations. The investment agenda will provide specific areas of potential investment to fund economic growth and job creation. The overall timeline is estimated to be six to nine months from the initiation of the consulting agreement between Stanislaus County and Stanislaus Community Foundation to delivery of recommendations for potential investment strategies. A draft Scope of Work/Project Plan/Budget with detail is attached.

Stanislaus County Board of Supervisors has approved \$90 million in American Rescue Plan Act (ARPA) funds to support this region's recovery from the economic impacts of the COVID-19 pandemic. \$30 million of that is specific to economic development and job creation. The Stanislaus 2030 investment agenda will

articulate a future vision and a consensus on priority projects to transform the economy in the region.

Stanislaus County has dedicated \$450,000 to fund the regional efforts of Stanislaus 2030 and is requesting that the cities co-sponsor and participate; however, all cities, including City Council and staff, are invited to participate in Stanislaus 2030 regardless of funding. The request for contributions from the cities will assist with overall budget and help close the projected funding gap to ensure the project is completed as envisioned within the next 10 months.

Fiscal Impact:

The City of Hughson's contribution to co-sponsor Stanislaus 2030 is \$5,000 and can be funded through American Rescue Plan Act funds. If necessary, a budget adjustment will be made at the mid-year budget process. There is no general fund impact associated with this cost.

DRAFT

SCOPE OF WORK/PROJECT PLAN/BUDGET

STANISLAUS 2030: A Sprint to Rebuild a Robust Economy

Executive Summary

STANISLAUS 2030 is a multi-sector effort to achieve a more comprehensive definition of economic success in Stanislaus County. We know that both the federal and state government will direct significant stimulus dollars to communities in the coming years. To maximize our receipt of public and private investment dollars, Stanislaus County must work quickly to align our community around a shared understanding and commitment to specific economic development strategies to facilitate short-term and long-term economic health in Stanislaus County.

STANISLAUS 2030 will articulate a vision and develop an investment agenda with supporting business plans across workforce, economic and community development that result in greater public, private, and/or philanthropic support.

To achieve a transformational investment agenda with short- and long-term priorities, STANISLAUS 2030 will bring together a broad consortium of public and private stakeholders. In a sprint process, stakeholders will review existing conditions in Stanislaus County, learn about best practices in high-performing communities, understand global, national and regional industry and market trends, and ultimately develop a comprehensive plan with specific initiatives designed to move our economy forward. The sprint process will be executed along the following three phases:

1. **Preparation and Information Gathering**—Understand, based on quantitative data and economic analysis as well as qualitative research, potential growth industries/sectors for local economy. Develop a broad-based, shared understanding of intended outcomes and approach with community input.
2. **A Coalition of the Willing**— Develop buy-in and support for initiative from public and private partners and engage in shared learning leading to a transformational investment agenda and map existing initiatives and projects.
3. **Execution & Support** – Prioritize key projects and initiatives (both existing and new) within the investment agenda and operationalize among working groups/local partners to develop pro forma business plans. Finalize and promote STANISLAUS 2030 investment agenda and related business plans to support project resourcing in the next 3, 5 and 10 years.

Project Leadership & Support

STANISLAUS 2030 is a locally led and externally advised project. Core leadership will be provided by a Leadership Council of local leaders and resident champions, and a smaller Executive Committee supported by the Backbone Team, comprised of Stanislaus Community Foundation, the County Chief Executive office and a consulting team. While the Executive Committee brings subject matter expertise and political and civic stature to this initiative, the Backbone Team and all local actors are jointly responsible for project execution. An Elected Officials Roundtable will also be convened several times throughout the course of the sprint process, to keep public officials abreast of progress, provide opportunity to give feedback/direction, and to eventually secure endorsement as county-wide priorities.

The Leadership Council will:

- The Leadership Council will be a group of up to 100 leaders representing the community and the areas of expertise and institutional leadership needed to map existing initiatives, understand future potential industries/markets based on current economy and larger market trends and ultimately support larger investment agenda. The Leadership Council will, over time, hold key partners accountable to the business plans that are operationalized at the conclusion of the sprint process. Representatives from the following stakeholder groups will be invited into the process.
 - **Local, State and Federal Government** – All incorporated cities, municipal advisory councils, regional transportation agencies, State and Federal partners
 - **Economic Development Corporation** – Opportunity Stanislaus
 - **Business Stakeholders** – Chambers of Commerce, Manufacturing Council
 - **Employers** – Major employers, small business, various sectors
 - **Cradle to Career Partnership** – Stanislaus County Office of Education, K-12 District Superintendents, CSU Stanislaus, Modesto Junior College
 - **Workforce Development Stakeholders** – including Modesto Junior College, Workforce Development Board; and service providers.
 - **Community and Neighborhood Development Organizations** – Community leaders and non-profits involved with connecting residents to economic opportunity and neighborhood stabilization. Seeking participation from all areas of the community.
 - **Entrepreneurial Ecosystem** – Community and business leaders involved in cultivating the entrepreneurial ecosystem.
 - **Other** – The Leadership Council will determine if there are other stakeholders critical to developing the inclusive economic development plan.

The Executive Committee will:

- The Executive Committee is a group of up to 20 key government, business and civic leaders who will be invited to work with the backbone team to co-design the initiative, execute the planning processes and engage diverse stakeholders.
- Provide structure, guidance, and substantive expertise throughout the strategy creation process, including raising considerations or making recommendations on interventions and serving as a neutral interest to help resolve issues.

- Advise and offer feedback on strategy development deliverables.
- Structure opportunities for local leaders to connect with a peer network of practitioners to share experience and advice.

The Elected Officials Roundtable will:

- Provide opportunity for all local, State and Federal elected officials to volunteer in the oversight and development of STANISLAUS 2030. This includes City Council Members, County Board of Supervisors, Municipal Advisory Councils, State and Federal officials.
- The Roundtable will be convened 3-4 times throughout the course of the sprint, to keep officials updated on progress and to provide elected officials with the opportunity to weigh in and provide feedback on work.
- Ultimately, the investment agenda and related workplans will be presented for endorsement by local elected officials.

The Backbone Team will:

- Lead day-to-day efforts to execute the project workplan, execute on deliverables, and meet deadlines and milestones, with guidance and assistance from the Leadership Council.
- Identify, coordinate, and engage key local stakeholders.
- Conduct supplemental research and analysis in partnership with the Leadership Council, particularly qualitative research through interviews and surveys.
- Oversee completion of a final strategy by managing workgroups.
- Develop an ongoing operational approach to deliver the tactics outlined in workplan.

Consultants will:

- Co-design and facilitate the initiation and execution of organizing and planning processes, as well as educating/informing key stakeholders on the latest in economic development ideas, research and practices.
- Deliver data, tools and analysis for a customized market assessment, both directly and by assisting local teams to undertake business plans that result from creation of the investment agenda. Provide interpretation of findings across all initiatives.
- Provide strategic coaching including assignments that navigate local actors from discovery to decision-making, raising considerations or making recommendations on initiatives and business plans, serving as a neutral interest to resolve emerging issues.
- Advise and provide feedback on strategic deliverables.
- Connect local leaders to a peer network of practitioners across economic and workforce development, business, community, and government to gain experience and feedback.
- Develop and execute all communications deliverables, including key messaging, branding, coaching, preparation of presentations, social media messaging, etc.

Phase I: Preparation and Information Gathering

Timeline: Months 1 and 2

Goal: Secure funding and build infrastructure, including needed consultative support, for initiative. Agree on overall vision, mission and values.

Objectives	Activities	Deliverables
<p>Confirm STANISLAUS 2030 leadership (consultancy, Leadership Council, etc.)</p> <p>Develop project success statement, mission, objectives, and corresponding workplan.</p> <p>Initiate outreach and engagement activities to understand existing initiatives, partners, and current challenges.</p> <p>Gain consensus regarding project communications strategy.</p>	<ul style="list-style-type: none"> • Recruit and retain a consultancy with expertise in large-scale economic initiatives. • Develop/refine vision/mission/success statement and objectives (see attached Appendix A). • Secure funding and develop backbone team (County CEO & Stanislaus Community Foundation) and determine respective roles and meeting schedule. • Develop workplan with key deliverables and timing of each, in partnership with consultants. • Using an intentional stakeholder identification process, define the ideal participants in the sprint effort. • Work with consultants on baseline data, market trends and potential impacts on Stanislaus economy, including identification of industry clusters to build on and definitions of ‘quality jobs.’ • Produce a digital and/or physical report with supporting data. Confirm a single home for sprint work products and/or the various locations where the work products will be publicly available and tracked over time. • Identify/define the precise ways the report findings will be communicated – before, during and after – to local, state, and federal decision-makers, and by whom. 	<p>MOUs with all parties involved.</p> <p>Success statement, mission, objectives.</p> <p>Project workplan, including tasks, assignments, and schedule.</p> <p>Clear job descriptions detailing roles of Backbone Team, Leadership Council, and consultancies.</p> <p>Report detailing current development system landscape and market assessment leading to ‘future’ economy along with clear definitions of ‘quality jobs.’</p> <p>Protocol for communications management and communications plan.</p>

Phase II: A Coalition of the Willing

Timeline: Month 3 and 4

Goal: Develop buy-in and support for initiative from public and private partners and engage in shared learning leading to a workplan and investment agenda.

Objectives	Activities	Deliverables
<p>Build buy-in and support for future action from private and public sector partners by sharing information and creating regular opportunities for participation, include co-chair positions.</p> <p>Ensure alignment from all partners by confirming commitment to a rapid learning process.</p>	<ul style="list-style-type: none"> • Create and begin to convene an Executive Committee of private and public sector partners to legitimize the sprint effort and communicate refined goals and initial report to all partners and community. • Name not less than two co-chairs for this effort, one from the private sector and one from the public sector. <ul style="list-style-type: none"> a. Commit to a rapid learning process (3 to 4 months) that includes: b. Group learning; c. Outreach and engagement of traditional and non-traditional voices; d. Discussion and resolution of top priorities; and e. Build-out of each initiative with key owners that results in a defined workplan and possible initial investment opportunities identified. • Convene co-chairs and Backbone Team to review process to date, confirm the goals, action timetable, first meeting agenda and invite identified stakeholders into the process. • Design, schedule and invite three to five large-group meetings for the Leadership Council. The purpose of these larger Leadership Council 	<p>Identified public and private sector partners, including two co-chairs.</p> <p>Orientation of Leadership Council.</p> <p>Qualitative interviews with key leaders and/or public opinion poll and/or town hall meetings.</p> <p>Initial mapping of existing local projects and initiatives.</p> <p>Initial formation of potential investment agenda (high level goals, common definitions).</p>

	<p>convenings will be for information-sharing, group knowledge building, current project/initiative mapping and decision-making.</p> <ul style="list-style-type: none">• Engage in a community listening and input process that spans several input sessions specific to areas of recovery-focused investment and leverages technology to capture community input and feedback. This may include a public opinion poll and/or three to five town hall sessions or focus groups geographically dispersed throughout the county.	
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Phase III: Execute

Timeline: Months 5 through 7

Goal: Finalize, operationalize and promote STANISLAUS 2030 workplan and investment agenda to support project resourcing.

Objectives	Activities	Deliverables
<p>Operationalize the STANISLAUS 2030 workplan by implementing strategies associated with each initiative.</p> <p>Promote final workplan and investment agenda to support project resourcing.</p> <p>Gain consensus on ongoing project schedule and progress monitoring.</p>	<ul style="list-style-type: none"> • Develop consensus of key priority projects in investment portfolio that will require operationalization by key local agencies/partners. • Formalize and initiate workgroups around each investment initiative and track/support their planning efforts to arrive at investment/business plans within specified time. • Develop communications strategy to promote the final workplan and investment agenda. • Present the final workplans, corresponding to the investment agenda, to the Executive Committee and Leadership Council. • Final workplans to be shared with key local, state and federal decision-makers. • Commit to quarterly or bi-annual ongoing check-in meetings among Leadership Council and initiative 'owners' to update and refine plans in ongoing process. 	<p>Final investment agenda with key priorities.</p> <p>Clearly defined workgroups for each priority initiative, leading to operational business plans with related funding needs (1,3,5 years).</p> <p>Strategy for promoting workplan and investment agenda to key decision-makers (with owners and actors).</p> <p>Confirmed schedule for ongoing check-in meetings and progress monitoring.</p>

Appendix A

Draft Vision:

We envision – and commit to build – a high-performing, diverse economy to match our multi-cultural lifestyles and dreams for the future.

Draft Mission:

Create pathways for Stanislaus residents to achieve economic mobility by building an economy that is diverse, inclusive, connected, vibrant and sustainable.

Draft Measures of Success:

Economic Development:

- Build up the local entrepreneurial ecosystem by investing in business networks, incubators, accelerators, and business training and technical assistance for all communities
- Develop new forms of equity and debt financing to grow small businesses, especially Minority Business Enterprises
- Develop policies, programs, incentives and campaigns to attract, retain and grow businesses
- Position Stanislaus County as a center for innovation (agriculture, food, water, etc.)

Workforce Development:

- Increase the number of family-sustaining jobs with upward mobility
- Develop campaigns and programs focused on talent building, retention and attraction matched to future business needs

Neighborhood Development / Placemaking:

- Support downtown centers by (re)investing in business boulevards and cultural assets
- Invest in transportation and broadband infrastructure to encourage mobility, economic activity, and tourism

Appendix B

Project Budget

Expense Projections	Description	Amount
Consulting Teams*	Expert groups to provide design, facilitation, technical support, research/polling, mapping of existing initiatives, community engagement, and support development of final business plans. Brookings Institute to conduct market research and analysis. <i>Consulting team to be managed by backbone team.</i>	\$600,000 - \$675,000
Challenge Grants for Business Plan Sprint	Challenge grants of up to \$10,000 to teams to develop final business plans within a set timeframe. Assumes 5 to 10 business plans.	\$50,000 - \$100,000
Meeting & Convening Expenses	Meeting expenses, room rentals, meals and supplies for Leadership Council, Community Town Hall Meetings	\$20,000 - \$30,000
Communications & Marketing	Marketing campaign development and execution, including tactics such as website, communications materials, social media, video.	\$25,000 - \$35,000
Indirect/Misc. Expenses		\$5,000 - \$60,000
TOTAL EXPENSE PROJECTION		\$700,000 - \$900,000

Revenue Projections	Description	Amount
Government Contribution	Stanislaus County	\$340,000 - \$450,000 (approximately 50% of total budget)
Government Contribution**	Incorporated Cities	\$185,000 requested
Private Contributions***	Local Business, Stanislaus Community Foundation	\$175,000 - \$265,000
TOTAL REVENUE PROJECTION		\$700,000 - \$900,000

*Costs are approximate and pending RFP process and subsequent proposals from consulting firms.

**City contributions not yet confirmed, pending presentations in August/September 2021.

***Stanislaus Community Foundation has secured \$175,000 to date; additional funding to be considered based on final budget requirements and contributions from local cities.



CITY COUNCIL AGENDA ITEM NO. 6.2

SECTION 6: NEW BUSINESS

Meeting Date: October 25, 2021
Subject: Approval of the Amended Memorandum of Understanding with Opportunity Stanislaus for Fiscal Years 2021-2022 Through 2025-2026
Enclosure: Amended Memorandum of Understanding
Presented By: Merry Mayhew, City Manager

Approved By:

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

Staff Recommendation:

Authorize the City Manager to execute the Amended Memorandum of Understanding with Opportunity Stanislaus for Fiscal Years 2021-2022 through 2025-2026 for Economic Development and Workforce Strategies.

Background:

On July 25, 2011, the Hughson City Council approved entering a Memorandum of Understanding (MOU) with the Stanislaus County Economic Development and Workforce Alliance (Alliance) for assistance with economic development services. A focus of the new partnership at that time was the development of a business incubation center at the city building located at 7012 Pine Street.

On September 23, 2013, the Hughson City Council approved the expansion of the City's business assistance programs and with that action authorized an amendment to the Alliance MOU for increased support through the establishment of a Small Business Development Center (SBDC) at the Hughson Business Incubation Center.

In early 2014, the Stanislaus County Economic Development and Workforce Alliance was renamed the Stanislaus Business Alliance, commonly known as Opportunity Stanislaus, with a renewed focus and vision of taking the "Next Level Together."

Currently, Opportunity Stanislaus in partnership with private industry are leading five new initiatives to expand the VOLT Institute, lead business driven talent development, improve economic vitality, grow local business, and drive public policy.

Specifics on each of these five initiatives is detailed below:

1. Growing VOLT Institute – new expanded programs employing robotics and automation as well as a VOLT on the Go Mobile Training Program that can be located in different areas to reach a wider participation in the programs.
2. Talent Development:
 - a. A “Soft Skills” program
 - b. A “Best Practices for Recruiting and Retention” program
 - c. A “Customer Service Training” program
 - d. A “Best Places to Work” program
3. Economic **Vitality** – focusing on attracting higher paying jobs and diversifying the local economy; and focusing on developing new cultural, recreation, and entertainment venues to improve the quality of life.
4. Growing local business:
 - a. Maintain core programs
 - b. Focus more on underserved communities (including rural communities)
 - c. Focus on scaling businesses
5. Driving Public Policy:
 - a. New relationships with Bay Area Council, Silicon Valley Leadership Group, and new California Coalition.
 - b. Develop CEO Roundtable locally to hear public policy issues.
 - c. Develop Northern San Joaquin Valley Economic Institute as Think Tank to push out policy papers.

Opportunity Stanislaus will work with the City of Hughson to:

- identify target sectors for joint initiatives, such as biotechnology, agribusiness, manufacturing, clean energy, environmental sciences, and information and communication technologies;
- identify opportunities for strategic partnerships and alliances between private sector companies in Hughson and the Stanislaus County region;
- explore opportunities for joint trade promotion and joint promotional activities related to the tourism, cultural and sports sectors;
- examine options for cooperative activity to facilitate development of strategic partnerships/collaborations, particularly as they relate to value-added and complementary services supporting the respective business communities;
- work together to improve workforce skills for Hughson residents through OS programs such as the VOLT Institute, the HR Concierge program, Rising Tides, and WorkKeys;
- examine options for cooperative activity in existing and emerging knowledge/innovation economy partnerships;
- identify and pursue a “game changer” project in Hughson that will increase city revenue and improve the city brand; and

- leverage collaborative efforts amongst members throughout Stanislaus County and the region with a particular focus on trade and business development, knowledge/innovation, economy development, ag tech, life sciences, biotechnology, and information technology development.

Opportunity Stanislaus is requesting additional funding from its private and city partners to fund the expansion and grow these new initiatives over the next five years. The request to the City of Hughson is for an additional \$5,000 annually through Fiscal Year 2025-2026.

Fiscal Impact:

The annual contribution of \$7,300 to Opportunity Stanislaus and Small Business Development Center was included in the City's Fiscal Year 2021--2022 Final Budget. The request for an additional \$5,000 to assist Opportunity Stanislaus in funding the new initiatives is included in the attached amendment to the agreement and if approved, would be added to the city budget at mid-year.

Four years (\$20,000) of the additional five-year funding would be paid for through the American Rescue Plan Act funding due to the emphasis on workforce and economic development. The remaining \$5,000 for Fiscal Year 2025-2026 would be paid for from the general fund due to requirements that ARPA funds be spent by 2024.



**MEMORANDUM OF UNDERSTANDING
BETWEEN
STANISLAUS BUSINESS ALLIANCE (OPPORTUNITY STANISLAUS) AND THE CITY OF
HUGHSON
FOR FISCAL YEARS 2021-2022 THROUGH 2025-2026
FOR ECONOMIC DEVELOPMENT
AND WORKFORCE STRATEGIES**

The Stanislaus Business Alliance, hereafter referred to as Opportunity Stanislaus (OS) and the City of Hughson, (CITY) will work together on the City's proactive economic development efforts to create and preserve jobs, strengthen the City's economic base and enhance the City of Hughson's revenue base.

This Memorandum of Understanding (MOU) is to facilitate (OS) and the City of Hughson's desire to effectively communicate strategies and information with local and regional partners that will maximize their contribution toward the achievement of Hughson's economic development goals. Further, this Memorandum of Understanding establishes the parameters for a successful partnership between OS and the City of Hughson and outlines the general responsibilities to be carried out by both parties.

This MOU is intended to establish the basic tenets of a collaborative and successful working relationship between the City of Hughson and OS to create more jobs for Hughson and the region but does not impose a legal obligation on either party. OS will invoice the City each year during the period of five years covered through this MOU at the sum of \$10,000, \$5,000 of which has already been paid by the City of Hughson for 2021.

Together, the City of Hughson and OS will:

1. Work together to identify target sectors for joint initiatives including, but not limited to, biotechnology, agribusiness, manufacturing, clean energy, environmental sciences, and information and communication technologies;
2. Work together to identify opportunities for strategic partnerships and alliances between private sector companies in Hughson and the Stanislaus County Region;
3. Explore opportunities for joint trade promotion and joint promotional activities related to the tourism, cultural and sports sectors;

4. Examine options for co-operative activity to facilitate development of strategic partnerships/collaborations between the jurisdictions' respective inland ports, particularly as they relate to value-added and complementary services supporting their respective business communities;
5. Work together to identify and pursue a "game changer" project in Hughson that will increase city revenue and improve the city brand.
6. Work together to improve workforce skills for Hughson residents through OS programs such as VOLT Institute, the HR Concierge program, Rising Tides, and WorkKeys.
7. Examine options for co-operative activity in existing and emerging knowledge/innovation economy partnerships; and
8. Leverage collaborative efforts amongst members throughout Stanislaus County and the Region with a particular focus on trade and business development, knowledge/innovation, economy development, ag tech, life sciences, biotechnology, and information technology development.

The City of Hughson and Opportunity Stanislaus recognize the benefits of ongoing, regular contact between their respective organizations to promote economic development and job creation and identify areas in which there are opportunities for joint co-operation.

The following are general actions and activities to be undertaken by Opportunity Stanislaus and by the City of Hughson in the implementation of the Countywide Economic Development Plan and Marketing Strategy first adopted on August 12, 2020 and the Opportunity Stanislaus Strategic Plan approved on May 24, 2021.

Specifically, the Opportunity Stanislaus:

1. Will conduct economic development activities to encourage the development of new business opportunities, the attraction of new businesses and the retention and expansion of existing business within the City of Hughson;
2. Will continue with the Local Industry Program for the base sector employers in Hughson and will include a representative of the City on those business visits.
3. Will provide the City of Hughson with on-going market and economic analyses through the Northern San Joaquin Economic Institute on a variety of important business sector topics based on the City of Hughson's priorities and goals. Information will be used at the City's discretion (annual budget document, Comprehensive Economic Development Strategy, as well as other reports).
4. Will coordinate collaborative visits, recruitment trips and trade show participation for attracting target businesses, primarily from the Bay Area and Silicon Valley.
5. Will support and coordinate with the City of Hughson on workforce support efforts to help Hughson employers find the workforce resources they need from the county and state.

6. Will partner with Hughson on potential industry visits by continuing to involve the City of Hughson in prospect meetings as well as participating in Trade show exhibits.
7. Will support the City of Hughson in its applications for Economic Development Administration (EDA) grant funds as well as actively participate on the Economic Development Action Committee (EDAC) and assigned responsibilities and coordination of the update to the Comprehensive Economic Development Strategy (CEDS) and other economic planning documents such as the San Joaquin Valley Economic Development District plan and others.
8. Will facilitate, in a transparent manner, all potential development and prospect leads as well as provide an update or status on previous leads that were circulated and responded to by the City of Hughson.
9. OS quarterly progress reports shall be submitted four times a year, as set forth below, and will describe activities in business attraction, business assistance/expansion and business advocacy efforts provided by the Opportunity Stanislaus Business Resource Center, the Business Services Unit and the Small Business Development Center. These Quarterly Reports will be submitted on or before the following due dates during each year as follows:
 - o Quarter #1: March
 - o Quarter #2: June
 - o Quarter #3: September
 - o Quarter #4: January

These reports will provide ongoing, updated information to the City of Hughson relative to the progress of the aforementioned Marketing Strategy as well as the adopted OS Program of Work for Year 2021-2022. These reports will include the current focus of the campaign as well as the number and type of responses received.

Specifically, the City of Hughson:

10. Will assist in providing the necessary staff support based on the availability of staff resources and the City of Hughson's specific priorities in response to stated business needs. Further, the City will respond and actively participate in programs with existing companies or new firms interested in relocation or expansion to the Hughson area.
11. Will facilitate ease of access and assistance to all businesses with regard to zoning and permitting in compliance with the City of Hughson's adopted land use regulations and building codes and consistent with Hughson's adopted growth and land use policies and objectives.
12. Will provide current data as it relates to changes in land use issues, infrastructure upgrades, zoning, fee structures or any other jurisdictional actions which assist in meeting the stated objectives of this MOU and that impact the ability of OS to respond to stated business issues and concerns.

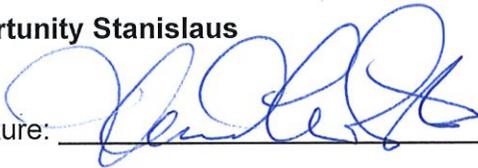
- 13. Will interact with the OS Marketing Team subject to staffing, time and monetary constraints. Participation will be at a level deemed appropriate based on any restraints as defined.
- 14. Will encourage elected officials to actively support business park creation, job creation opportunities, job retention and new business development.

Either party may withdraw or terminate its participation in this MOU at any time or for no reason, by providing the other party with written notice of its intent to do so.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by and through their respective officers' thereunto duly authorized. Further, this MOU is consistent with the original intent of the Countywide Economic Development Plan and Marketing Strategy and the responsibilities as outlined, meets with the approval of both parties to this Memorandum of Understanding. The agreed upon fee for services via this MOU, payable to Opportunity Stanislaus by the City of Hughson is a total of \$10,000 annually and \$2,300 annually to Valley Sierra Small Business Development Center.

Opportunity Stanislaus

Signature: _____



David White, Chief Executive Officer

City of Hughson

Signature: _____

Merry Mayhew, City Manager

Date _____

10.15.2021

Date _____