



**HUGHSON CITY COUNCIL and  
HUGHSON REDEVELOPMENT AGENCY BOARD**

**REGULAR MEETING A G E N D A**

**May 9, 2011**

**REGULAR SESSION 7:00 P.M.**

Council Chambers  
7018 Pine Street, Hughson CA  
City Hall

May 9, 2011  
Regular Scheduled Meeting

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

INVOCATION:

AGENDA REVIEW:

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

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

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

**WAIVER WARNING**

**Waiver Warning:** If you challenge a decision/direction of the City Council/Redevelopment Agency 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).

**RULES FOR ADDRESSING CITY COUNCIL**

Members of the audience who wish to address the City Council are requested to complete one of the forms located on the table at the entrance of the Council Chambers and submit it to the City Clerk. **Filling out the card is voluntary.** If you wish to speak during the meeting and not fill out this card; you may still do so.

**PUBLIC COMMENTS:**

PUBLIC COMMENT

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.

**1. PRESENTATION:**

**a) Proclamation Asthma Awareness Month. (CC) Mayor.**

**Recommendation:** Dolores Cisneros, Project Coordinator will be Present to Accept the Proclamation on Behalf of the Stanislaus County Asthma Coalition.

**2. CONSENT CALENDAR:**

The following items listed on the Consent Calendar are considered routine and action will be taken by the City Council/Redevelopment Agency by a single motion. A Council/Board Member, staff or the public may request that an item be removed from the Consent Calendar and action taken separately. In the event an item is removed, it shall be considered as the first scheduled item in the agenda under New Business. Members from the public wishing to speak on a Consent Calendar item should notify the Mayor/Chairperson during Public Comment.

- a) Consideration and Approval - Minutes of Regular Session of April 25, 2011 (CC-RDA) Winterbottom.**
- b) Consideration and Approval of Warrants for the Month(s) of April and May 2011. (CC/RDA) Whiteside**
- c) Consideration of Resolution 2011-034 Approving the Destruction of Certain Records Pursuant to the Established Record Retention Schedule and in Compliance with Section 34090 of the Government Code. (CC) Winterbottom**
- d) Consideration of Resolution 2011-035 Declaring Certain Items as Surplus and Directing the Items Be Sold for Salvage Value. (CC) Rush**

**Recommendation:** Council/RDA by Motion Approve Consent Calendar Approving Minutes of April 24, 2011; Warrants of April 2011; Resolution 2011-034 Destruction of Records; and Resolution 2011-035 Approval of Surplus and Salvage of City Equipment;

**CITY BUSINESS - CONSIDER THE FOLLOWING:**

- 3. Consideration of Resolution No. 2011-036, A Resolution of the City Council of the City of Hughson Approving a Three-Year Time Extension for Vesting Tentative Subdivision Map No. 06-04 for Starn Industrial Park, APN 018-049-032 (CC) Clark**

**Recommendation:** By Motion, Adopt Resolution No. 2011-036, Approving a Three-Year Time Extension for Vesting Tentative Subdivision Map No. 06-04 for Starn Industrial Park, APN 018-049-032.

**4. FY 2011-2012 Budget Workshop Schedule (CC/CDA) Whitemyer**  
**Recommendation:** Review and Approve 2011-2012 Annual Budget Workshop Schedule.

**5. City of Hughson Facebook Page (CC) Whitemyer**  
**Recommendation:** Update item only.

**PUBLIC HEARING**

The Public Hearing process includes a staff presentation, a presentation by the applicant and public testimony (in favor, opposed & rebuttal). Following closure of the Public Hearing, the City Council will respond to questions raised during the hearing.

**PUBLIC HEARING TO CONSIDER:**

**6. There is none scheduled**

**CORRESPONDENCE:** None Scheduled

**7. STAFF UPDATES AND INFORMATIONAL REPORTS:**

Staff may provide a brief report on notable items of Business, informational items and topics related to City/Agency Business, Community Events of Interest. The Brown Act does not allow discussion or action by the legislative body unless the item is specifically agendaize for Council/Redevelopment Business.

**CITY MANAGER REPORT:**

**CITY CLERK REPORT:**

**COMMUNITY DEVELOPMENT DIRECTOR REPORT:**

**DIRECTOR OF FINANCE REPORT:**

**POLICE DEPARTMENT REPORT:**





**CITY ATTORNEY REPORT:**

**8. COUNCIL COMMITTEE REPORTS:** Council Members may provide a brief report on notable items of Business and topics related to City/Agency Business, Community Events of Interests and/or related to attendance and/or participation of various Committees/Commission/Boards of which they have been selected to serve and participate. The Brown Act does not allow discussion or action by the legislative body unless the item is specifically agendaize for Council/Redevelopment Business, report, direction and/or action.

- a) **Fire District 2+2 Committee:** Council Members Young and Carr and City Manager Whitemyer; Raymond Camagna, Kevin Voss; and Gus Villareal - Alternate
- b) **School District 2+2 Committee:** Council Members Young and Silva and City Manager Whitemyer; Superintendent Beck, Board Members Gipp and Applegate May 9, 2011 @ 5:30 HUSD, Hughson Ave.
- c) **Finance Audit Sub-Committee:** Council Members Silva and Beekman; and City Manager Whitemyer - May 26, 2011 @ 5:30 p.m.
- d) **Hughson Family Resource Center Committee:** Mayor Bawanan and Council Member Carr
- e) **League of California Cities: Executive Committee:** Mayor Bawanan and Council Member Young
- f) **Regional Surface Water Supply Project Steering Committee:** Council Members Carr and Beekman
- g) **Stanislaus County of Governments (StanCOG):** Council Members Beekman and Silva
- h) **Stanislaus County Disaster Council:** Mayor Bawanan and Alternate Council Member Young.
- i) **Stanislaus County – Economic Development Action Committee (EDAC):** Mayor Bawanan and Bryan Whitemyer, City Manager
- j) **Stanislaus County Workforce Alliance Board:** Council Member Young
- k) **Turlock Mosquito Abatement District:** Council Member Carr
- l) **Mayors Association Representative:** Mayor Bawanan.

**CITY COUNCIL DIRECTION OF FUTURE AGENDA ITEMS:**

**COMMUNITY EVENTS AND PUBLIC MEETING CALENDAR:**

-  May 12, 2011 – Street Plan Line Public meeting 6:00 p.m. – Community Center
-  May 15, 2011 – Garden Tour 1:00-4:00 p.m. (proceeds benefit HHS Sober Grad Nite)
-  May 25, 2011 – Graduation - Billy Joe Dickens School
-  May 26, 2011 – Graduation - Ross Junior High

 May 27, 2011 – Graduation - Hughson High School

**9. CLOSED SESSION TO DISCUSS THE FOLLOWING:**

**CLOSED SESSION: Council Members will meet in Closed Session for the following scheduled item(s):**

**There is none scheduled.**

**ADJOURNMENT:** Adjourn to the CITY COUNCIL/RDA to the next regularly scheduled meeting of the City Council/Redevelopment Agency scheduled on May 23, 2011 at 7:00 p.m. at the Hughson City Hall, 7018 Pine Street, Hughson CA 95326;

The City does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangement will be at the sole expense of the Individual requesting the recordation. Questions about this agenda should be directed to City Hall.

**CERTIFICATION**

I, Michele Penirian Winterbottom, MMC, or his/her designee, do hereby declare under penalty of perjury that the foregoing agenda was posted on the outdoor bulletin board at the Hughson City Hall, 7018 Pine Street, Hughson CA and made available for public review, prior to or on this 5th day of May 2011, at or before 5:00p.m.

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Michele Penirian Winterbottom, MMC, City Clerk

**STANISLAUS COUNTY  
ASTHMA AWARENESS MONTH PROCLAMATION  
MAY 2011**

**WHEREAS**, Asthma has reached epidemic proportions in the United States, affecting about 25 million people; and

**WHEREAS**, Asthma is the leading cause of childhood hospitalizations, long-term illness and school absenteeism, accounting for nearly 11 million missed school days and nearly 15 million missed days of work each year; and

**WHEREAS**, each year, nearly 1.75 million Americans are rushed to the emergency room, nearly a half million are hospitalized and nearly 3,500 die from Asthma; and

**WHEREAS**, the 2007 California Health Interview Survey estimates that approximately 65,000 people in Stanislaus County have been diagnosed with asthma, of which 16,000 are children (more than 1 out of 10), and over 45,000 residents, including about 12,000 children are currently coping with asthma; and

**WHEREAS**, Stanislaus County ranks in the worst 25 counties in the US for some air quality measures, which may contribute to asthma related illnesses; and

**WHEREAS**, the Health Services Agency, the Asthma Coalition, and the U.S. Environmental Protection Agency are encouraging Americans to identify and reduce their exposure to environmental triggers in homes and schools, and incorporate environmental controls into their Asthma management plans; and

**WHEREAS**, the Health Services Agency has established an Asthma Coalition with over 90 representatives from the community, providers, health plans, American Cancer Society, American Lung Association, County and City schools, and the Central California Asthma Project to implement the School Based Asthma Program developed in the Coalition's 2004 Strategic Plan for Asthma in Stanislaus County; and

**WHEREAS**, the mission of the Stanislaus County Asthma Coalition is "to create an Asthma-friendly community by promoting awareness, education, management and prevention" and;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Hughson does hereby unanimously proclaim **May as Asthma Awareness Month** and commends this observance to all our residents.

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Ramon Bawanon, Mayor



**HUGHSON CITY COUNCIL and  
HUGHSON REDEVELOPMENT AGENCY BOARD**

**REGULAR MEETING MINUTES**

**April 25, 2011**

**REGULAR SESSION 7:00 P.M.**

Council Chambers  
7018 Pine Street, Hughson CA  
City Hall

April 25, 2011  
Regular Scheduled Meeting

CALL TO ORDER: 7:00

ROLL CALL: Council Members Young, Beekman, Silva, Carr and Mayor/Chair Bawanan

PLEDGE OF ALLEGIANCE:

INVOCATION: : Reverend Richline

AGENDA REVIEW: there was none

**PUBLIC COMMENTS: There were no comments.**

**1. PRESENTATION:**

**a) Proclamation – Older American’s Week and Month.**

Mayor Bawanan read and presented the Proclamation to Carolyn Hill from Stanislaus County Area Agency on Aging.

**b) Nick Pinhey, Director of Utility Planning and Project from the City of Modesto, will provide a detailed report on the Regional Surface Water Supply Project. (CC) Clark**

Nick Pinhey, Director of Utility Planning and Projects, provided a detailed report and Power Point presentation on the Regional Surface Water Supply Project.

Council Member Silva explained that this is a critical issue for the City and thanked Mr. Pinhey and the City of Modesto for taking the lead on this Project.

Discussion continued regarding the need for the Joint Powers Agreement between the Agencies, Turlock Irrigation, and Modesto Irrigation Districts. The importance of communicating support and educating the public regarding the benefits of this joint

project was also discussed. This Project will protect the City's future water supply, and provide opportunities for alternative funding possibilities.

Mr. Pinhey explained that an EIR was completed previously, and a Supplemental EIR will be completed, which will show the environmental benefits to the project as well as assisting to secure the water supply.

Supervisor Chiesa will bring this item forward to the Board of Supervisors showing support for the project.

## **2. CONSENT CALENDAR:**

- a) **Consideration and Approval - Minutes of Regular Session of April 11, 2011**(CC/RDA) Winterbottom
- b) **Consideration and Approval of Warrants for the month(s) of April 2011.** (CC/RDA) Whiteside
- c) **Consideration and Approval of Treasurer's report for the Month of March 2011. (CC/RDA)** Whiteside
- d) **Consideration of Resolution No. 2011-031, A Resolution of the City Council of the City of Hughson Authorizing the City Manager to Sign a Memorandum of Understanding (MOU) with the San Joaquin Valley Unified Air Pollution Control District ("SJVUAPCD") for Administration of Energy Efficiency and Conservation Block Grant Funds** (CC) Clark
- e) **Waive Second Reading and Approve the Adoption of Ordinance 2011-004 designating the City Manager and/or Mayor as the officer to execute written contracts.** (CC) Winterbottom
- f) **Consider Resolution 2011-032 approving the filing of 2010-2011 Local Transportation Fund Claim #2 Form authorizing the City Manager to sign on behalf of the City** (CC) Whiteside

**Recommendation:** Council/RDA by motion Approve the Consent Calendar, adopting minutes, Warrants of March/April 2011; Treasurers Report for March 2011; Resolution 2011-03; approving MOU with SJVUAPCD; and Ordinance 2011-004 designating the City Manager and/or Mayor as the officer to execute written contracts.; Resolution 2011-032 approving filing 2010-2011 Local Transportation Fund Claim #2 Form.

**ACTION ITEMS B, D, E, and F:** Council Member Beekman motioned to approve Consent Calendar Items, B, D, E and F, seconded by Council Member Silva. Roll Call: Council Members Young, Beekman, Silva, Carr and Mayor Bawan. Vote Carried: (5-0) , Warrants of April 2011; Resolution 2011-031; approving MOU with



SJVUAPCD; and Ordinance 2011-004 designating the City Manager and/or Mayor as the officer to execute written contracts.; Resolution 2011-032 approving filing 2010-2011 Local Transportation Fund Claim #2 Form.

**ACTION ITEM A:** Council Member Silva motioned to approve Consent Calendar Items, A, seconded by Council Member Carr. Roll Call: Council Members Young, Silva, Carr and Mayor Bawanan. Abstain: Council Member Beekman. Vote Carried: (4-0-1) Minutes of April 11, 2011 approved.

City Manager Whitemyer corrected an error in the Treasurer's report. Council Member Silva expressed concerns with the City upfront costs for State and Federal reimbursable projects and the time it takes to receive reimbursements.

**ACTION ITEM C:** Council Member Beekman motioned to approve Treasurer's Report as corrected, seconded by Mayor Bawanan. Roll Call: Council Members Young, Beekman, Silva, Carr and Mayor Bawanan. Vote Carried: (5-0) Treasurer's report approved as corrected.

2011-031 Authorize the City Manager to sign the Memorandum of Understanding with the San Joaquin Valley Air Pollution Control District for Administration of Energy Efficiency and Conservation Block Grant Funds and Further Authorizes staff to bid the project.

2011-004 Designating the City Manager as the officer Authorized to sign Written Contracts.

2011-032 Approving and Authorizing the submission of the 2010/11 Transportation Fund (TF) Claim #2, Authorizing the City Manager to Execute and Submit the Claim on behalf of the City

### **CITY BUSINESS - CONSIDER THE FOLLOWING:**

- 3. Consider adoption of Resolution 2011-033 adopting an additional appropriation for the Community Enhancement funds; and adoption of Resolution 2011-034 awarding a bid to Gold Star Painting for the Hughson Water Tank Rehab project and authorizing the City Manager to sign the contract on behalf of the City. (CC) Whitemyer**

City Manager Whitemyer requested Council defer the resolution awarding the bid to approve the additional Appropriation of the Community Enhancement funds. Staff will return with a Resolution awarding the bid for the Water Tank Rehab project in the near future.

He noted that tonight's action would appropriate funding to certain projects; however, future agreements and contracts are required before the funds would be designated to those specific projects. The action before Council is only to appropriate funds, and not approval of any contracts or projects.

Council Member Silva abstained to avoid a possible conflict of interest due to the proximity between her residence and the Hughson High School Field Project.

Council concurred that the allocation of funding should be approved and conditioned upon future contract and project approval. Council requested Staff to amend the recommendation of adding the Hughson High School's Paw logo. Council requested that Staff receive community input for the logo or possibly hold a contest to create a logo that represents the community as a whole. Council asked that Staff ensure the MOU with Hughson Unified School District include requirements that allows community access to the fields and provides a definite community benefit.

**Recommendation:** Adopt Resolution 2011-033 approving a budget appropriation from Community Enhancement Funds in the amount of \$77,000; Adopt Resolution 2011-034 approving a contract with Gold Star for the Hughson Water Tank Rehab project and authorizing the City Manager to execute the contract.

**ACTION:** Council Member Beekman motioned to adopt Resolution 2011-033 by title only, seconded by Council Member Carr. Roll Call: Council Members Young, Beekman, Carr and Mayor Bawanan. Abstain: Council Member Silva Vote Carried: (4-0-1)

2011-033 Appropriation of Community Enhancement Funds to be used for the Water Tank Rehab Project; Hughson High School Community Sports Field Project, and the Lighting Improvement Project at Hatch and Tully Road, Seventh Street and Euclid Avenue.

Council Member Silva returned to the dais

**PUBLIC HEARING TO CONSIDER:**

**CORRESPONDENCE:** None Scheduled

**4. STAFF UPDATES AND INFORMATIONAL REPORTS:**

**CITY MANAGER'S REPORT:** City Manager Whitemyer reported that he has met with an intern from CSU Stanislaus and expects to have her begin in June to provide marketing, as well as grant writing services. He also discussed the need for the School District to provide the official plans for the Hughson High School Field Expansion Project to determine cost estimate, review water needs and developing an MOU. He explained that the City will not provide funding, if the project will not produce a benefit to the community.

**COMMUNITY DEVELOPMENT DIRECTOR REPORT:** Report provided to Council and public.

**5. COUNCIL COMMITTEE REPORTS:**

**Local Task Force on Solid Waste:** Council Member Carr reported the need for the continued operating permit and issues related to solid waste diversion to the dump. Staff has been informed of this issue and will be pursuing with the County.

**Turlock Mosquito Abatement District:** Council Member Carr reported that the community needs to be aware and report any high levels of standing water, over growth of weeds and most important to immediately report any dead fowl or birds to the District.

**STANCOG:** Council Member Silva reported on the expansion of the AMTRACK rail to Los Angeles; and that May 16-20 is National Bike to Work Week. She reported that a proposed budget and draft work plan will be returned for final approval.

Council Member Beekman stated that he would like a logo completion to get ideas for the Water Tank Rehab project. He also reported from Regional Surface Water Treatment and indicated that if Hughson is a part of the JPA there is a major financial obligation that may trigger a Proposition 218 procedure. He expressed the need to communicate and educate the community on the benefits of the project and also noted that 2011-12 budget may need to include costs for various studies and possible Proposition 218 election costs.

Council Member Beekman commended the staff and response crews that arrived and assisted at the incident that toll place at Emilie Ross Elementary School the previous week.





Council Member Young reported that Bill Bassitt, from the Alliance is in the final stages of preparation of the Economic Development Plan MOU for Council's consideration.

Mayor Bawanan reported on the Mayors meeting he attended where they expressed their frustration with Federal Government changing the requirements for funding. The next Mayors Meeting will be in Patterson.

No closed Session.. adjourn.. 9:00 p.m.

## **CITY COUNCIL DIRECTION OF FUTURE AGENDA ITEMS:**

## **COMMUNITY EVENTS CALENDAR:**

-  April 30, 2011 - Hughson Children's Health and Safety Festival - 9:00 – 2:00 3<sup>rd</sup> Street Closure
-  April 30, 2011 - Hughson Arboretum Open House – 1:00-5:00 p.m.
-  April 30, 2011 - Community Yard Sale
-  May 5, 2011 – May Day Celebration – Fox Road @6:00 p.m.

- ✚ May 7, 2011 - Community Clean Up Day (No computer monitors or TV's)
- ✚ May 7, 2011 - Annual Hughson Volunteer Fire Department Chicken Bar-B-Que – Hughson Fire Station - 4:00-8:00 p.m. Contact 883-2863
- ✚ May 15, 2011 – Garden Tour 1:00-4:00 p.m. (proceeds benefit HHS Sober Grad Nite)
- ✚ May 25, 2011 – Graduation - Billy Joe Dickens School
- ✚ May 26, 2011 – Graduation - Ross Junior High
- ✚ May 27, 2011 – Graduation - Hughson High School
- ✚ August 20, 2011 – Historical Society – Brady building - Honoring local citizens event

**6. CLOSED SESSION TO DISCUSS THE FOLLOWING:**

**CLOSED SESSION: There are no items scheduled**

a)

**REPORT FROM CLOSED SESSION:**

**ADJOURNMENT:** Adjourn to the CITY COUNCIL/RDA to the next regularly scheduled meeting of the City Council/Redevelopment Agency scheduled on May 9, 2011 at 7:00 p.m. at the Hughson City Hall, 7018 Pine Street, Hughson CA 95326;

These minutes were duly approved on this 9<sup>h</sup> day of May 2011 by a unanimous Consent of the Council/RDA by the following roll call vote: (

Ayes in favor: Council/Board Members

Noes:

Absent:

Abstain:

APPROVED

ATTESTED

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Ramon Bawanana, Mayor/Chair

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Michele Penirian Winterbottom, MMC  
City Clerk/Secretary

REPORT.: May 02 11 Monday  
 RUN.....: May 02 11 Time: 14:21  
 Run By.: KATHY DAHLIN

City of Hughson  
 Cash Disbursement Detail Report  
 Check Listing for 04-11 Bank Account.: 0100

PAGE: 001  
 ID #: PY-DP  
 CTL.: HUG

*fw*

| Check Number | Check Date | Vendor Number | Name                      | Net Amount   | -----Payment Information----- |                                      |
|--------------|------------|---------------|---------------------------|--------------|-------------------------------|--------------------------------------|
|              |            |               |                           |              | Invoice #                     | Description                          |
| 40967        | 4/26/2011  | EMP01         | STATE OF CALIFORNIA       | \$ 6,444.23  | B10426                        | PARYOLL TAXES                        |
|              |            |               |                           | \$ 2,983.72  | C10426                        | PAYROLL TAXES                        |
|              |            |               | Check Total:              | \$ 9,427.95  |                               |                                      |
| 40968        | 4/26/2011  | HAR02         | THE HARTFORD              | \$ 779.63    | B10426                        | DEFERRED COMPENSATION                |
|              |            |               |                           | \$ 729.63    | C10426                        | DEFERRED COMPENSATION                |
|              |            |               | Check Total:              | \$ 1,509.26  |                               |                                      |
| 40969        | 4/26/2011  | PER01         | P.E.R.S.                  | \$ 9,519.89  | B10426                        | RETIREMENT                           |
|              |            |               |                           | \$ 3,363.30  | C10426                        | RETIREMENT                           |
|              |            |               | Check Total:              | \$ 12,883.19 |                               |                                      |
| 40970        | 4/26/2011  | STA23         | CitiStreet                | \$ 57.50     | B10426                        | DEFERRED COMPENSATION                |
|              |            |               |                           | \$ 57.50     | C10426                        | DEFERRED COMPENSATION                |
|              |            |               | Check Total:              | \$ 115.00    |                               |                                      |
| 40971        | 4/27/2011  | AFL01         | AFLAC                     | \$ 824.10    | 778291                        | AFLAC                                |
| 40972        | 4/27/2011  | ATT01         | AT&T                      | \$ 1,133.51  | B10421                        | PHONE                                |
|              |            |               |                           | \$ 20.27     | C10421                        | PHONE                                |
|              |            |               | Check Total:              | \$ 1,153.78  |                               |                                      |
| 40973        | 4/27/2011  | AVA00         | AVAYA, INC                | \$ 59.17     | 273097550                     | PHONE/POLICE DEPT                    |
| 40974        | 4/27/2011  | BLU00         | BLUE SHIELD               | \$ 11,433.00 | B10421                        | MEDICAL PREMIUMS 5/2011              |
|              |            |               |                           | \$ 1,592.00  | C10421                        | COBRA PREM. J. DONABED 5/2011        |
|              |            |               |                           | \$ 450.00    | D10421                        | COBRA PREM. T. ROBINSON 4 & 5/2011   |
|              |            |               | Check Total:              | \$ 13,475.00 |                               |                                      |
| 40975        | 4/27/2011  | BRE01         | W.H. BRESHEARS            | \$ 1,487.32  | 212681                        | FUEL                                 |
| 40976        | 4/27/2011  | CEN14         | CENTRAL JANITOR'S SUPPLY  | \$ 232.40    | I1003413                      | SUPPLIES FOR CITY HALL/SENIOR CENTER |
| 40977        | 4/27/2011  | COD00         | CODE PUBLISHING COMPANY   | \$ 279.30    | 37878                         | MUNICIPAL CODE ELECTRONIC UPDATE     |
| 40978        | 4/27/2011  | FIR06         | FIRE2WIRE                 | \$ 54.95     | 1416452                       | WEB HOSTING 5/10-6/10/11             |
| 40979        | 4/27/2011  | FOR03         | FORWARD INCORPORATED      | \$ 2,222.44  | 33527                         | SLUDGE DISPOSAL                      |
| 40980        | 4/27/2011  | GIL01         | GILTON SOLID WASTE MANAGE | \$ 4,860.00  | 311266A                       | SLUDGE REMOVAL                       |
| 40981        | 4/27/2011  | NEU01         | NEUMILLER & BEARDSLEE     | \$ 1,200.00  | 239669                        | LEGAL SVCS-GENERAL ADMIN             |
|              |            |               |                           | \$ 620.00    | 239677                        | LEGAL SVCS-PLANNING COMM MEETING     |
|              |            |               |                           | \$ 1,580.00  | 239678                        | LEGAL SVCS-REDEVELOPMENT             |
| 40981        | 4/27/2011  | NEU01         | NEUMILLER & BEARDSLEE     | \$ 520.00    | 239679                        | LEGAL SVCS-PERSONNEL MATTERS         |
|              |            |               |                           | \$ 5,212.94  | 239680                        | LEGAL SVCS                           |
|              |            |               |                           | \$ 100.00    | 239681                        | LEGAL SVCS-PUBLIC WORKS GENERAL      |
|              |            |               |                           | \$ 260.00    | 239682                        | LEGAL SVCS-PUBLIC WORKS/WATER        |
|              |            |               |                           | \$ 15.00     | 239683                        | LEGAL SVCS-MADSEN                    |
|              |            |               |                           | \$ 100.00    | 239684                        | LEGAL SVCS-CLAIMS                    |
|              |            |               | Check Total:              | \$ 9,607.94  |                               |                                      |
| 40982        | 4/27/2011  | PAC05         | PACIFIC PLAN REVIEW       | \$ 1,140.90  | B10421                        | INSP SVCS 3/2011 & PLAN REVIEW       |

|       |           |       |                           |              |           |                                     |
|-------|-----------|-------|---------------------------|--------------|-----------|-------------------------------------|
| 40983 | 4/27/2011 | QUI03 | QUICK N SAVE              | \$ 20.12     | 1-5897    | DIESEL FUEL                         |
| 40984 | 4/27/2011 | STA47 | STANISLAUS COUNTY SHERIFF | \$ 5,040.40  | 1011-329  | SLESF-EXTRA PATROL & RECORDS 2/2011 |
|       |           |       |                           | \$ 3,659.49  | 1011-350  | VEHICLE CHARGES 3/2011              |
|       |           |       | Check Total:              | \$ 8,699.89  |           |                                     |
| 40985 | 4/27/2011 | TAS00 | TASC/TOTAL ADMINISTRATIVE | \$ 250.90    | 310009075 | ADMIN FEE 5/11                      |
| 40986 | 4/27/2011 | TID01 | TURLOCK IRRIGATION DIST.  | \$ 19,774.10 | B10426    | ELECTRIC                            |
| 40987 | 4/27/2011 | USH00 | US HEALTHWORKS MEDICAL    | \$ 55.00     | 1875343CA | PROFESSIONAL SVCS                   |
| 40988 | 4/27/2011 | VSP01 | VISION SERVICE PLAN       | \$ 212.37    | B10426    | VISON INSURANCE 5/2011              |
| 40989 | 4/27/2011 | WIL01 | CORBIN WILLITS SYSTEM     | \$ 571.40    | B104151   | ENHANCEMENT & SERVICE FEES          |
| 40990 | 4/29/2011 | EMP01 | STATE OF CALIFORNIA       | \$ 1,391.08  | B10429    | PAYROLL TAXES 4/29/11               |
| 40991 | 4/29/2011 | HAR02 | THE HARTFORD              | \$ 594.63    | B10429    | DEFERRED COMP 4/29/11               |
| 40992 | 4/29/2011 | PER01 | P.E.R.S.                  | \$ 7,157.30  | B10429    | RETIREMENT 4/11 TYPE 2              |
| 40993 | 4/29/2011 | STA23 | CitiStreet                | \$ 20.00     | B10429    | DEFERRED COMP 4/29/11               |
|       |           |       | Cash Account Total:       | \$ 98,079.49 |           |                                     |
|       |           |       | Total Disbursements:      | \$ 98,079.49 |           |                                     |

REPORT.: May 03 11 Tuesday  
 RUN.....: May 03 11 Time: 14:00  
 Run By.: KATHY DAHLIN

City of Hughson  
 Cash Disbursement Detail Report  
 Check Listing for 05-11 Bank Account.: 0100

PAGE: 001  
 ID #: PY-DP  
 CTL.: HUG

| Check Number | Check Date | Vendor Number | Name                      | Net Amount   | -----Payment Information----- |   |
|--------------|------------|---------------|---------------------------|--------------|-------------------------------|---|
|              |            |               |                           |              | Invoice #                     | Description                                     |
| 40994        | 5/3/2011   | AVA00         | AVAYA, INC                | \$ 76.49     | 273097007                     | PHONE/CITY HALL                                 |
| 40995        | 5/3/2011   | CAL40         | CALIFORNIA WATER          | \$ 132.00    | B10503                        | MEMBERSHIP DUES R.GREENFIELD                    |
| 40996        | 5/3/2011   | CAN01         | MARY JANE CANTRELL        | \$ 898.40    | B10503                        | MEDICAL BANK REIMB                              |
| 40997        | 5/3/2011   | CAR08         | CAROLLO ENGINEERS         | \$ 55,002.95 | 115770                        | WWTP UPGRADES & EXP. PROJ                       |
| 40998        | 5/3/2011   | CHA01         | CHARTER COMMUNICATION     | \$ 84.99     | B10503                        | IP ADDRESS 5/2011                               |
| 40999        | 5/3/2011   | CON14         | CONDOR EARTH TECHNOLOGIES | \$ 1,920.14  | 61237                         | WWTP GROUNDWATER SAMPLING<br>1ST & 2ND QTR 2011 |
| 41000        | 5/3/2011   | ENV02         | ENVIRONMENTAL SYSTEMS     | \$ 1,788.93  | 22716                         | STREET SWEEPING 4/2011                          |
| 41001        | 5/3/2011   | FAR03         | FARMERS BROTHERS COFFEE   | \$ 99.94     | 54588236                      | COFFEE  |
| 41002        | 5/3/2011   | FED02         | FED EX                    | \$ 16.50     | 746233103                     | SHIPPING  |
| 41003        | 5/3/2011   | FOR03         | FORWARD INCORPORATED      | \$ 2,363.91  | 33655                         | SLUDGE REMOVAL                                  |
| 41004        | 5/3/2011   | GRA03         | W.W. GRAINGER, INC.       | \$ 469.61    | 951356844                     | PUMP REPLACEMENT FOR CL2 MACHINE                |
| 41005        | 5/3/2011   | HUG01         | HUGHSON ACE HARDWARE &    | \$ 73.01     | B10502                        | DEPARTMENTAL SUPPLIES                           |
| 41006        | 5/3/2011   | HUG03         | HUGHSON CHRONICLE         | \$ 278.60    | 96563                         | LEGAL #4770 ARSENIC LEVELS                      |
|              |            |               |                           | \$ 104.48    | 96601                         | LEGAL #4798 STREET PLAN LINES                   |
|              |            |               | Check Total:              | \$ 383.08    |                               |   |
| 41007        | 5/3/2011   | HUG34         | HUGHSON AUTO & TRUCK SUPP | \$ 229.72    | 28938                         | ALTERNATOR                                      |
| 41008        | 5/3/2011   | INT02         | INTL. INST. MUNI. CLERKS  | \$ 75.00     | B10503                        | ANNUAL MEMBERSHIP FEE D. SPINALE                |
| 41009        | 5/3/2011   | KUB00         | KUBWATER RESOURCES, INC   | \$ 6,318.26  | 865                           | POLYMER FOR SOMAT                               |
| 41010        | 5/3/2011   | MCC00         | McCOY TRUCK TIRE SERVICE  | \$ 505.59    | 426546                        | TIRES FOR MANLIFT TRUCK                         |
| 41011        | 5/3/2011   | QUI03         | QUICK N SAVE              | \$ 106.46    | 1-8338                        | DIESEL  |
|              |            |               |                           | \$ 3.74      | 1-8540                        | DIESEL  |
|              |            |               |                           | \$ 3.12      | 1-9255                        | DIESEL  |
|              |            |               | Check Total:              | \$ 113.32    |                               |   |
| 41012        | 5/3/2011   | SAF01         | SAFETLITE                 | \$ 104.04    | 277278                        | OBJECT MARKERS                                  |
| 41013        | 5/3/2011   | SAF02         | SAFETY-KLEEN CORP.        | \$ 25.00     | B10503                        | LATE FEE FROM PREV.                             |
|              |            |               |                           | \$ 281.59    | 53353008                      | RENTAL & SERVICE OF PARTS CLEANER               |
|              |            |               | Check Total:              | \$ 306.59    |                               |   |
| 41014        | 5/3/2011   | SHR02         | SHRED-IT CENTRAL CA       | \$ 111.72    | 47931118                      | SHREDDING                                       |
| 41015        | 5/3/2011   | TUR12         | TURLOCK, CITY OF          | \$ 315.20    | B10503                        | FUEL  |
| 41016        | 5/3/2011   | \C002         | COSTA, CHAD               | \$ 88.82     | 000B10501                     | MQ CUSTOMER REFUND FOR COS0013                  |
|              |            |               | Cash Account Total:       | \$ 71,478.21 |                               |   |
|              |            |               | Total Disbursements:      | \$ 71,478.21 |                               |   |

|                                     |  |                              |                            |
|-------------------------------------|--|------------------------------|----------------------------|
| Reviewed Date:<br>5/5/2011 12:01 PM | Approved:<br>Bryan Whitemyer, City Manager | Meeting Date:<br>May 9, 2011 | Agenda Item:<br><b>2.C</b> |
|-------------------------------------|--|------------------------------|----------------------------|



## Executive Summary

**Presented To:** Honorable Mayor and City Council Members

**Presented By:** Michele Penirian Winterbottom – Director of Administration/City Clerk

**Subject:** Consideration of a Resolution approving the destruction of certain records pursuant to the established Record Retention Schedule and in compliance with Section 34090 of the Government Code.

**Enclosure:** Resolution, Request for Authorization to Destroy Records, and Record Destruction list.

**Budget Action:** None

**Desired Action:** Staff is recommending Council adopt Resolution 2011-xx authorizing the destruction of certain records identified in Exhibit “A” in accordance with the City of Hughson’s current record retention schedule and applicable law.

### Background:

Each year the Departments within the City should examine their files and records and move all records scheduled for destruction to make room for filing within the City’s filing system.

The storage area is maintained by the City Clerk and was set up to keep, protect, preserve and store records, in accordance with federal, state, and local law.

California State Law requires the collection and processing of certain records. Specific documents become less valuable as an information resource with the passage of time and are no longer required to be maintained within the City’s filing system. Their continued retention inhibits a City’s ability to reference more current and valuable information sources.

The Retention schedule adopted by Council in 1988 allows those records that are no longer needed for administration, legal, or investigative purposes, be destroyed according to the program as adopted, and in compliance with federal, state, and local law.

Many of the records stored in the City Clerk’s office and storage facility, according to the adopted record retention schedule, should be scheduled for destruction or filed for off-site filing. In order to maintain a consistent filing system following the retention guidelines and schedule, and to avoid additional unnecessary utilization of the storage facilities, records need to be destroyed as outlined in the adopted retention program.

**Fiscal Impact:** None

### Staff Recommendation:

Staff is recommending Council adopt the Resolution 2011-002 authorizing the destruction of certain records as identified in Exhibit “A” in accordance with the record retention schedule approved by the City Council and applicable law.



**CITY HUGHSON  
CITY COUNCIL  
RESOLUTION NO. 2011- xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON  
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS APPROVED BY THE  
ADOPTED CITY'S RECORD RETENTION SCHEDULE AND AUTHORIZES THE CITY  
CLERK TO DESTROY SAID RECORDS LISTED AS EXHIBIT 'A' AND INCORPORATED  
HERETO**

**WHEREAS**, the City Council, by Resolution No. 1988-34 adopted a Records Management Program for the City of Hughson and established the procedure for the destruction of records; and

**WHEREAS**, the records designated for destruction have been reviewed in accordance with the Record Management Program and applicable law and approved by the City Clerk for destruction; and

**WHEREAS**, the City Attorney and City Clerk have reviewed the attached list of records set forth on Exhibit A, attached hereto, and find that those documents can be destroyed pursuant to the established Records Retention Schedule, and in compliance with applicable law, including Section 34090 of the California Government Code; and

**WHEREAS**, the City Attorney has provided written consent to the destruction of records identified on Exhibit A, as evidenced by his signature on the "Authorization to Destroy Records," attached hereto as Exhibit B.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Hughson does hereby authorize the destruction of the records identified on the attached Exhibit "A", and directs the City Clerk to make the arrangements for the actual destruction thereof.

It is hereby certified that the foregoing Resolution No. 2011- was duly introduced and duly adopted by the City Council of the City of Hughson at its regular meeting held on this 9<sup>th</sup> day of May 2011 by the following Roll Call vote: ( )

AYES in favor of:    Council Members  
NOES  
ABSENT:  
ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Ramon Bawanan, Mayor

\_\_\_\_\_  
Michele P. Winterbottom, MMC, City Clerk

**LIST OF PROPOSED RECORDS TO BE DESTROYED**  
**Exhibit "A" Resolution 2011-**

| <b>Category on Schedule</b>   | <b>Record Series Title</b>   | <b>Dates of Records</b> | <b>Retention Period</b> | <b>Old File Number</b>           |
|---|--|-------------------------|-------------------------|----------------------------------|
| Police Policy Sample Manuals CVSJRMA  | General Information files  | 2000                    | 2 years                 | 213-14                           |
| Central San Joaquin Valley Risk Management Authority Prima Facts Listing = City Clerk Certificate program information                     | General Information  | 1993                    | 2 years                 | 213-10                           |
| Division of occupations Safety and Health Policy and Procedures Manual  | Copy of policy from the SJVRMA   | 1992                    | 2 years                 | 213-9                            |
| Special Event Liability Insurance Diversified Risk 1995   | General Information  | 1995                    | 2 years                 | 213-6                            |
| K&K Insurance Agency User Insurance program   | 1987 Tenant/User Insurance Program                                       | 1987                    | 2 years                 | 213-2                            |
| Policy and Bylaws – Central San Joaquin Valley RMA  | Insurance Certificates   | 1987-1992               | 2 years                 | 213-15                           |
| Procedure Manual – Central San Joaquin Valley RMA – Transfer of Risk – 2000   | Insurance Requirement in contract procedure Manual                       | 2000                    | Supersede               | 213-13                           |
| Central San Joaquin Valley RMA Copies of Minutes – Executive Board of Directors meeting materials   | Copies of Minutes (CSJVARMA has Originals)                               | 1999-2003               | 2 years                 | 213-12                           |
| Central San Joaquin Valley RMA Copies of Agendas – Executive Board of Directors meeting materials – League Division meeting Agendas       | Copies of Agendas BOD through League Central Division meetings           | 1997                    | 2 years                 | 213-11                           |
| Revenue Sharing with County Re Police Services etc. 1997  | Cost Comparison Notes  | 1997                    | 2 years                 | 212-6                            |
| FORMS – Business license, excavation Permit Encroachment permit forms, Second Hand Store Application, house moving application and permit | Misc forms and applications no longer used – All have been superseded.   | 1981-2000               | Superseded              | 209                              |
| NOTING IN FILEs   | NOTE FOR REFERENCE TO INDEX  |                         |                         | 207-21; 207-22; 207-13 and 207-1 |
| NOTHING IN FILE   | Record refers o 210.30 (NO RECORD)                                       |                         |                         | 112-4; and 210-39                |
| Local Government Planning Survey (State of California) for data sharing   | Copies of records that were sent to the State Governor's office          | 1992-2001               | 2 years                 | 112-2                            |
| Highway Performance Monitoring System – State Department of Transportation -  | Instructions for reviewing and updating data Item                        | 1997                    | 2 years                 | 111-22                           |
| CDBG survey for Computer Software – and Regulations   | General Information  | 1996                    | 2 years                 | 111-16                           |
| State Department of Housing Community Development   | Income Limits fair market rents – advise on grants for Emergency Housing | 1994                    | 2 years                 | 111-16                           |
| Public Utility Commission – letter pertaining to traffic signals and rail crossings   | Year 2000 Investigation and Compliance Rules and regulations             | 1997                    | 2 years                 | 111-15                           |
| State Department of Real Estate Master Geographic Letter  | Verify Subdivide Compliance  | 2001                    | 5 years                 | 111-14                           |
| Franchise Tax Board – notice of public hearing  | Letter of information reporting requirements                             | 1985                    | 2 years                 | 111-4                            |

|  |   |             |                |        |
|--|---|-------------|----------------|--------|
| State of California Department of General Services   | Agency Billing Code – DGS<br>Customer Account – Authorized<br>officials to acquire federal surplus<br>property for the California State<br>Agency | 1985 - 1997 | 2 years        | 111-8  |
| Hughson Rotary Club  | Rental Agreement for Use of<br>Senior Center  | 1989        | 5 years        | 109-4  |
| State Department of Emergency Services   | Office of Emergency Services, -<br>Legislative updates, Informational<br>items and Regulations etc  | 1983-1997   | 2 years        | 111-7  |
| GIS/LIS and AM FM System Land Information System and<br>Automated mapping system information | General inquiries and information   | 1997        | 2 years        | 102-22 |
| Stanislaus County Assessor   | Information on costs of<br>Assessor's maps  | 1991-2002   | 2 years        | 106-11 |
| Use Permit Form:   | Old Forms   |             | Superseded     | 502-1  |
| Bidders List   | Master bidders listings   | 1997        | Superseded     | 811-3  |
| Campaign Disclosure Manuals  |   | 2004        | Superseded     | 303-1  |
| Yard Sale permit forms   | OLD FORMS   | 1988        | Super<br>ceded | 209    |
| Foreign Trade Zone FTZ Designation   | Letters from BOS regarding<br>information   | 1998        | 2 years        | 510-1  |
|  |   |             |                |        |
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|  |   |             |                |        |

CITY OF HUGHSON  
AUTHORIZATION TO DESTROY RECORDS  
Exhibit "B" Resolution 2011-

In accordance with the established City of HUGHSON Records Retention Schedule, adopted by Resolution No 88-34, consent is hereby granted to destroy the records identified on Exhibit "A" attached to Resolution 2011-xx, duly adopted by the City Council of the City of Hughson at its May 9, 2011 regular meeting.

The undersigned have determined the identified records are no longer needed for administrative, legal or fiscal purposes and have no historical value. We further certify the documents are not subject to audit, current or pending litigation, or extended retention period because of revised state, federal, or local regulations.

\_\_\_\_\_  
City Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk's Signature

\_\_\_\_\_  
Date

Dan Schroeder  
City Attorney's Review and Approved as to form:

May 2, 2011  
Date

Certification of Destruction

I Michele Penirian Winterbottom, MMC, Declare: I am the Director of Admin/City Clerk of the City of Hughson.  
(Title)

After a thorough review of the records described in the attached lists, I hereby certify that, to the best of my knowledge, the records (1) do not affect the title to real property or liens thereon; (2) are not court records; (3) are not required to be kept by statute; (4) are not less than two years old; (5) are not the minutes, ordinances, or resolutions of the City Council of the City of Hughson or any city board or commission; and (6) are no longer required (i) for operations of the department; or (ii) for operations of the City; or (iii) to satisfy a City Council policy adopted by Resolution, or a City Council request; or (iv) by the City for any other reason of which I am aware.

I have personally reviewed all the records identified on the attached list and I certify that to the best of my ability, I have identified and categorized them pursuant to the City Council Resolution.

Dated this \_\_\_ day of May, 2011, at Hughson, California.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_, 2\_\_\_\_\_

REVIEWED BY CITY CLERK:

\_\_\_\_\_  
(Signature)

Michele Penirian Winterbottom, MMC  
(Print Name)

APPROVED FOR DESTRUCTION:

\_\_\_\_\_  
(Signature)

Michele Penirian Winterbottom, MMC  
(Print Name)

The records were \_\_\_\_\_  
Method of Destruction (shred or burned)

Signed: \_\_\_\_\_  
Department Manager

Department: \_\_\_\_\_

Resolution # \_\_\_\_\_ were destroyed by this department on

\_\_\_\_\_  
(Date)

|                                    |  |                              |                     |
|------------------------------------|--|------------------------------|---------------------|
| Reviewed Date:<br>5/5/2011 1:14 PM | Approved:<br>Bryan Whitemyer, City Manager | Meeting Date:<br>May 9, 2011 | Agenda Item:<br>2.D |
|------------------------------------|--|------------------------------|---------------------|



## Executive Summary

**Presented To:** Honorable Mayor and Council Members  
**Presented By:** Sam Rush, Public Works Superintendent  
**Subject:** Consideration of a Resolution Declaring Certain Items as Surplus and Directing the Items Be Sold for Salvage Value  
**Enclosure:** Inventory List and Photos of Surplus Property  
**Budget Action:** None  
**Desired Action:** Adopt Resolution 2011-035, Approving and Declaring Certain Property Surplus and Authorizing the Disposal thereof.

---

### BACKGROUND

Staff has performed an inventory of unusable items and wish to declared that these items are unsalvageable or are no longer necessary. These items have been documented and will be removed from the City Asset list, if applicable. Council is requested to approve the resolution declaring the materials as surplus for salvage and direct staff to deliver the materials to the closest salvage yard for disposal or recycle.

The materials designed are old, antiquated and some dilapidated signs which are unsafe and beyond salvage. Staff has removed 18 old metal cabinets from the Waste Water Treatment Plant; 6 old and no longer needed lockers; 73 old regulatory street signs; and 40 old street stop signs and street name signs.

Upon approval of the Resolution, staff will be discarding the materials pursuant to Hughson Municipal Code Section 3.08.020 that states: "when declared to be surplus, property may be sold at any time by the city manager or if there is none, by the director of public works or other official designated by the City Council to any reputable junk dealer who regularly buys scrap metal".

### RECOMMENDATION:

Staff is requesting Council adopt Resolution 2011-035 declaring certain property as Surplus and authorizing its disposed thereof, and authorizing and directing the Public Works Superintendent to deliver the surplus materials to a reputable junk dealer and sell for salvage value.

**CITY OF HUGHSON**  
**CITY COUNCIL**  
**RESOLUTION NO. 2011-035**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON DECLARING CERTAIN  
PROPERTY SUPPLUS, AUTHORIZING THE DISPOSAL THEREOF AND IN ACCORDANCE  
WITH THE HUGHSON MUNICIPAL CODE**

**WHEREAS**, the City of Hughson has certain items of surplus property that have no further use;  
and

**WHEREAS**, the list of surplus items has been presented to the City Council for the review; and

**WHEREAS**, the Hughson Municipal Code Chapter 3.08, requires that property belonging to the  
City, of whatever kind, shall be sold only after having been declared by resolution of the City  
Council to be "Surplus" property.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hughson does  
hereby Declares that the listed items attached and incorporated hereto as Attachment "A"  
incorporation and made a part of this resolution are Surplus Property and Authorized the disposal  
thereof in accordance with the Hughson Municipal Code.

It is hereby certified that the foregoing Resolution No. 2011-035 was duly introduced and adopted  
by the City Council of the City of Hughson at its regular meeting held on this 9th day of May, 2011  
by the following roll call votes: ( )

Ayes in favor: Councilmembers

Noes:

Absent:

Abstain:

Approved

Attested

\_\_\_\_\_  
Ramon Bawanana, Mayor

\_\_\_\_\_  
Michele P Winterbottom, MMC  
City Clerk

|                                    |  |                              |                     |
|------------------------------------|--|------------------------------|---------------------|
| Reviewed Date:<br>5/5/2011 1:14 PM | Approved:<br>Bryan Whitemyer, City Manager | Meeting Date:<br>May 9, 2011 | Agenda Item:<br>2.D |
|------------------------------------|--|------------------------------|---------------------|

## CITY OF HUGHSON SURPLUS ITEMS

February 2011

| Count | DESCRIPTION                 | REMOVER FROM                | MODEL # | SERIAL # | CITY # | WHY SURPLUS             |
|-------|-----------------------------|-----------------------------|---------|----------|--------|-------------------------|
| 18    | old metal cabinets from lab | Waste water treatment plant |         |          |        | being replaced/ remodel |
| 1 set | Set of six lockers          | Waste Water Treatment Plant |         |          |        | being replaced/ remodel |
| 73    | old regulatory street signs | throughout city             |         |          |        | Damaged /Faded          |
| 40    | old street name signs       | throughout city             |         |          |        | Damaged /Faded          |





Metal lockers and metal cabinets from lab removed during remodel of Waste Water Treatment Plant



Signs removed and replaced due to Vandalism and fading.

These are signs that have been replaced for the past two years.



|                                     |  |                              |                          |
|-------------------------------------|--|------------------------------|--------------------------|
| Reviewed Date:<br>5/5/2011 12:03 PM | Approved:<br>Bryan Whitemyer, City Manager | Meeting Date:<br>May 9, 2011 | Agenda Item:<br><b>3</b> |
|-------------------------------------|--|------------------------------|--------------------------|



## Executive Summary

**Presented To:** City Council  
**Presented By:** Thom Clark, Director of Community Development  
**Meeting Date:** May 9, 2011  
**Subject:** Consideration of Resolution No. 2011-036, A Resolution of the City Council of the City of Hughson Approving a Three-Year Time Extension for Vesting Tentative Subdivision Map No. 06-04 for Starn Industrial Park, APN 018-049-032

**Enclosure:**

1. Resolution No. 2011-036
2. Assessor's Parcel Map 018-049-032

**Budget Action:** None

**Desired Action:** Adopt Resolution No. 2011-036 Approving a Three-Year Time Extension for Vesting Tentative Subdivision Map No. 06-04 for Starn Industrial Park, APN 018-049-032.

### Background:

At its regularly scheduled meeting of July 10, 2006, the Hughson City Council adopted Resolution No. 06-134, approving Vesting Tentative Subdivision Map No. 06-04 for Starn Industrial Park. Pursuant to Municipal Code Section 16.16.170, as well as the Subdivision Map Act, a vesting tentative map expires after 24 months unless a final map for the parcel has been approved. No final map has ever been approved.

Subsequently, the property owner, Paul Starn, applied for and received a three-year extension of the vesting tentative map. The City Council validated the extension request with adoption of Resolution No. 08-74 at the regularly scheduled meeting of June 9, 2008. The extension of the map is effective through July 10, 2011. The extensions given pursuant to Resolution No. 08-74 were automatic extensions (following application by the property owner) authorized by Subdivision Map Act Sections 66452.11 and 66452.13.

The map applies to the parcel on the west side of Tully Road, south of Service Road, in the Industrial Zone, and which is identified as APN 018-049-032 (see attached map). The parcel is contained within the Central Hughson Benefit

Assessment District and the Central Hughson Lighting and Landscape District and is levied assessments in these districts in accordance with the benefit received.

**Discussion:**

**SUBDIVISION MAP ACT:**

Since the first extension of the vesting tentative map by the City Council as noted above, the legislature has added more language to extend tentative maps. An additional two year extension is articulated in the following Map Act section:

66452.22. (a) The expiration date of any tentative or vesting tentative subdivision map or parcel map for which a tentative or vesting tentative map, as the case may be, has been approved that has not expired on July 15, 2009, and that will expire before January 1, 2012, shall be extended by 24 months.

(b) The extension provided by subdivision (a) shall be in addition to any extension of the expiration date provided for in Section 66452.6, 66452.11, 66452.13, 66452.21, or 66463.5.

(c) Any legislative, administrative, or other approval by any state agency that pertains to a development project included in a map that is extended pursuant to subdivision (a) shall be extended by 24 months if this approval has not expired on July 15, 2009. This extension shall be in addition to any extension provided for in Sections 66452.13 and 66452.21.

(d) (1) For purposes of this section, the determination of whether a tentative subdivision map or parcel map expires before January 1, 2012, shall count only those extensions of time pursuant to subdivision (e) of Section 66452.6 or subdivision (c) of Section 66463.5 approved on or before July 15, 2009, and any additional time in connection with the filing of a final map pursuant to subdivision (a) of Section 66452.6 for a map that was recorded on or before July 15, 2009.

(2) The determination made pursuant to this subdivision shall not include any development moratorium or litigation stay allowed or permitted by Section 66452.6 or 66463.5.

(e) The provisions of Section 65961 relating to conditions that may be imposed upon or after a building permit for a subdivision of single- or multiple-family residential units or a parcel map for a subdivision for which no tentative map was required, are modified as set forth in subdivisions (e) and (f) of Section 65961 for tentative maps extended pursuant to this section.

**HUGHSON MUNICIPAL CODE:**

Section 16.12.070.D.3 of the Hughson Municipal Code, allows a vesting tentative map to be extended for a period of one year.

Municipal Code Section 16.12.170 is a discretionary approval by the City Council.

The above cited Government Code Section (a portion of what is commonly known as the Map Act), 66452.22, will automatically extend the expiration date of Vesting Tentative Map No. 06-04 by two years with the recommended action by the City Council. The question before the City Council is whether or not to extend the map for an additional year using the provisions of the Municipal Code.

Since this particular map is for an industrial park, and for the same reasons cited by the parcel owner for the first extension request i.e., poor market conditions, staff believes that the extension should be granted.

**Fiscal Impact:**

A vesting tentative map effectively freezes all conditions, laws, fee schedules, etc, in place at the time of map approval. It is possible that fees may change during the life of the vesting map and an extension of the map would not allow the City to collect any increase in these fees. However, it may not be in the best interest of the City to increase fees in the Industrial Zone and, no fee increase are currently being contemplated. As noted earlier, the parcel is paying its fair share of BAD and LLD fees to ensure maintenance of the surrounding industrial area is properly funded. Staff does not see any direct negative fiscal impact with regard to this map extension. Conversely, there may be positive fiscal impact if preservation of the vesting rights on this map lead to industrial growth and resultant job creation.

**Recommendation:**

Adopt Resolution No. 2011-036, A Resolution of the City Council of the City of Hughson Approving a Three-Year Time Extension for Vesting Tentative Subdivision Map No. 06-04 for Starn Industrial Park, APN 018-049-032.

**CITY OF HUGHSON**  
**CITY COUNCIL**  
**RESOLUTION NO. 2011-036**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUGHSON APPROVING A  
THREE YEAR TIME EXTENSION FOR VESTING TENTATIVE SUBDIVISION MAP NO.  
06-04 FOR STARN INDUSTRIAL PARK, APN 018-049-032**

**WHEREAS**, Vesting Tentative Subdivision Map No. 06-04 was approved with conditions by the Hughson City Council on July 10, 2006; and

**WHEREAS**, in accordance with the Subdivision Map Act as well as Hughson Municipal Code Section 16.16.070 a vesting tentative map expires 24 months after its approval date if a final subdivision map is not filed; and

**WHEREAS**, on July 9, 2008 the Hughson City Council approved a three year extension of Vesting Tentative Subdivision Map No. 06-04 pursuant to Subdivision Map Act Sections 66452.11 and 66452.13; and

**WHEREAS**, the owner of the real property, Paul Starn, has again requested an extension of the vesting tentative map, citing the economic downturn as the reason; and

**WHEREAS**, Subdivision Map Act Section 66452.22 provides for an additional automatic twenty-four month extension of a tentative map following a request by the property owner; and

**WHEREAS**, Hughson Municipal Code Section 16.16.170 also provides for a twelve month extension of a tentative map at the discretion of the City Council; and

**WHEREAS**, an extension of Vesting Subdivision Map No. 06-04 will benefit the City of Hughson by preserving the vesting rights bestowed upon the map, thereby encouraging industrial growth and resultant job creation.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Hughson does hereby extend the expiration date for Vesting Tentative Subdivision Map No. 06-04 for an additional 36 months, or until July 10, 2014.

It is hereby certified that the foregoing Resolution No. 2011-036 was duly introduced and adopted by the City Council of the City of Hughson at its regular meeting held on this 9th day of May, 2011 by the following roll call votes: ( )

Ayes in favor: Councilmembers

Noes:

Absent:

Abstain:

Approved

Attested

\_\_\_\_\_  
Ramon Bawanana, Mayor

\_\_\_\_\_  
Michele P Winterbottom, MMC  
City Clerk

Starn Industrial Map Extension SR  
RESOLUTION 2011- 036  
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|                |  |                              |                          |
|----------------|--|------------------------------|--------------------------|
| Reviewed Date: | Approved:<br>Bryan Whitemyer, City Manager | Meeting Date:<br>May 9, 2011 | Agenda Item:<br><b>4</b> |
|----------------|--|------------------------------|--------------------------|



## Executive Summary

**Presented By:** Bryan Whitemyer, City Manager  
**Meeting Date:** May 9, 2011  
**Subject:** 2011-2012 Budget Workshop Schedule  
**Budget Action:** None  
**Desired Action:** Review and Approve 2011-2012 Annual Budget Workshop Schedule

**Background:** The development of the City's Annual budget is an extremely important activity that ultimately outlines the spending plan the City will follow throughout the fiscal year that runs from July 1<sup>st</sup> to June 30<sup>th</sup>. It is imperative that the public have opportunities to review this document before it is ultimately adopted by the City Council.

Staff would like to present the following budget review schedule for the Council's consideration.

- 1) **Finance Subcommittee**
  - a. Thursday, May 26, 2011
    - i. Draft 2011-2012 Budget Review @ 6:00pm. (Open to the Public)
- 2) **Special City Council Meeting**
  - a. Monday, June 6, 2011
    - i. 2011-2012 Budget Workshop @ 6:00pm (Open to the Public)
- 3) **Regular City Council Meeting**
  - a. Monday, June 13, 2011
    - i. Review and Approve (If appropriate) 2011-2012 Budget @ 7:00pm (Open to the Public)
- 4) **Special City Council Meeting (If Needed)**
  - a. Monday June 20, 2011
    - i. Review and Approve 2011-2012 Budget @ 7:00pm (Open to the Public)
- 5) **Regular City Council Meeting (If Needed)**
  - a. Monday June 23, 2011
    - i. Review and Approve 2011-2012 Budget @ 7:00pm (Open to the Public)

The proposed schedule includes the possibility for five public meetings. It is quite possible that not all of the meetings will be needed. However, this schedule will provide the council and staff with some flexibility if additional research or study is needed.

**Recommendation:** Review the proposed Budget Review schedule and provide direction to staff. Approve the proposed Budget Review schedule or an alternative schedule.

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|----------------|--|------------------------------|--------------------------|
| Reviewed Date: | Approved:<br>Bryan Whitemyer, City Manager | Meeting Date:<br>May 9, 2011 | Agenda Item:<br><b>5</b> |
|----------------|--|------------------------------|--------------------------|



## Executive Summary

**Presented By:** Bryan Whitemyer, City Manager  
**Meeting Date:** May 9, 2011  
**Subject:** City of Hughson Facebook Page  
**Budget Action:** None  
**Desired Action:** Update Item Only

**Background:** In April 2011, the City unveiled its official City of Hughson Facebook page. The purpose of the page is to help keep residents informed about upcoming events and activities taking place in the community. The City also uses this page to provide links to City Council Agenda packets. So far it has been very well received.

Our fan base is still small, only 55 as of May 4, 2011, but it is growing. This will become a more powerful tool as more members of the community connect with our page. So far we have been able to advertise the following:

- 1) Finance Subcommittee – April 5, 2011
- 2) Andrew Fontana Park – Ribbon Cutting – April 6, 2011
- 3) City Wide Yards Sale – April 30, 2011
- 4) Hughson’s Children’s Health Festival – April 30, 2011
- 5) Hughson Arboretum Open House – April 30, 2011
- 6) City Wide Clean Up Day – May 7, 2011
- 7) Hughson Fire Department Chicken BBQ – May 7, 2011
- 8) Public Workshop on City of Hughson – Street Plan Lines – May 12, 2011 – 6:00pm – Community Senior Center building – 2307 Fourth Street

The purpose of this item is to bring greater awareness of the City’s Facebook page. A visual presentation will be given at the meeting.

### How do you find the City’s Facebook page?

- 1) If you are logged into Facebook you type in City of Hughson in the “Search” bar at the top of the page. Then select our page.



- 2) If you don't have a Facebook account you can go to [www.google.com](http://www.google.com) and in the "Search" bar type "City of Hughson Facebook". It will then bring up a link to our Facebook page. Follow that link to our page. You will be able to see the posts but in order to get updates and fully utilize the page you will need to create an account.

**Recommendation:** This is an update item only.