

City of Isleton

City Council
Staff Report

DATE: April 13, 2021

ITEM#: 4.A, B & C

CATEGORY: Communications

CITY COUNCIL COMMUNICATIONS

SUMMARY

City has received the following communications:

A. Potential School Closures

B. Isleton Historical Review Preservation Board Member's

C. Registration Now Open for Delta Conveyance Project Community Benefits Program Workshops.

FISCAL IMPACT

There is no fiscal impact with this appointment.

RECOMMENDATION

There is no action required.

ATTACHMENT

- Potential School Closures
- Isleton Historical Review Preservation Board Member's
- Registration Now Open for Delta Conveyance Project Community Benefits Program Workshops

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk 
Reviewed by: Charles Bergson, City Manager 

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Editor: Robert M. Goss

Editorial Board: ...

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Town Hall Meetings

Potential School Closures

Clarksburg Middle School - Cafeteria - 6:00pm
Tuesday, April 6, 2021 - Meeting will be held in English
Thursday, April 8, 2021 - Meeting will be held in Spanish

Bates Elementary School - Cafeteria - 6:00pm
Thursday, April 15, 2021 - Meeting will be held in English
Tuesday, April 20, 2021 - Meeting will be held in Spanish

Walnut Grove Elementary School - Cafeteria - 6:00pm
Thursday, April 22, 2021 - Meeting will be held in English
Tuesday, April 27, 2021 - Meeting will be held in Spanish

Rio Vista High School - Gymnasium - 6:00pm
Thursday, April 29, 2021 - Meeting will be held in English
Tuesday, May 4, 2021 - Meeting will be held in Spanish

These meetings are open to the public providing community members, businesses, parents and staff members the opportunity to share their thoughts on potential school closures. COVID-19 protocols will be followed. Masks must be worn at all times. Space will be limited following the CDPH guidelines. These meetings will also be available via Zoom (Meeting ID: 979 3220 6855 Passcode: 20588). If you have any questions regarding these meetings, please contact the District Office at (707) 374-1700.



Yvonne

From: Diana O'Brien <dianaobrien@cityofisleton.com>
Sent: Wednesday, April 07, 2021 1:26 PM
To: 'Yvonne'; Charles Bergson
Subject: Isleton Historical Review Preservation Board Members - April 27th CC Meeting

FYI

Clay would like to talk to City Council requesting to replace and add new appointed board members at the April 27th CC Meeting:

The current members are:

One Historical Society Member

Pam Bulahan

Two Public Members

Chuck Hasz (deceased)

*Clay Bodenhammer

Two Planning Commissioners

Jack Chima

Paul Steele (City Council)

The highlighted people need to be replaced except for *Clay at this time. In the near future he would like to find a replacement.

Diana O'Brien

Administrative Assistant

City of Isleton

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Delta Conveyance Project



March 15, 2021

Registration Now Open for Delta Conveyance Project Community Benefits Program Workshops

[Haga clic aquí para ver este aviso en español.](#)

If you live, work or recreate in the Sacramento-San Joaquin Delta, the Department of Water Resources wants to hear from you about developing a Community Benefits Program for the Delta Conveyance Project.

Please join a virtual workshop to share your thoughts about the concept, goals, objectives and types of projects that could be beneficial to the Delta community.

- Wednesday, April 14, 2021 | 6:00pm – 8:00pm [REGISTER HERE](#)
Registration closes on April 7th
- Thursday, May 6, 2021 | 6:00pm – 8:00pm [REGISTER HERE](#)
Registration closes on April 29th
- Tuesday, May 25, 2021 | 6:00pm – 8:00pm [REGISTER HERE](#)
Registration closes on May 18th

Note: There will be a workshop specifically for Tribal Members on May 17, 2021.

Background Information and Resources

Proponents of large infrastructure projects typically develop a set of commitments—community benefits created in coordination with the local community—to address how the project affects the local community. These commitments are separate and apart from mitigation developed as a part of environmental review. DWR has initiated development of a Community Benefits Program for the proposed Delta Conveyance Project. The Community Benefits Program would be implemented only if the Delta Conveyance Project is approved.

Please note that participation in developing a community benefits program does not in any way indicate your support for the Delta Conveyance Project itself.

Development and eventual administration of this program is meant to be a grassroots and collaborative process. DWR is soliciting community input at this early stage to inform development.

of a framework to be included in the Draft Environmental Impact Report. For more information, find the concept paper [here](#) and a digital article [here](#).

Workshop Format

The main focus of the workshops will be to gather public input. Every workshop will include an overview of the Community Benefits Program, background information relevant to each agenda and an opportunity for clarifying questions. Workshop participants will then be asked questions such as

Workshop 1: What Community Benefits Mean to You

- What do you think about the community benefits concept?
- What should the program's overall goals be?
- What categories of benefits should the program focus on?

Workshop 2: Project Ideas

- Are there types of projects that could benefit recreation, tourism, agriculture, culture, history, economy, education, etc.?
- What would the objectives be for each type of project?

Workshop 3: Jobs, Education, Infrastructure and Engagement


- What do you think about opportunities for economic development, jobs, education, and multi-purpose facilities?
- What is the best way to approach community engagement to further develop the program?

The workshops will be conducted using Zoom and can be accessed through the internet or by using your phone. For instructions on how to use Zoom, click [here](#). Closed captioning will also be provided.

Written material used for the workshops will be sent to registered workshop participants, along with the Zoom link, ahead of the meeting. Meeting material will be available in English and Spanish and a simultaneous Spanish translation will be offered. If you require any additional participation accommodations, please email DeltaConveyanceCRP@water.ca.gov.

If you cannot participate in the workshops, but would like to provide input, please email us at DeltaConveyanceCRP@water.ca.gov. A recording of each workshop will be posted, along with the background material, at <https://water.ca.gov/Programs/State-Water-Project/Delta-Conveyance/Community-Benefits-Program>.



 Delta Conveyance Project

CALIFORNIA DEPARTMENT OF WATER RESOURCES
CONTACT US | [WATER.CA.GOV/DELTA CONVEYANCE](http://water.ca.gov/deltaconveyance)
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City of Isleton

City Council
Staff Report

DATE: April 13, 2021

ITEM#: 5.A

CATEGORY: Consent Calendar

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MARCH 9, 2021 AND MARCH 23, 2021.

SUMMARY

Review of the Regular City Council Meetings of March 9, 2021 and March 23, 2021.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

City Council review and approve the draft minutes of the Regular City Council Meeting on March 9, 2021 and March 23, 2021.

ATTACHMENTS

Minutes of March 9, 2021 and March 23, 2021.

Reviewed by: Charles Bergson, City Manager 

Submitted and prepared by: Yvonne Zepeda, Deputy City Clerk 

CITY OF ISLETON

Regular City Council Meeting Minutes

Tuesday, March 9th, 2021 at 6:30pm

208 Jackson Boulevard

Isleton, California 95641

You can call in to join our public meeting

TELECONFERENCE MEETING

1. OPENING CEREMONIES

A. Welcome & Call to Order – Mayor Eric Pene called to order at 6:30pm.

B. Pledge of Allegiance

C. Roll Call

PRESENT: Councilmember's Barbara Dockery, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene, City Manager Charles Bergson. ABSENT: Councilmember's Iva Walton.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Council and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

ACTION: Evan Jacobson from California American Water gave an update on water break last month.

4. COMMUNICATIONS

A. None

5. CONSENT CALENDAR

A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of February 23, 2021.

RECOMMENDATION: City Council review and approve draft minutes of the Regular City Council Meeting of February 23, 2021.

ACTION: Councilmember Barbara Dockery motion to approve draft minutes of the Regular City Council Meeting of February 23, 2021. Vice Mayor Pamela Bulahan second the motion.

AYES: Councilmember's Barbara Dockery, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Councilmember Iva Walton.

PASSED 4-0.

AMERICANS WITH DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to Yvonne.zepeda@cityofisleton.com at least 48 hours prior to the meeting.

GOV. CODE § 54957.5 NOTICE: Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at Isleton City Hall located at 101 Second Street, Isleton, California 95641.

6. OLD BUSINESS

- A. **SUBJECT:** Sacramento County COVID-19 Public Health Order Update and City of Isleton Executive Order.

RECOMMENDATION: Discuss and provide direction to staff.

ACTION: Update on Purple Tier 1 guidelines.

- B. **SUBJECT:** Parking Enforcement, Pilot Program.

RECOMMENDATION: That the City Council approve:

1. purchase order to SP+ Parking for parking enforcement services
2. purchase order to Data Tickets LLC for citation processing
3. pass Resolution No. 005-21 adopting Isleton Vehicle Traffic Bail Schedule
4. designate the use of Vehicle Theft Funds (SB2139) for the Pilot Parking Enforcement Program.

ACTION: Mayor Eric Pene approved Parking Enforcement, 1. Purchase order to SP+ Parking for parking enforcement services. 2. Purchase order to Data Tickets LLC for citation processing. 4. Designate the use of Vehicle Theft Funds (SB2139) for the Pilot Parking Enforcement Program. Councilmember Paul Steele second the motion. PASSED 4-0.

Mayor Eric Pene motion to adopt 3. Pilot Program Resolution No. 005-21 adopting Isleton Vehicle Traffic Bail Schedule. Councilmember Paul Steele second the motion. PASSED 4-0.

AYES: Councilmember's Barbara Dockery, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Councilmember Iva Walton.

7. NEW BUSINESS

- A. **SUBJECT:** Delta Conveyance Project Benefits Program

RECOMMENDATION: Discuss and provide direction to staff.

ACTION: City Council directed to set a public hearing.

- B. **SUBJECT:** Sacramento Local Agency Formation Commission (LAFCo) Appointment.

RECOMMENDATION: Appoint a representative to the Sacramento Local Agency Formation Commission.

ACTION: Designated by consensus Councilmember Paul Steele to be City's LAFCO Board member for 4 year term.

- C. **SUBJECT:** Resolution 006-21, approving the application for Statewide Park Development and Community Revitalization Program Grant Funds for the 6th Street Walking and Biking Trail.

RECOMMENDATION:

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1. Find the Sixth Street Walking and Biking Trail exempt under California Environmental Quality Act sections 15301, Existing facilities, and 15304, Minor Alterations to Land
2. Approve Resolution 006-21, application for Statewide Park Development and Community Revitalization Program Grant Funds for the 6th Street Walking and Biking Trail.

ACTION: Councilmember Paul Steele motion to approve the Sixth Street Walking and Biking Trail exempt under California Environmental Quality Act sections 15301, Existing facilities, and 15304, Minor Alterations to Land and approve Resolution 006-21, application for Statewide Park Development and Community Revitalization Program Grant Funds for the 6th Street Walking and Biking Trail. Mayor Eric Pene second the motion. **AYES:** Councilmember's Barbara Dockery, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Councilmember Iva Walton. **PASSED 4-0.**

D. SUBJECT: Housing Funds Approvals—Permanent Local Housing Allocation (PLHA) and Regional Early Action Planning (REAP)

RECOMMENDATION:

1. Staff recommends that City Council adopt Resolution No. 007-21, agreement between the County of Sacramento and the Cities of Folsom, Isleton and Galt to participate in the Permanent Local Housing Allocation (PLHA) Funding Program and to designate Sacramento County as the Administering Local Government for the funds.
2. Staff recommends that City Council direct the City Manager to enter into a Memorandum of Understanding with the Sacramento Area Council of Governments (SACOG) to allocate 25% (\$10,000) of planning grant funds from the Regional Early Action Plan (REAP) program.
3. Staff recommends that City Council direct the City manager to enter into a Memorandum of Understanding with SACOG to allocate 75% (\$40,000) in planning grant funds from the REAP program.

ACTION: Councilmember Paul Steele motion that City Council adopt Resolution No. 007-21, agreement between the County of Sacramento and the Cities of Folsom, Isleton and Galt to participate in the Permanent Local Housing Allocation (PLHA) Funding Program and to designate Sacramento County as the Administering Local Government for the funds. 2. Staff recommends that City Council direct the City Manager to enter into a Memorandum of Understanding with the Sacramento Area Council of Governments (SACOG) to allocate 25% (\$10,000) of planning grant funds from the Regional Early Action Plan (REAP) program. 3. Staff recommends that City

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Council direct the City manager to enter into a Memorandum of Understanding with SACOG to allocate 75% (\$40,000) in planning grant funds from the REAP program. Vice Mayor Pamela Bulahan second the motion. AYES: Councilmember's Barbara Dockery, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene. NOES: None. ABSTAIN: None. ABSENT: Councilmember Iva Walton. PASSED 4-0.

- E. **SUBJECT** Federal Excess Property Program, Fire Boat, Acceptance.

RECOMMENDATION: That the City Council accept a fire boat from the Federal Excess Property Program.

ACTION: Councilmember Paul Steele motion to accept the Federal Excess Property Program, Fire Boat, Acceptance. Mayor Eric Pene second the motion. AYES: Councilmember's Barbara Dockery, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene. NOES: None. ABSTAIN: None. ABSENT: Councilmember Iva Walton. PASSED 4-0.

8. COUNCIL REPORTS AND COMMITTEE UPDATES

- A. Councilmember Barbara Dockery – Request workshop to review budget and finances.
- B. Councilmember Paul Steele – Delta Protection meeting.
- C. Councilmember Iva Walton – Absent.
- D. Vice Mayor Pamela Bulahan – None.
- E. Mayor Eric Pene – None.

9. STAFF GENERAL REPORTS AND DISCUSSION

- A. City Manager Report – Received and presented.
- B. Fire Chief Report – None.

10. ADJOURNMENT

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

MAYOR, Eric Pene

DEPUTY CITY CLERK, Yvonne Zepeda

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CITY OF ISLETON
Regular City Council Meeting Minutes
Tuesday, March 23rd, 2021 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641
You can call in to join our public meeting
TELECONFERENCE MEETING

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Eric Pene called to order 6:30pm
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Councilmember's Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene, City Manager Charles Bergson, City Attorney Andreas Booher and Deputy City Clerk Yvonne Zepeda. ABSENT: Councilmember's Barbara Dockery and Paul Steele.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Council and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

ACTION: None.

4. COMMUNICATIONS

- A. None

5. CONSENT CALENDAR

- A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of March 9, 2021.

RECOMMENDATION: City Council review and approve draft minutes of the Regular City Council Meeting of March 9, 2021.

ACTION: Tabled until next meeting.

6. OLD BUSINESS

- A. **SUBJECT:** Sacramento County COVID-19 Public Health Order Update and City of Isleton Executive Order.

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RECOMMENDATION: Discuss and provide direction to staff.

ACTION: Received information from Sacramento County COVID-19, purple tier.

- B. SUBJECT:** City Emergency Order.

RECOMMENDATION: Renew the Declaration of State of Emergency due to the Novel Coronavirus disease epidemic.

ACTION: Continued until next meeting in April.

7. NEW BUSINESS

- A. SUBJECT:** Cannabis Buffer Zone Amendment.

RECOMMENDATION: Staff is recommending that City Council direct modification to the Cannabis buffer zone.

ACTION: Bring back to council.

- B. SUBJECT:** Water Front Lease Expiration.

RECOMMENDATION: Direct Staff to extend Waterfront Lease with the State Land Commission.

ACTION: Council directed staff to extend Waterfront Lease with the State Land Commission.

- C. SUBJECT:** 417 F Street Sewer Re-Route.

RECOMMENDATIONS: Direct Staff to appropriate up to \$45,000 to repair and re-route 417 F Street sewer connection.

ACTION: Mayor Eric Pene motion to direct staff to appropriate up to \$45,000 to repair and re-route 417 F Street Sewer. Vice Mayor Pamela Bulahan second the motion.

AYES: Councilmember Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene.

NOES: None. **ABSTAIN:** None. **ABSENT:** Councilmember's Barbara Dockery and Paul Steele. **PASSED 3-0.**

- D. SUBJECT:** Sewer Lateral Responsibility Policy.

RECOMMENDATION: Discuss and give direction

ACTION: Council gave direction to staff to modify Isleton Municipal Code on Sewer Lateral Responsibility, section 9.04.320.

8. COUNCIL REPORTS AND COMMITTEE UPDATES

- A. Councilmember Barbara Dockery – Absent.
- B. Councilmember Paul Steele – Absent.
- C. Councilmember Iva Walton – Parking zone.
- D. Vice Mayor Pamela Bulahan – Attended SACOG meeting.
- E. Mayor Eric Pene – None.

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9. STAFF GENERAL REPORTS AND DISCUSSION

- A. City Manager Report – Report received and provided.
- B. Fire Chief Report – None.

10. ADJOURNMENT

AYES:
NOES:
ABSTAIN:
NOES:

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

MAYOR, Eric Pene

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City of Isleton

City Council Staff Report

DATE: April 13, 2021

ITEM#: 6.A

CATEGORY: Old Business

ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO, MARCH 16, 2021.

SUMMARY

In alignment with Red Tier 2, the following sectors are permitted for Outdoor operations only until further notice. While maintaining social distancing, face coverings, and sanitization.

1. Cardrooms, satellite wagering.
2. Family Entertainment Centers (e.g. bowling alleys, miniature golf, batting cages, kart racing, skating rinks, and arcades).
3. Playgrounds, dog parks, skate parks, and recreational facilities.
4. Wineries, breweries, and distilleries (with reservations, 90 minute time limit, table seating, onsite consumption closed by 8pm)

Bars and pubs may operate indoors (maximum 25% capacity or 100 people, whichever is fewer) if they are offering sit-down meals.

INDOOR operations in compliance with Red Tier 2 that are open for indoor operations are,

- a. All retail (maximum 50% capacity; grocery stores 100% capacity)
 - b. Critical infrastructure
 - c. Entertainment production, studios, broadcast
 - d. Gyms and fitness centers (max. 10% capacity + climbing walls)
 - e. Hair salons and barbershops
 - f. Hotels and lodging (fitness centers max 25% capacity)
 - g. Libraries
 - h. Movie theaters (max. 25% capacity or 100 people, whichever is fewer)
 - i. Museums, zoos, aquariums (indoor 25% cap)
 - j. Nail salons and electrolysis operations
 - k. Personal care services (body waxing, estheticians, tattoo, and massage)
 - l. Places of worship (25% cap.)
 - m. Professional sports
 - n. Restaurants (max. 25% capacity or 100 people, whichever is fewer)
 - o. Shopping centers (malls, destination centers, swap meets) (max. 50% cap/closed common areas/food courts max.25% cap or 100 people, whichever is fewer)
5. In alignment with RED TIER 2, bars and pubs are prohibited from operating with the exception of those serving sit-down meals.
6. Schools may reopen for in-person instruction after publicly posting their COVID-19 Safety plan.
7. All activities must follow state and county guidelines and the <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

Staff is submitting the order to guide City operations during the pandemic virus emergency. City Parks and Water front have been opened.

FISCAL IMPACT

Unknown at this time.

RECOMMENDATION

It is recommended that City Council discuss and provide direction to staff.

ATTACHMENTS

- Sacramento County Health Order of March 16, 2021.

Reviewed by: Charles Bergson, City Manager _____

Submitted and prepared by: Yvonne Zepeda, City Clerk






FEMA

April 5, 2021

MEMORANDUM FOR: FEMA Regional Administrators
Regions I – X

ATTENTION: Regional Recovery Division Directors

FROM: Keith Turi 
Assistant Administrator
Recovery Directorate

SUBJECT: Issuance of *Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim)*

The purpose of this memorandum is to issue the attached *Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim)* policy. Under the March 13, 2020, COVID-19 nationwide emergency declaration and subsequent major disaster declarations for COVID-19, state, local, tribal, and territorial government entities and certain private nonprofit organizations are eligible to apply for assistance under the FEMA Public Assistance Program. On January 21, 2021, the President issued the [Memorandum to Extend Federal Support to Governors' Use of the National Guard to Respond to COVID-19 and to Increase Reimbursement and Other Assistance Provided to States](#), which authorized FEMA to provide funding to Public Assistance applicants for the safe opening and operation of eligible facilities. Such assistance "may include funding for the provision of personal protective equipment and disinfecting services and supplies."

The *COVID-19 Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim)* policy defines the framework, policy details, and requirements for determining the eligibility of safe opening and operation work and costs under the Public Assistance Program. It applies to safe opening and operation work conducted from January 21, 2021, through September 30, 2021, notwithstanding Section C.3. of [FEMA Policy COVID-19 Pandemic: Work Eligible for Public Assistance \(Interim\)](#), effective September 15, 2020. Assistance for eligible costs will be provided at 100 percent federal funding.

If you have any questions about this policy, please have your staff contact Ana Montero, Director, Public Assistance Division, at ana.montero@fema.dhs.gov.



FEMA

Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim)

FEMA Policy FP-104-21-0003

BACKGROUND

Under the March 13, 2020, Coronavirus (COVID-19) nationwide emergency declaration¹ and subsequent major disaster declarations for COVID-19, state, local, tribal, and territorial (SLTT) government entities and certain private nonprofit (PNP) organizations are eligible to apply for assistance under the FEMA Public Assistance (PA) Program.² On January 21, 2021, the President issued the "Memorandum to Extend Federal Support to Governors' Use of the National Guard to Respond to COVID-19 and to Increase Reimbursement and Other Assistance Provided to States", which authorized FEMA to provide funding to PA Applicants for the safe opening and operation of eligible facilities. Such assistance "may include funding for the provision of personal protective equipment and disinfecting services and supplies."

PURPOSE

This interim policy defines the framework, policy details, and requirements for determining the eligibility of safe opening and operation work and costs under the PA Program. The purpose of this policy is to ensure consistent and appropriate implementation across all COVID-19 emergency and major disaster declarations.

PRINCIPLES

- A. FEMA remains committed to providing support to meet emergency needs during the COVID-19 pandemic.
- B. FEMA will implement this policy and any assistance provided in a consistent manner through informed decision making and review of an Applicant's supporting documentation.
- C. FEMA will engage with interagency partners, including the U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR), the Administration for Children and Families (ACF), the Centers for Disease Control and Prevention (CDC), the Centers for Medicare and Medicaid Services (CMS), and the Health Resources and Services Administration (HRSA); Indian Health Service; the U.S. Department of Agriculture (USDA); the U.S. Department of Housing and Urban Development (HUD); and the U.S. Department of Education,

¹ www.fema.gov/news-release/2020/03/13/covid-19-emergency-declaration.

² See www.fema.gov/assistance/public/program-overview for more information.



FEMA

among others, to ensure any assistance is provided in a coordinated manner without duplicating assistance.

REQUIREMENTS

A. APPLICABILITY

Outcome: To define the declarations, eligible Applicants, and work to which the safe opening and operation provisions of this interim policy applies.

1. This policy applies to:
 - a. All emergency and major disaster declarations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 *et seq.* (the Stafford Act), as amended, issued by the President for the COVID-19 pandemic.
 - b. Eligible PA Applicants under the COVID-19 emergency declaration or any subsequent COVID-19 major disaster declaration.³
 - c. Work conducted from January 21, 2021 through September 30, 2021.
2. This policy does not apply to any other emergency or major disaster declaration.
3. This policy applies to safe opening and operation work conducted from January 21, 2021 through September 30, 2021, notwithstanding Section C.3 of FEMA Policy (FP 104-009-19) *Coronavirus (COVID-19) Pandemic: Work Eligible for Public Assistance (Interim)* (effective September 15, 2020).
4. Assistance for eligible costs will be provided at 100 percent Federal funding.
5. Work that is otherwise eligible under FEMA Policy (FP 104-009-19) *Coronavirus (COVID-19) Pandemic: Work Eligible for Public Assistance (Interim)* remains eligible for assistance.
6. Except where specifically stated otherwise in this policy and other disaster specific COVID-19 policies, assistance is subject to PA Program requirements as defined in Version 3.1 of the *Public Assistance Program and Policy Guide (PAPPG)*.⁴

B. ELIGIBILITY CONSIDERATIONS

Outcome: To define the overarching framework for eligible work related to safe opening and operations in COVID-19 declarations.

1. **Legal Responsibility:** To be eligible for PA, an item of work must be the legal responsibility of an eligible Applicant.⁵

³ See *Coronavirus (COVID-19) Pandemic: Private Nonprofit Organizations* (April 2, 2020), www.fema.gov/fact-sheet/coronavirus-covid-19-pandemic-private-nonprofit-organizations, for more information on PNP Applicant eligibility.

⁴ Version 3.1 of the PAPPG is applicable to all COVID-19 declarations and is available on the FEMA website at www.fema.gov/sites/default/files/2020-03/public-assistance-program-and-policy-guide_v3.1_4-26-2018.pdf.

⁵ 44 CFR § 206.223(a)(3).



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- a. Measures to protect life, public health, and safety are generally the responsibility of SLTT governments.
 - b. Legally responsible SLTT governments may enter into formal agreements or contracts with private organizations, including PNP organizations, when necessary to carry out eligible emergency protective measures in response to the COVID-19 pandemic. In these cases, PA funding is provided to the legally responsible government entity, which would then pay the private entity for the provision of services under the formal agreement or contract.
 - c. For PNP facilities and for COVID-19 declarations only, FEMA is waiving the primary use and primary ownership policies normally applicable to PNP entities that own or operate mixed-use facilities.⁶
2. Allowability of Costs: To be eligible, claimed costs must be allowable under 2 C.F.R. Part 200.⁷ In considering the allowability of costs, FEMA will evaluate, among other factors:
- a. Whether the cost was necessary and reasonable in order to respond to the COVID-19 pandemic. A cost is considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.⁸
 - b. Whether the cost conforms to standard PA program eligibility and other federal requirements.⁹
 - c. Whether the Applicant followed its established policies and procedures that apply when federal funding is not available, including standard billing and fee collection.¹⁰
 - d. Whether the cost is documented with sufficient detail for FEMA to evaluate its compliance with federal laws, rules, and other PA program requirements.¹¹
3. Equitable Pandemic Response and Recovery
- a. As stated in "[Executive Order on Ensuring an Equitable Pandemic Response and Recovery](#)," dated January 21, 2021, COVID-19 has a disproportionate impact on communities of color and other underserved populations, including members of the LGBTQI+ community, persons with disabilities, those with limited English proficiency, and those living at the margins of our economy.
 - b. Through September 30, 2021, FEMA is funding the entire cost of the emergency protective measures made eligible by this policy.

⁶ See PAPPG V3.1 (2018), at page 16.

⁷ 2 CFR § 200.403.

⁸ 2 CFR §§ 200.403(a) and 404.

⁹ See 2 CFR §§ 200.403(b),(d),(e),(f) and (h) and PAPPG V3.1 (2018), and www.fema.gov/grants/procurement for additional guidance.

¹⁰ 2 CFR § 200.403(c).

¹¹ 2 CFR § 200.302(a).



FEMA

- c. As a condition of receiving this financial assistance, Recipients and Subrecipients must focus the use of FEMA funding on the highest-risk communities and underserved populations as determined by established measures of social and economic disadvantage (e.g., the CDC Social Vulnerability Index). Recipients and Subrecipients must prioritize resources to ensure an equitable pandemic response. Failure to adhere to this policy could result in funding reductions and/or delays.
- d. FEMA will monitor compliance with this grant condition in conjunction with the stipulations set forth in 44 C.F.R. part 7 and Title VI of the Civil Rights Act of 1964 that no person on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving financial assistance from FEMA; and the requirement of Stafford Act Section 308 (42 U.S.C. 5151) that distribution of disaster relief be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, disability, English proficiency, or economic status.

C. WORK ELIGIBILITY

Outcome: To establish parameters for eligible safe opening and operation work in COVID-19 declarations.

1. In accordance with sections 403 and 502 of the Stafford Act, emergency protective measures necessary to save lives and protect public health and safety may be reimbursed under the PA program.
2. All work must be required as a direct result of the emergency or major disaster in accordance with 44 CFR § 206.223(a)(1).
3. Safe Opening and Operation work performed between January 21, 2021 through September 30, 2021:
 - a. FEMA may provide assistance to all eligible PA Applicants, including SLTTs and eligible PNPs, for the following measures implemented to facilitate the safe opening and operation of all eligible facilities in response to COVID-19 declared events:
 - i. Purchase and distribution of face masks¹², including cloth face coverings, and Personal Protective Equipment (PPE).¹³
 - ii. Cleaning and disinfection, in accordance with CDC guidance or that of an

¹² For this policy, face masks, such as cloth face coverings, that are not regulated by the U.S. Food and Drug Administration (FDA) are not considered PPE. Per FDA guidance, these face masks are not PPE, but may be used to prevent or slow the spread of COVID-19. See <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-surgical-masks-and-face-masks> and <https://www.fda.gov/medical-devices/emergency-situations-medical-devices/faqs-emergency-use-authorization-face-masks-non-surgical>.

¹³ For this policy, PPE is defined to include items such as N95 and other filtering respirators, surgical masks, gloves, protective eyewear, face shields, and protective clothing (e.g., gowns). Eligibility includes necessary training for proper use of PPE.



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appropriate Public Health official available at the time the work was completed,¹⁴ including the purchase and provision of necessary supplies and equipment in excess of the Applicant's regularly budgeted costs.

- iii. COVID-19 diagnostic testing.¹⁵
- iv. Screening and temperature scanning, including, but not limited to, the purchase and distribution of hand-held temperature measuring devices or temperature screening equipment.
- v. Acquisition and installation of temporary physical barriers, such as plexiglass barriers and screens/dividers, and signage to support social distancing, such as floor decals.
- vi. Purchase and storage of PPE and other supplies listed in this section based on projected needs.

D. COORDINATION OF FUNDING

Outcome: To provide information on coordinating PA and other sources of federal funding and ensure FEMA avoids any duplication of benefits.

1. Congress has authorized funding to multiple federal agencies to address the effects of the COVID-19 pandemic.
 - a. FEMA is closely coordinating with other federal agencies about the eligible uses of various COVID-19 funding resources and will continue to provide guidance to eligible Applicants about where they can seek funding.¹⁶
 - b. A list of federal funding for COVID-19 is available at: www.usa.gov/coronavirus. General information about available federal funding needs may be found at www.grants.gov.
2. FEMA may provide PA funding to Applicants for eligible work under the COVID-19 declarations that may also be eligible for funding under another federal agency's authorities.
 - a. Potential PA Applicants may have the flexibility to determine which source of funding to use for their costs, subject to the purpose and eligibility requirements of each of the federal programs and funding sources.
 - b. If an eligible Applicant applies for PA funding and then determines it will

¹⁴ Work should be consistent with current PAPPG and public health guidance as it relates to disinfection recommendations. CDC provides disinfection guidance online at <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>.

¹⁵ A diagnostic test determines if an active coronavirus infection is present and if an individual should take steps to quarantine or isolate from others <https://www.fda.gov/consumers/consumer-updates/coronavirus-disease-2019-testing-basics>.

¹⁶ FEMA has posted a [COVID-19 Resource Summary Report](#) that is a list of resources provided by the federal government since the start of the response to COVID-19. This list is provided as a point of reference and partners should directly consult with each agency to verify the applicability of a specific program. Additional information on COVID-19 supplemental resources is available at www.fema.gov/disasters/coronavirus/supplemental-resources. FEMA also developed [COVID-19 Resource Roadmaps](#) to assist stakeholders in navigating some of the challenges and resources available to address the COVID-19 pandemic.



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instead seek funding from another federal agency, the Applicant should notify FEMA as soon as possible and no later than 30 days from the date the decision to seek funding from another federal agency is made. Failure to notify FEMA accordingly may result in de-obligation of funding or collections owed.

- i. If FEMA has not awarded PA funding, the Applicant should withdraw or amend its PA project application as soon as possible and no later than 30 days from the date the decision to seek funding from another federal agency is made.
 - ii. If FEMA has already awarded PA funding, the Applicant should request an updated version to its project application to amend its PA project as soon as possible and no later than 30 days from the date the decision to seek funding from another federal agency is made.
 - c. PA funding should not be considered funding of last resort. PA funding should be considered concurrently with other federal agency programs and sources.
3. For certain types of work that may be eligible for funding under another agency's authorities, FEMA, in coordination with other federal agencies and after close examination of available funding (including CARES Act, American Rescue Plan Act, and other supplemental appropriations for COVID-19), has determined that it will not provide reimbursement for such work through the PA program.
 - a. For example, COVID-19 contact tracing may be an emergency protective measure otherwise eligible for PA funding. However, in coordination with other federal agencies, FEMA has determined that PA is not the appropriate source of funding for COVID-19 contact tracing as there are other more appropriate sources of funding.¹⁵
4. Section 312 of the Stafford Act prohibits all federal agencies from duplicating benefits for disaster relief.
 - a. Multiple agencies having authority to expend funds for the same purpose is not, by itself, a duplication of benefits under Section 312.¹⁷ However, all federal agencies are prohibited by Section 312 from paying Applicants for the same work twice.
 - b. Recipients and Applicants are ultimately responsible for ensuring that they do not receive payment for the same item of work twice. FEMA Applicants must certify in the PA application process that assistance is not being duplicated.

E. WORK COMPLETION DEADLINES

Outcome: To provide for future deadlines for the completion of eligible work.

1. For all COVID-19 declarations, FEMA has extended the deadline for completing

¹⁷ See FEMA Fact Sheet *Coronavirus Disease 2019 (COVID-19) Public Health Emergency: Coordinating Public Assistance and Other Sources of Federal Funding* (July 1, 2020) at <https://www.fema.gov/media-collection/public-assistance-disaster-specific-guidance-covid-19-declarations> for more information.



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emergency work indefinitely and will make notification no later than 30 days prior to establishment of the deadline.

Keith Turi

Keith Turi
Assistant Administrator
Recovery Directorate

April 5, 2021

Date



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ADDITIONAL INFORMATION

REVIEW CYCLE

FEMA Policy #104-21-0003, *Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim)*, will be reviewed and evaluated regularly throughout the duration of the COVID-19 pandemic. The Assistant Administrator for the Recovery Directorate is responsible for authorizing any changes or updates. This policy will sunset with the closure of the national emergency declaration for COVID-19 and any subsequent major disaster declarations for COVID-19.

AUTHORITIES and REFERENCES

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5207, as amended
- Title 44 of the Code of Federal Regulations, Part 206, Subpart H
- Title 2 of the Code of Federal Regulations, Part 200

References

- *Public Assistance Program and Policy Guide*, Version 3.1

DEFINITIONS

To establish consistent terminology for purposes of implementing this policy, the following definitions are provided below. These definitions are specific to this policy and **may differ from definitions prescribed for the same or similar terms in other policies.**

1. **Personal Protective Equipment (PPE):** PPE refers to items such as N95 and other filtering respirators, surgical masks, gloves, protective eyewear, face shields, and protective clothing (e.g., gowns).

MONITORING AND EVALUATION

FEMA will closely monitor the implementation of this policy through close coordination with regional and field staff, as appropriate, as well as interagency partners and SLTT stakeholders.

QUESTIONS

Applicants should direct questions to their respective FEMA regional office.



**ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO
DIRECTING ALL INDIVIDUALS IN THE COUNTY TO ADHERE TO COVID-
19 SAFETY MEASURES AND CLOSING OR MODIFYING CERTAIN
OPERATIONS**

DATE OF ORDER: March 16, 2021

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, 120175, AND 120220, THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO ("HEALTH OFFICER") HEREBY ORDERS AS FOLLOWS:

1. This order supersedes the March 12, 2021 Order of the Public Health Officer. This Order **shall become effective immediately** and will continue to be in effect until it is rescinded or amended in writing by the Health Officer.
2. On November 13, 2020, the California Department of Public Health (CDPH) issued updated guidance for private gatherings (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-for-the-Prevention-of-COVID-19-Transmission-for-Gatherings-November-2020.aspx>). Due to the increased risk of transmission and spread of COVID-19 when people from different households and communities mix, Sacramento County Public Health continues to discourage social gatherings. People who choose to attend gatherings should adhere to the CDPH guidance and limit the size to three households or less as well as take other precautionary measures as outlined in the guidance.
3. The State of California Blueprint for a Safer Economy (<https://covid19.ca.gov/safer-economy/>) is a system of county monitoring and re-opening of businesses based on a tiered system corresponding to specific indicators of COVID-19 disease burden. According to this system, Sacramento County met the criteria for **Red**

Tier 2 (substantial) on March 16, 2021 and is subject to all State of California restrictions and guidance for **Red Tier 2**.

4. In alignment with **Red Tier 2**, the following sectors are permitted for **OUTDOOR operations only** until further notice. These sectors must still maintain mitigation measures (social distancing, face covering, and sanitization):

- a. Cardrooms, satellite wagering
- b. Family Entertainment Centers (e.g. bowling alleys, miniature golf, batting cages, kart racing, skating rinks, and arcades)
- c. Playgrounds, dog parks, skate parks, and recreational facilities
- d. Wineries, breweries, and distilleries (with reservations, 90 minute time limit, table seating, onsite consumption closed by 8pm)

Bars and pubs may operate indoors (maximum 25% capacity or 100 people, whichever is fewer) if they are offering sit-down meals.

5. In alignment with **Red Tier 2**, the following sectors are open for **INDOOR operations**. These sectors must still maintain mitigation measures (social distancing, face covering, and sanitization) and specific modifications in parenthesis below:

- a. All retail (maximum 50% capacity; grocery stores 100% capacity)
- b. Critical infrastructure (<https://covid19.ca.gov/essential-workforce/>)
- c. Entertainment production, studios, broadcast
- d. Gyms and fitness centers (maximum 10% capacity + climbing walls)
- e. Hair salons and barbershops
- f. Hotels and lodging (fitness centers maximum 10% capacity)
- g. Libraries (maximum 50% capacity)
- h. Movie theaters (maximum 25% capacity or 100 people, whichever is fewer)
- i. Museums, zoos, aquariums (indoor activities maximum 25% capacity)
- j. Nail salons and electrolysis operations
- k. Personal care services (e.g. body waxing, estheticians, tattoo, massage)
- l. Places of worship (maximum 25% capacity)
- m. Professional sports (without live audiences)
- n. Restaurants (maximum 25% capacity or 100 people, whichever is fewer)
- o. Shopping centers (e.g. malls, destination centers, swap meets) (maximum 50% capacity; closed common areas; food courts)

maximum 25% capacity or 100 people, whichever is fewer)

6. In alignment with **Red Tier 2**, bars and pubs are prohibited from operating with the exception of those serving sit-down meals.

7. In alignment with CDPH requirements

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>), schools (all grade levels) may reopen for in-person instruction after publicly posting their COVID-19 Safety Plan.

Schools conducting in-person instruction must maintain mitigation measures, including social distancing, face coverings, and sanitization, in compliance with schools guidance from CDPH

(https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Consolidated_Schools_Guidance.pdf) and Sacramento County Public Health (https://www.saccounty.net/COVID-19/Pages/ChildCare_Schools_Colleges.aspx).

8. All organized youth and adult recreation sports, including school- and community-sponsored programs, and privately-organized clubs and leagues must abide by youth and adult sports guidance from CDPH (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>) and Sacramento County Public Health (<https://emd.saccounty.net/EMD-COVID-19-Information/Documents/COVID-19%20Guidance%20for%20Youth%20Sport%20Conditioning.pdf>). Low-contact, moderate-contact, and high-contact sports are permitted with adherence to the specific mitigation measures and requirements described in the aforementioned sports guidance. Inter-team competitions are permitted for allowable sports. Tournaments or competitions involving more than two teams are prohibited.

9. On November 16, 2020, the California Department of Public Health updated their face covering mandate

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>), which requires all people in California to wear face coverings when they are outside of the home, with specific exemptions. A growing body of scientific research has shown that people with no or few symptoms of COVID-19 can still spread the disease and that the use of face coverings, combined with physical distancing and frequent hand washing, will reduce the spread of COVID-19. As part of

this Order the Sacramento County Health Officer continues to align the County face covering Order with the State mandate.

10. The Centers for Disease Control and Prevention (CDC) recommends that guidance for those experiencing homelessness outside of shelters continue to be followed. To maintain public health and safety, local governments are advised to allow people who are living unsheltered, in cars, RV's, and trailers, or in encampments on public property to remain where they are, unless the people living in those locations are provided with a) real-time access to individual rooms or housing units for households, with appropriate accommodations including for disabilities, and b) a clear plan to safely transport those households.

Do not cite persons experiencing homelessness for using cars, RV's, and trailers as shelter during community spread of COVID-19. Do not remove life necessities from people experiencing homelessness, which includes, for example, their shelter (e.g., tents, vehicles, or other living structures), hygiene equipment, food supplies, water, medicines, mobility devices (such as walkers, wheelchairs, crutches, canes), and bicycles used for transportation.

Clearing encampments causes people to disperse throughout the community and break connections with service providers, increasing the potential for infectious disease spread.

Exceptions are encampments that pose a public safety hazard or adversely impact critical infrastructure as designated by local, state, or federal law, regulations, or orders.

11. This Order **will take effect immediately** and will be in effect until it is rescinded, superseded, or amended in writing by the Health Officer of Sacramento County.
12. **Copies of Order.** Copies of this Order shall promptly be: (1) made available at the County Administration Building at 700 H Street, Sacramento 95814, First Floor; (2) posted on the Sacramento County COVID-19 website (COVID19.saccounty.net) and County Health Department's website (dhs.saccounty.net/PUB); and (3) provided to any member of the public requesting a copy of this Order.
13. **Severability.** If any provision of this Order or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, the remainder of the Order, including the application of such

part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:

Olivia Kasirye MD

Olivia Kasirye, MD, MS
Health Officer of the County of Sacramento

Dated: March 16, 2021

City of Isleton

City Council
Staff Report

DATE: April 13, 2021

ITEM#: 6.B

CATEGORY: Old Business

DECLARATION STATE OF EMERGENCY, CITY OF ISLETON OF MARCH 10, 2020.

SUMMARY

The City Council is reviewing its declared emergency of March 18, 2020.

DISCUSSION

Council requested that this order be reviewed in light of the current revised State & County Coronavirus orders. Staff has not determined the economic impact associated with relieving this City Emergency order. Early relief may adversely affect City ability to be reimbursed for coronavirus related city activities. Staff is recommending delaying action until this impact is assessed.

FISCAL IMPACT

Unknown at this time.

RECOMMENDATION

Staff is recommending that City Council delay action on relief of order for at least 30 days.

ATTACHMENTS

- Declaration State of Emergency, City of Isleton of March 10, 2020.

Reviewed by: Charles Bergson, City Manager



Submitted and prepared by: Yvonne Zepeda, City Clerk



CITY OF ISLETON

DECLARATION STATE OF EMERGENCY

**A DECLARATION BY THE MAYOR OF THE CITY OF ISLETON OF A
STATE OF EMERGENCY FOR NOVEL CORONAVIRUS DISEASE
EPIDEMIC, COVID-19, IN THE CITY OF ISLETON**

WHEREAS, California Health and Safety Code Section 101080 authorizes a local health officer to declare a local health emergency in the official's jurisdiction, or any part thereof, whenever the officer reasonably determines that there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, noncommunicable biologic agent, toxin, or radioactive agent, and

WHEREAS, on January 30, 2020, the World Health Organization declared the outbreak of a Novel Coronavirus Disease (COVID-19) a "public health emergency of international concern", and

WHEREAS, the Centers of Disease Control and Prevention announce on February 25, 2020, that community spread of COVID-19 is likely to occur in the United States of America, and

WHEREAS, on March 4, 2020, the Governor of the State of California issued a proclamation of a State of Emergency for the State of California due to COVID-19, and

WHEREAS, there are currently multiple cases of confirmed COVID-19 in Sacramento County, and there is an ongoing risk and likelihood of additional COVID-19 positive patients being identified in Sacramento County, and

WHEREAS, on March 5, 2020, the County of Sacramento Public Health Officer, proclaimed public health emergency in Sacramento County, and

WHEREAS, on March 10, 2020 the Board of Supervisor of Sacramento County ratified the Proclamation of a State of Local Emergency

WHEREAS, the City of Isleton must use all preventive measures, which will require access to available services, personnel, equipment, and facilities, to respond to COVID-19 and prepare and carryout plans for the protection of persons and property within the City in the event of an emergency, including actual or threatened existence of conditions of disaster or extreme peril including epidemics, and

WHEREAS, COVID-19 constitutes a potential epidemic under Section 8558 of the Government that, by reason of its magnitude is potentially beyond the control of the services, personnel, equipment and facilities of the City of Isleton and requires the combined forces of a mutual aid region or regions to combat,

NOW, THEREFORE, the Mayor of the City of Isleton, in accordance with the authority pursuant to Isleton Ordinance 230 and Isleton Municipal Code Chapter 5.40.060 finds that conditions

to the health and safety of persons and property within the City of Isleton are threatened and hereby declares a State of Emergency in the City of Isleton.



Eric Pene
Mayor, City of Isleton

ATTEST:

By:



Yvonne Zepeda,
Deputy City Clerk, City of Isleton

City of Isleton

City Council
Staff Report

DATE: April 13th, 2021

ITEM#: 6.C

CATEGORY: Old Business

ORDINANCE 2021-003, AMENDING SECTION 9.04.320 OF THE ISLETON MUNICIPAL CODE PERTAINING TO MAINTENANCE OF PRIVATE SEWER LINES

SUMMARY

The City's sewer lateral responsibility policy, as currently regulated by the Isleton Municipal Code (IMC), makes the City responsible for sewer lateral repairs from the property line to the sewer main.

The City's current policy puts financial, administrative, and liability strain on the City. Most cities make the property owner responsible for sewer lateral maintenance from the house all the way to the sewer main line in the street. Given the above finding City Council directed staff to prepare an ordinance amending the IMC to make private sewer laterals the responsibility of the property owner at their March 23rd, 2021 meeting

To that effect, Staff is presenting Ordinance No. 2021-002 to City Council for first reading and adoption.

DISCUSSION

The currently IMC 9.04.320 regulates sewer lateral maintenance responsibility as follows:

"The city will maintain all pipelines, manholes, laterals, lift stations, and appurtenances within the city right-of-way, on city property or easements. It shall be the responsibility of the customer to maintain sewer service lateral from his premises to the property or easement line" (IMC, Section 9.04.320, "City facilities—Maintenance of Lines").

Ordinance 2021-002 proposes the following amendment to Section 9.04.320, replacing the current language with:

"9.04.320 - City facilities—Maintenance of lines

A. Private sewer laterals not part of public sewer system. The private sewer laterals are the property of the property owner and are not part of the public sewer. Nothing in this section shall be interpreted as changing the private nature of the private sewer laterals or incorporating them into the public sewer.

B. Property owner's obligation. Each property owner shall, at the property owner's expense, inspect, maintain in good working order, repair and replace, as necessary, the private sewer lateral so that it does not cause or contribute to any sewage overflow from either the private

sewer lateral or the public sewer. The private sewer lateral shall be free of displaced joints, open joint, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, infiltration of extraneous water, fats, oils and grease, sediment deposit or any other similar conditions, defects or obstructions likely to cause or contribute to blockage of the private sewer lateral or the public sewer.”


FISCAL IMPACT

The existing policy has forced the City to incur expenses estimated to be from \$5,000 to \$10,000 annually fixing sewer laterals serving private property. This action is expected to save the City these annual expenses.

RECOMMENDATION

Staff is recommending that City Council hold first reading in title only and motion to adopt Ordinance 2021-003, Amending Section 9.04.320 of the Isleton Municipal Code Pertaining to Maintenance of Private Sewer Lines

Prepared by: James Gates, Assistant Planner
Submitted by: Yvonne Zepeda, Deputy City Clerk
Reviewed by: Charles Bergson, City Manager



ATTACHMENT

1 – Ordinance 2021-003.

ORDINANCE NO. 2021-003

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON
AMENDING SECTION 9.04.320 OF THE ISLETON MUNICIPAL CODE PERTAINING TO
MAINTENANCE OF PRIVATE SEWER LINES**

The City Council of the City of Isleton hereby finds and declares as follows:

SECTION 1. FINDINGS

A. On June 14, 2000, The City enacted its current sewer lateral maintenance policy as part of Section 6 of Ordinance no. 365, codified in the Isleton Municipal Code as Section 9.04.320, City Facilities-Maintenance of lines. This policy makes the City responsible for sewer lateral repair under any public street, easement, or alley.

B. Sewer laterals are the property of the private owner and are not part of the City's sewer system and maintenance of sewer laterals is generally the responsibility of the property owner.

SECTION 2. PURPOSE AND AUTHORITY.

A. The purpose of this ordinance is to regulate the repair and maintenance of the City sewer system in a manner that protects the health, safety, and welfare of the community in a manner that is consistent with California State Law.

B. The purpose of this ordinance is to amend the City's Municipal Code in order to make property owners responsible for private sewer connections up to the City's main sewer lines.

SECTION 3. REGULATIONS

Title XI, Section 9.04.320 of the Isleton Municipal Code is hereby amended as follows:

9.04.320 - City facilities—Maintenance of lines

A. Private sewer laterals not part of public sewer system. The private sewer laterals are the property of the property owner and are not part of the public sewer. Nothing in this section shall be interpreted as changing the private nature of the private sewer laterals or incorporating them into the public sewer.

B. Property owner's obligation. Each property owner shall, at the property owner's expense, inspect, maintain in good working order, repair and replace, as necessary, the private sewer lateral so that it does not cause or contribute to any sewage overflow from either the private sewer lateral or the public sewer. The private sewer lateral shall be free of displaced joints, open joint, root intrusion, substantial deterioration of the line, cracks, leaks, inflow, infiltration of extraneous water, fats, oils and grease, sediment deposit or any other similar conditions, defects or obstructions likely to cause or contribute to blockage of the private sewer lateral or the public sewer.

SECTION 5. ENVIRONMENTAL REVIEW

This ordinance is consistent with the protection of the public interest, health, safety and welfare of the City. This ordinance is hereby found to be categorically exempt from environmental review pursuant to the California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3).

SECTION 6. SEVERABILITY

The provisions of this chapter are hereby declared to be severable. If any provision, clause, word, sentence, or paragraph of this chapter or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not result in the invalidity of the entire chapter which can be given effect without the invalid provision or application. The City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof.

SECTION 7. EFFECTIVE DATE AND PUBLICATION

This ordinance shall take effect thirty (30) days after its adoption. The City Clerk is hereby directed to publish this ordinance within fifteen (15) days after its passage in a newspaper of general circulation published in the City of Isleton or to post it in at least three (3) public locations in the City of Isleton. The City Clerk shall certify the passage of this ordinance and cause a summary of this ordinance to be published after its passage, with the names of those members of the City Council voting for and against the ordinance, in a newspaper of general circulation, published and circulated in the City in accordance with Section 36933 of the Government Code. The full text of this ordinance will be available for viewing in the City Clerk's Office.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isleton that it hereby:

Adopted and approved this ordinance at a meeting held on the 28 day of January 2020 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Eric Pene, Mayor
City of Isleton

ATTEST:

Yvonne Zepeda, Deputy City Clerk

City of Isleton

City Council Staff Report

DATE: April 13, 2021

ITEM#: 7.A

CATEGORY: New Business

AB 1600 DRAFT IMPACT FEE STUDY, PRESENTATION

SUMMARY

In California, State Legislation sets legal and procedural parameters for the charging of development impact fees. This Legislation was passed as Assembly Bill 1600 by the California Legislature and is now codified as California Government Code Sections (GC §) 66000 through 66008 ("Mitigation Fee Act"). This action presents the draft study underpinning the City development fees.

DISCUSSION

A development impact fee is an exaction other than a tax or special assessment that is charged by a local governmental agency to an applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project. (The legal requirements for enactment of development impact fee program are set forth in Government Code §§ 66000-66025 (the "Mitigation Fee Act"), the bulk of which were adopted as 1987's Assembly Bill 1600 and thus are commonly referred to as "AB 1600.")

A development impact fee must be reasonably related to the cost of the service provided by the local agency. If a development impact fee does not relate to the impact created by development or exceeds the reasonable cost of providing the public service, then the fee may be declared a special tax and must then be subject to a two-thirds voter approval.

City Staff has prepared the attached Development Impact Fee study assessing the City's capacity for additional development, estimating the additional services required by the creation of that new development, and determining a reasonable fee required for each new unit of development. An impact fee may not be created to cover deficiencies in service capacity which existed prior to development and thus is not a direct or indirect result of that development.

The current impact fees per dwelling unit are as follows:

Description	Current	Proposed
Wastewater Treatment Plant (WWTP)	\$3,184	\$6,200
Fire	\$5,000	\$5,250
Parks	\$2,000	\$1,750
Storm Water	\$3,000	\$1,563
Municipal Facilities	0	\$1,875
Streets	0	\$1,406
Measure A, collected for County	\$2,000	\$2,000
TOTAL, per dwelling unit	\$15,184	\$20,044

The Measure A collection is a street impact fee required by Sacramento County.

City Council may adjust, remove, or add impact fees provided the fees show a nexus between fee and real expected impacts pursuant to AB 1600 requirements.

FISCAL IMPACT

There is no fiscal impact associated with this action.

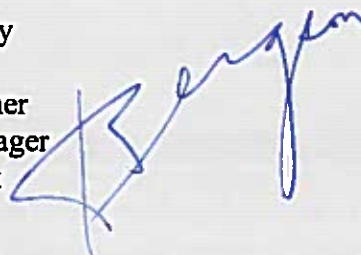
RECOMMENDATION

Staff recommends City Council to review, discuss, and give direction on the City of Isleton draft Development Impact Fee Study and set a public hearing date of May 11, 2021 for the City of Isleton Development Impact Fees.

ATTACHMENTS

Draft 2021 Development Impact Fee Study

Prepared by: James Gates, Assistant Planner
Reviewed by: Charles Bergson, City Manager
Submitted by: Yvonne Zepeda, City Clerk

A handwritten signature in blue ink, appearing to read "Bergson", is written over the text of the "Reviewed by" line.

2021 – Draft Version 1

IMPACT FEE STUDY

California Government Code 66000

AB 1600

MITIGATION FEE ACT



MARCH 2021

CITY OF ISLETON

*Charles Bergson, P.E.
Acting City Engineer*

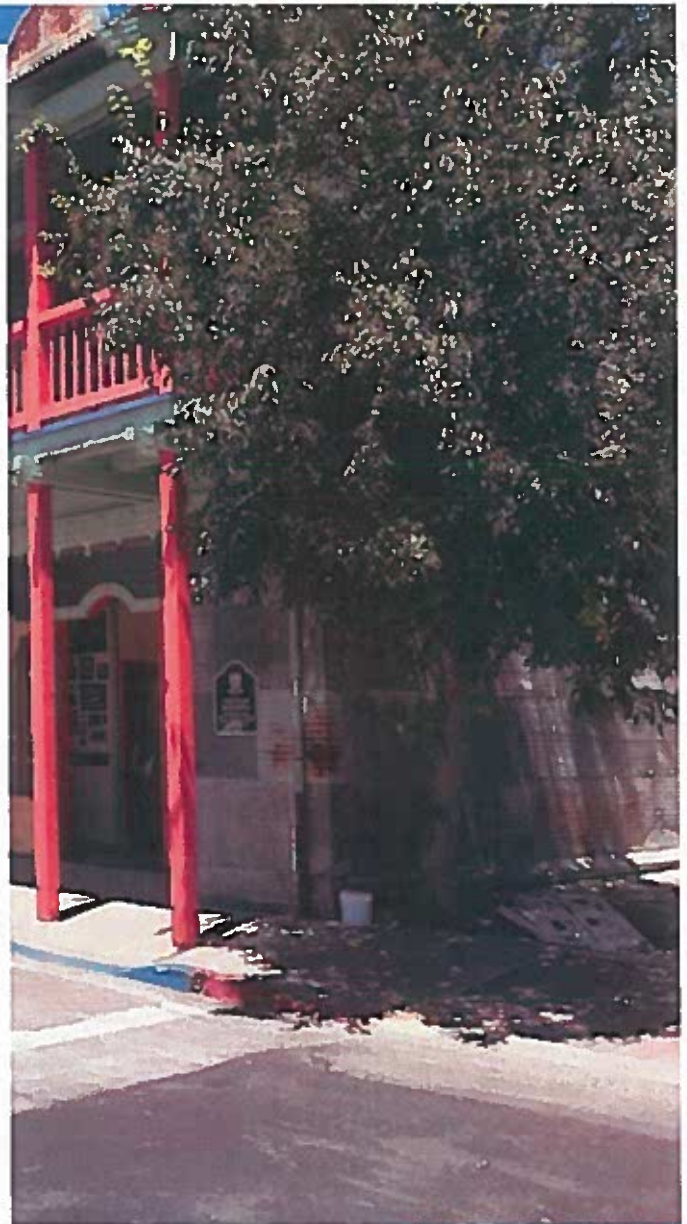


Table of Contents

EXECUTIVE SUMMARY	1
Introduction	1
Purpose	1
Legal Requirements for Development Impact Fee Reporting.....	2
California Government Code Section 66006 (b)	2
California Government Code Section 66001 (d)	2
Additional Notes	2
EQUIVALENT DWELLING UNIT (EDU).....	3
Recommendations - Proposed Impact Fees, Summary.....	3
Fee Comparisons.....	4
I. IMPACT FEES – NEW FACILITIES	5
A. WASTEWATER TREATMENT PLANT (WWTP).....	5
A.1 Basis of Cost	5
A.2 Mitigation Fee Act Nexus Findings	5
A.3 Development Forecast and New Wastewater Demand.....	6
A.4 Wastewater Cost.....	7
A.5 Waste Water Fee Calculations	7
A.6 Waste Water Fee Comparisons	7
B. FIRE.....	8
B.1 Basis of Cost	8
B.2 Mitigation Fee Act Nexus Findings	8
B.3 Development Forecast and New Fire Demand	10
B.4 Fire Cost.....	10
B.5 Fire Fee Calculations	10
B.6 Fire Fee Comparisons.....	10
C. PARKS.....	11
C.1 Basis of Cost.....	11
C.2 Mitigation Fee Act Nexus Findings.....	11
C.3 Development Forecast and New Parks Demand	12
C.4 Parks Cost	13

C.5 Parks Fee Calculations	13
C.6 Parks Fee Comparisons.....	13
D. STORM WATER.....	14
D.1 Basis of Cost.....	14
D.2 Mitigation Fee Act Nexus Findings.....	14
D.3 Development Forecast and New Storm Water Demand	15
D.4 Storm Water Cost.....	16
D.5 Storm Water Fee Calculations	16
D.6 Storm Water Fee Comparisons.....	16
E. MUNICIPAL FACILITIES	17
E.1 Basis of Cost 2019	17
E.2 Mitigation Fee Act Nexus Findings	17
E.3 Development Forecast and Municipal Facilities Demand.....	19
E.5 Municipal Facilities Cost.....	19
E.6 Municipal Facilities Fee Calculations.....	19
E.7 Municipal Facilities Fee Comparisons	20
F. STREETS.....	21
F.1 Basis of Cost	21
F.2 Mitigation Fee Act Nexus Findings	21
F.3 Development Forecast and Streets Demand.....	22
F.4 Streets Cost.....	22
F.5 Streets Fee Calculation	23
F.6 Fee Comparisons	23
II. OPERATION (DAY TO DAY) FEES	24
A. General Fees.....	24
LIST OF ATTACHMENTS.....	24
ATTACHMENT A – Fees for City of Isleton	24
ATTACHMENT B – Building and Planning Fee Schedule	24
ATTACHMENT C – General Fee Form.....	24
ATTACHMENT D – Cannabis Fees <i>Not attached (\$1.50/sf., 2% of revenue)</i>	24
ATTACHMENT E – NOT USED.....	24

ATTACHMENT F – Resolution PC 2016-01 The City of Isleton Community Development Department Planning Fees	24
ATTACHMENT G – Ordinance 2014-01 Amendment to Ordinance No. 384 of the City Council of the City of Isleton Establishing Rules and Regulations for Operation of Waterfront Park <i>Not attached (\$25 & \$35)</i>	24
ATTACHMENT H – Ordinance 2015-05 Amendment to Ordinance No. 2010-04 Ordinance of the City Council of the City of Isleton Requiring a Special Event Permit <i>Not attached dependent on event</i>	24
ATTACHMENT I – Ordinance 2015-06 An Amendment to Ordinance 322 An Ordinance Providing for Annual Inspection of Property by Isleton Fire Department and Imposing Fees to Defray Inspection Costs <i>Not attached (cost recovery)</i>	24
ATTACHMENT J – Ordinance 2015-08 An Amendment to Ordinance No. 2013-03 An Ordinance Imposing an Operations Tax on Businesses in the City of Isleton for Revenue Purposes, Repealing the Business License Tax Ordinance and Other Ordinances in Conflict Herewith <i>Not attached (Section 8.030; 0.1%)</i>	24
ATTACHMENT K – Ordinance 2015-09 Administrative Citation Ordinance of the City of Isleton <i>Not attached (cost recovery)</i>	25

DRAFT

EXECUTIVE SUMMARY

Introduction, Legal, Results, and Recommendations

Introduction

Impact fees are determined in direct relationship to the additional facilities needed to serve new development. With an increase in residential, industrial, commercial or other development, the complexity and size of general city services increases. These increases are reflected in the demand for additional operation and maintenance activities requiring new and/or expanded facilities and equipment.

A development impact fee is a monetary exaction other than a tax or special assessment that is charged by a local governmental agency to an applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project. (Gov. Code § 66000(b).) The legal requirements for enactment of development impact fee program are set forth in Government Code §§ 66000-66025 (the "Mitigation Fee Act"), the bulk of which were adopted as 1987's AB 1600 and thus are commonly referred to as "AB 1600 requirements." A development impact fee is not a tax or special assessment; by its definition, a fee is voluntary and must be reasonably related to the cost of the service provided by the local agency. If a development impact fee does not relate to the impact created by development or exceeds the reasonable cost of providing the public service, then the fee may be declared a special tax and must then be subject to a two-thirds voter approval. (Cal.Const., Art. XIII A, § 4.)

Adoption of impact fees requires documentation of the "nexus" or linkage between the fees being charged, the benefit of the facilities to mitigate new development impacts, and the proportional cost allocation. The purpose of this report is to establish this linkage. The Impact fees described in this report must be adopted by City Council.

This Development Impact Fee Report provides the City of Isleton ("the City") with the necessary technical documentation to support the adoption of a City Development Impact Fee Program to fund the following:

- Waste Water Treatment Plant (WWTP)
- Fire
- Parks
- Storm Water
- Municipal Facilities
- Streets

Purpose

The purpose of this study is to update the development impact fee program and establish the nexus between projected new development in the City of Isleton and the additional government capital

facilities required to serve new development. This report will serve as the basis for requiring development impact fees under AB 1600 legislation. Each local Agency imposing a fee must:

1. Identify the purpose of the fee
2. Identify how the fee will be used
3. Benefit Relationship - Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed
4. Impact Relationship - Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development upon which the fee is levied.
5. Proportionality

Legal Requirements for Development Impact Fee Reporting

California Government Code Section 66006 (b)

California Government Code Section 66006 (b) defines the specific reporting requirements for local agencies that impose AB 1600 Impact Fees on new development. Annually, for each separate fund established for the collection and expenditure of Impact Fees, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public and information shown below for the most recent fiscal year.

California Government Code Section 66001 (d)

For all funds established for the collection and expenditure of Impact Fees, California Government Code Section 66001 (d) has additional requirements. For the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted.

Identify the purpose to which the fee is to be put Demonstrate a reasonable relationship between the fee and purpose for which it is charged. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements

Additional Notes

The State of California Government Code Section 66002 states that local agencies that have developed a fee program may adopt a Capital Improvement Plan indicating the approximate location, size and timing of projects, plus an estimate for the cost of all facilities or improvements to be financed by fees. A formal CIP is recommended, at a minimum, as a five-year plan. The City annually produces a five-year CIP which helps to maintain and support the City's General Plan as well as identify situations where infrastructure is needed to accommodate the planned development.

EQUIVALENT DWELLING UNIT (EDU)

This report uses Equivalent Dwelling Unit as a measure of sewer impacts to the City. An Equivalent Dwelling Unit (EDU) is the typical volume and strength of wastewater generated by a single family home. One EDU is generally 210 gallons of wastewater per day with a strength fact of 1.0. All other uses or businesses (commercial or industrial) are multiple or fractions of an EDU (e.g. An apartment is typically 75% of one EDU).

The City of Isleton currently charges impact fees to fund the expansion of roadways, park and recreation, municipal, wastewater and fire facilities to serve new development. Current fees set in 2016.

It is recommended practice that agencies update impact fees annually for inflation in the cost of public facilities. It is recommended that to update at least every five years to incorporate changes in facility standards, costs and development projections.

Recommendations - Proposed Impact Fees, Summary

Land Use	WWTP	Fire	Parks	Storm Water	Municipal Facilities	Streets	Measure A	TOTAL
Equivalent Dwelling Unit (EDU)	6,200	5,250	1,750	1,563	1,875	1406	2,000	\$20,044

Fee Comparisons

The fee comparison is provided to give a general idea of fees charged for nearby cities. Even though each local agency in California, in order to adopt impact fees, must follow the same general principles established by State Law, as described in the introduction section of this report, fee comparisons, even among neighboring jurisdictions, tend to vary widely due to several factors:

- Methods used to calculate the impact fees
- Types of facilities that are covered by impact fees vary
- Cities adopt different standards, or levels of service, for facilities, and may use different ways to calculate those standards
- Cities may not have kept up with public improvements over the years, and, as a consequence, have created deficiencies between adopted or desired levels of service and the levels currently provided.

CITY	WWTP	FIRE	PARKS	STORM WATER	MUNICIPAL FACILITIES	STREETS	TOTALS	NOTES
Isleton	6,200	5,250	1,750	1,563	1,875	1,406	18,044	
Rio Vista	4,709.59	1,277	4,920		2,126	3,416	17,235.6	
Galt	8,177	N/A	8,009	6,837.00	4,016.48	8,344.65	35,384.1	*Storm Water per impervious acre
Dixon	22,639.47	1,780.12	8,190.59	281.92	N/A	N/A	35,473.9	PUBLIC WORKS INCLUDES ADMINISTRATIVE FACILITIES STORM WATER FEE AREA 1
Ripon	4237.70	N/A	14,552.17	2,708.47	1,188.16	N/A	32,061.20	
Orland	2,465.82	798.83	4,176.17	454.10	3,103.52	N/A	14,957.31	

I. IMPACT FEES – NEW FACILITIES

A. WASTEWATER TREATMENT PLANT (WWTP)

Facilities needed to meet residential and commercial growth

A.1 Basis of Cost

Description	Cost
Sludge Removal	\$200,000
Pump Replace, Wet Well	\$100,000
SCADA Upgrades	\$120,000
Sewer Master Plan	\$500,000
WWTP San Sewer Plant	\$9,000,000
Total	\$9,920,000

Source: City of Isleton Sewer Department

Description of Projects

Sludge Removal – Removal of the sewer sludge that is settling in solid in waste ponds. Sludge build-up reduces the capacity of the WWTP Sludge needs to be removed every five years and trucked to a certified waste site.

Pump Replacement – Replacement of treatment plant wells every seven years.

SCADA Upgrade – Supervisory Control and Data Acquisition is a control system that monitors and controls the WWTP. Typically used to control geographically dispersed assets that are not proximate to each other.

Sewer Master Plan – A plan to assess and plan for the adequate management of wastewater. Usually conducted every seven to 10 years.

A.2 Mitigation Fee Act Nexus Findings

Purpose of Fee

The purpose of the sewer system impact fee is to further protect the health and safety of the citizens of the city by providing for the construction of sewage and waste water facilities including new sewer drains, treatment plants and aeration ponds. As new development occurs there will be an additional burden placed on the existing sewer and waste water collection, treatment and disposal systems. Federal, state and city health requirements set minimum standards for effluent treatment which result in the demand for new sewer and waste water facilities. The purpose of this fee is to provide funding for the expansion of the wastewater trunk line collection and outfall systems to accommodate the needs of projected new growth and development in the community.

Use of Fee

The revenue generated from this fee will be used to fund trunk line facilities required to accommodate new growth as well as acquisition and construction of additional supporting capital equipment and facilities required by the City to provide wastewater treatment service for new development.

Benefit Relationship

The new residential, commercial, and industrial development which is projected to occur will generate significant additional wastewater flows which will need to be transmitted via pipelines of varying size and capacity to the Sewer Plant for treatment. The fee will be used to provide for those capacity improvements required by growth projections so existing levels of service can be maintained.

Impact Relationship

The purpose of the Sewer-Trunk Line Capacity Fee is to provide funding for the expansion of the City's wastewater trunk line collection and outfall to accommodate the needs of projected new growth and development in the community. Another purpose of this fee is to provide funding for trunk facilities required to accommodate new growth.

Proportionality

As part of this update, a Capital Improvement Plan was developed indicating which improvements are needed to correct current deficiencies related to existing uses and which improvements are required for new development.

A.3 Development Forecast and New Wastewater Demand

Future Population	2000
Current Population	890
DIFF	1,110
Equivalent Dwelling Unit, EDU	480
Use, EDU	500 EDU
Residential	500 EDU
Commercial	200 EDU
Manufacturer	400 EDU
TOTAL	1200 EDU

Source: City of Isleton Sewer Department

- Existing number of dwelling units – approximately 480.
- Forecast of new dwelling units – approximately 500.

A.4 Wastewater Cost

The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 25%.

Total Cost	Offset	New Development Amount
\$9,920,000	\$2,480,000	\$7,440,000

Source: City Manager

Projected New GPD

1200 DU x 250 GPD	300,000
Existing GPD	200,000
Total GPD	500,000

A.5 Waste Water Fee Calculations

Total Amount	EDUs	Per Dwelling Unit
\$7,440,000	1200	\$6,200

Source: City Manager

A.6 Waste Water Fee Comparisons

Development Type	Rio Vista Beach	Galt	Dixon	Ripon	Orland	Proposed Isleton
Single Family (per du)	4,709.59	8,707.00	22,639.47	4,237.70	2,465.82	6,200

B. FIRE

Facilities needed to meet City residential and commercial growth

B.1 Basis of Cost

Description	Cost
Fire Station Facilities	\$5,000,000
Rolling Stock	\$1,500,000
Training Facility	\$500,000
Total	\$7,000,000

Source: City of Isleton Fire Department

Description of Projects

Fire Station Facilitation – New station to accommodate fire-fighting equipment, personnel and training.

Rolling Stock – Replacement of existing fire-fighting mobile equipment.

B.2 Mitigation Fee Act Nexus Findings

This section frames the Nexus Study findings in terms of the legislated requirements to demonstrate the legal justification of the fire impact fees. The justification of the fire impact fees on new development must provide information as set forth in Government Code § 66000. These requirements are discussed below.

Purpose of Fee

This Nexus Study must identify the purpose of the fee. The purpose of the fire impact fee is to fund the cost of fire protection and emergency response facilities, apparatus, and equipment attributable to new residential and nonresidential development in the department. The fire impact fees will ensure that new development will not burden existing development with the cost of facilities required to accommodate growth as it occurs within the Department.

Use of Fee Revenue

This Nexus Study must identify the use to which the fee is to be put. Fee revenue will be used to fund the cost of expanded fire facilities, apparatus and equipment to serve new development. Fee revenue may not be used to fund operational, maintenance or repair costs.

Benefit Relationship

This Nexus Study must determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. The fee will be collected as development occurs. To maintain its existing level of fire protection and emergency response services, fee revenue will be used to expand the Department's facilities, apparatus and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Impact Relationship

This Nexus Study must determine how there is a reasonable relationship between the need for fire protection facilities, apparatus and equipment and the type of development project on which the fee is imposed.

New development projects will create additional need for the Department's fire protection and emergency response services and a corresponding need for expanded facilities, apparatus and equipment. The fee will be imposed on different types of development projects in proportion to the additional service population generated and structural area created by new development projects.

Proportionality

This Nexus Study must determine how there is a reasonable relationship between the amount of the fee and the cost of the fire protection facilities, apparatus and equipment attributable to the development on which the fee is imposed. The cost of fire protection facilities, apparatus and equipment attributable to a development project is based upon the level of existing development served by the Department's existing fire protection facilities, apparatus and equipment. The use of an existing facilities standard methodology to determine the fire impact fee achieves proportionality between existing development and new development. Moreover, these equivalent costs are applied to all land use categories in proportion to the need they create for expanded facilities. The use of a fire facilities demand factor to determine the fire impact fee schedule achieves proportionality across the types of development on which the fee is imposed.

This section contains general recommendations for the adoption and administration of the fire impact fee program based on the findings of this Nexus Study and for the interpretation and application of the fire impact fees recommended herein. The specific statutory requirements for

the adoption and implementation may be found in the Mitigation Fee Act (California Govt. Code § 66000 et seq.).

B.3 Development Forecast and New Fire Demand

Future Population	2000
Current Population	890
DIFF	1,110
Equivalent Dwelling Unit, EDU	480
Use, EDU	500 EDU
Residential	500 EDU
Commercial	200 EDU
Manufacturer	400 EDU
TOTAL	1200 EDU

Source: City of Isleton Sewer Department

B.4 Fire Cost

The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 10%.

Total Cost	Offset	Total Amount
7,000,000.00	700,000	6,300,000

Source: City Manager

B.5 Fire Fee Calculations

Total Amount	EDUs	Per Dwelling Unit
6,300,000	1200	5,250

Source: City Manager

B.6 Fire Fee Comparisons

Development Type	Rio Vista	Galt	Dixon	Ripon	Orland	Proposed Isleton
Single Family (per du)	1,277.00	TBA	1,708.12	TBA	798.83	5,250

C. PARKS

Additional park facilities needed to meet residential and commercial growth

C.1 Basis of Cost

Description	Cost
New Park (2 Acres) at 800K/Acre – SanDiego.gov	\$1,600,000
Recreation Center 300 SF x 4000/SF	\$1,200,000
Total	\$2,800,000

Description of Projects

New Park – New station to accommodate fire-fighting equipment, personnel and training.

Recreation Center – Acquisition of land and facility for community recreation center, site to be determined. Estimated to be 4000 square feet.

C.2 Mitigation Fee Act Nexus Findings

Funding sources should equitably share the burden among all park and recreation facility users. Everyone who lives and works in and visits the City of Isleton benefits from amenities offered by the parks, beaches, and various recreational facilities. Therefore, funding used to implement the Master Plan should come from all users of parks and recreation facilities to the extent possible”.

Purpose of Fee

The purpose of the parks and recreation facilities impact fee is to provide a variety of parks, recreation facilities and park improvement projects such as tennis courts, swimming pools, soccer, ball fields and the like. As development and population increases, park and recreation facilities, inadequate to serve the city, could occur which have potential for adversely affecting the general well-being of city residents. In order to address this potential and to meet city recreation standards it is appropriate that new development pay for additional park facilities and recreation development attributable to development impacts.

Use of Fees Revenue

Fee revenue will be used for a broad range of parks and recreation capital facilities investments, including the acquisition of land for parks, the improvement of existing and new parkland, and development of new parks and recreation facilities.

Benefit Relationship

New development in the City of Isleton will increase the demand for and use of parks and recreation facilities. Fee revenue will be used to help fund new parks and recreation facilities in response to the increased demand.

Impact Relationship

Each new development project – residential and nonresidential – will generate incremental, new demand and use of the City’s parks and recreation facilities by new residents, workers, and/or visitors. New revenues to fund investments in additional parks and recreation capital improvements are necessary to maintain parks and recreation capital facilities service standards.

Proportionality

The maximum, supportable parks and recreation fee schedule is based on a parks and recreation capital facilities cost estimate derived by applying the proportionate increase in service population associated with new development to the existing service standard/value of parks and recreation capital facilities. As a result, the fee program cost estimates are directly proportional to the relative increase in new development.

C.3 Development Forecast and New Parks Demand

Future Population	2000
Current Population	890
DIFF	1,110
Equivalent Dwelling Unit, EDU	480
Use, EDU	500 EDU
Residential	500 EDU
Commercial	200 EDU
Manufacturer	400 EDU
TOTAL	1200 EDU

Source: City of Isleton Sewer Department

C.4 Parks Cost

The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 25%.

Total Cost	Offset	Total Amount
\$2,800,000	\$700,000	\$2,100,000

Source: City Manager

C.5 Parks Fee Calculations

Total Amount	EDUs	Per Dwelling Unit
\$2,100,000	1200	\$1,750

Source: City Manager

C.6 Parks Fee Comparisons

Development Type	Rio Vista	Galt	Dixon	Ripon	Orland	Proposed Isleton
Single Family (per du)	4,920.00	8,009	8,190.59	14,552.17	4,176.17	1,750

D. STORM WATER

Facilities needed to meet residential and commercial growth

D.1 Basis of Cost

Description	Cost
Catch Basin Replacement	\$2,000,000
Storm Drain Collection System	\$500,000
Total	\$2,500,000

Source: City of Isleton Public Works Department

Description of Projects

Catch Basin Replacement – Replacement and addition of storm drain catch basins throughout the City.

Storm Drain Collection System – Provide and installation of sub surface storm drain system.

D.2 Mitigation Fee Act Nexus Findings

Purpose of Fee

The purpose of the drainage and storm water detention facilities impact fee is to finance the cost of drainage and storm water detention projects including mains, tributary systems, creek improvements and detention basins. New development increases the amount of impervious surfaces due to more roof area, paved streets, driveways and parking lots. Flooding potential is thereby increased particularly during periods of high intensity and/or sustained rainfall creating an unacceptable hazard to citizen welfare and safety. Drainage and storm water detention facilities will provide the improvements necessary to maintain adequate drainage, flood protection, and storm water detention throughout the city by reducing the impacts of new development.

Use of Fees Revenue

Expansion of existing and construction of new storm drain main lines to accommodate new development.

Benefit Relationship

The development of new residential, office, commercial and industrial land uses in Isleton will generate additional runoff and the associated need to storm drain facilities. The fees will be used to expand the storm drain system to accommodate new development.

Impact Relationship

The amount of storm water runoff generated by each land use has been estimated by applying the storm drain common use factor to the land uses stated in the General Plan. The total cost of the required storm drainage facilities were estimated by City staff and reflects the cost of additional capital equipment and facilities required by the City to safely convey floodwaters in periods of heavy rainfall.

A developer may be required as a condition of project approval to construct one or more or a portion of any of the drainage improvements covered by the fee. In such a case, the value of the constructed improvements may be credited against the drainage impact fee at the City's discretion.

Proportionality

The nexus study analyzes and distributes the drainage improvement costs on a city-wide basis. The rationale for spreading the costs to the entire City is similar to traffic improvements: All areas of the City benefit from major drainage improvements.

The total cost of the required storm drainage facilities was estimated by City staff and reflects the cost of additional capital equipment and facilities required by the City to safely convey floodwaters in periods of heavy rainfall.

D.3 Development Forecast and New Storm Water Demand

Future Population	2000
Current Population	890
	DIFF 1,110
Equivalent Dwelling Unit, EDU	480
Use, EDU	500 EDU
Residential	500 EDU
Commercial	200 EDU
Manufacturer	400 EDU
	TOTAL 1200 EDU

Source: City of Isleton Sewer Department

D.4 Storm Water Cost

The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 25%.

Total Cost	Offset	Total Amount
\$2,500,000	\$625,000	\$1,875,000

Source: City Manager

D.5 Storm Water Fee Calculations

Total Amount	EDUs	Per Dwelling Unit
\$1,875,000	1200	\$1,563

Source: City Manager

D.6 Storm Water Fee Comparisons

Development Type	Rio Vista	Galt	Dixon	Ripon	Orland	Proposed Isleton
Single Family (per du)	TBA	6,837	281.92	2,708.47	454.10	1,563

E. MUNICIPAL FACILITIES

Facilities needed to both replace temporary City Hall, upgrade public works yard and upgrade police facility. Also to provide growth on new commercial and residential buildings.

E.1 Basis of Cost 2019

The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 25%.

Description	Cost
Public Works Facility	\$2,000,000
Civic Center	\$1,000,000
Police Department	\$500,000
Total	\$3,500,000

Source: City of Isleton Public Works Department

Description of Projects

Civic Center – Planning and construction of new City Hall & community center complex.

Public Works Facility – Upgrade of public works administration and maintenance facilities.

Police Facility – Planning and upgrade of vacant police building.

E.2 Mitigation Fee Act Nexus Findings

Purpose of Fee

The City's policy and intent is to update the impact fees citywide on a yearly basis to ensure that all future development agreements and agreement amendments contain updated and adequate fees in order to fund the infrastructure needed to serve new growth. The purpose of the fees proposed by this report is to implement this policy by providing a funding source from new development for capital improvements to serve that development. The fees advance a legitimate City interest by enabling the City to fund the facilities needed to provide municipal services to new development.

Use of Fees Revenue

Fees proposed in this report, if enacted by the City, would be available to fund expanded facilities to serve new development. Facilities funded by these fees are designated to be located within the City. Fees addressed in this report will be restricted to funding the following facility categories: municipal facilities – City Hall, Community Center, Police Department and Corporate Yard/Public Works Facility. Summary descriptions of the planned facilities, such as size and cost estimates is provided in the table above. More thorough descriptions of certain planned facilities, including their specific location, if known at this time, are included in master plans, capital improvement plans, traffic studies, or other City planning documents. The City may change the list of planned facilities to meet changing needs and circumstances of new development, as it deems necessary. The fees should be updated if these amendments result in a significant change in the fair share cost allocated to new development. Planned facilities to be funded by the fees are described in the “Use of Fee Revenues” section in each facility category chapter.

Benefit Relationship

The City will restrict fee revenue to the acquisition of land, construction of facilities and buildings, and purchase of related equipment, furnishings, and vehicles used to serve new development. Facilities funded by the fees are expected to provide a City-wide network of facilities accessible to the additional residents and workers associated with new development. Under the Act, fees are not intended to fund planned facilities needed to correct existing deficiencies. Thus, a reasonable relationship can be shown between the use of fee revenue and the new residential and non-residential development that will pay the fees.

Impact Relationship

The need for facilities is based on a facility standard that represents the demand generated by new development for those facilities. Facility demand is determined as follows: The demand for municipal facilities, fire facilities, and police facilities is based on residential population and the number of workers in the City and a cost standard calculated for each facility type; and ∞ The number of vehicular trips generated per use classification and a demand standard of LOS D or LOS E, depending on the street, determines roadway facilities demand. For each facility category, demand is measured by a single facility standard that can be applied across land use types to ensure a reasonable relationship to the type of development. The standards used to identify growth needs are also used to determine if planned facilities will partially serve the existing service population by correcting existing deficiencies. This approach ensures that new development will only be responsible for its fair share of planned facilities and that the fees will not unfairly burden new development with the cost of facilities associated with serving the existing service population.

Proportionality

The reasonable relationship between each facilities fee for a specific new development project and the cost of the facilities attributable to that project is based on the estimated new development growth the project will accommodate. Fees for a specific project are based on the project's generation of population, employment, or vehicle trips. Larger new development projects can result in a higher service population or a higher trip generation rate, resulting in higher fee revenue than smaller projects in the same land use classification. Thus, the fees can ensure a reasonable relationship between a specific new development project and the cost of the facilities attributable to that project.

E.3 Development Forecast and Municipal Facilities Demand

Future Population	2000
Current Population	890
DIFF	1,110
Equivalent Dwelling Unit, EDU	480
Use, EDU	500 EDU
Residential	500 EDU
Commercial	200 EDU
Manufacturer	400 EDU
TOTAL	1200 EDU

Source: City of Isleton Sewer Department

E.5 Municipal Facilities Cost

The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 25%.

Total Cost	Offset	Total Amount
3,000,000	750,000	\$2,250,000

Source: City Manager

E.6 Municipal Facilities Fee Calculations

Total Amount	EDUs	Per Dwelling Unit
2,250,000	1200	\$1,875

Source: City Manager

E.7 Municipal Facilities Fee Comparisons

Development Type	Rio Vista	Galt	Dixon	Ripon	Orland	Proposed Isleton
Single Family (per du)	2,126	4,016.48	908.83	1,188.16	3,103.52	1,875

DRAFT

F. STREETS

Facilities needed to meet residential and commercial growth

F.1 Basis of Cost

Description	Cost
New Street Facilities	\$2,250,000
Total	\$2,250,000

Source: City of Isleton Public Works Department

Description of Projects

New Streets – Planning, design and construction of new roads in the City. Roads will be primarily at location of new developments.

F.2 Mitigation Fee Act Nexus Findings

Purpose of Fee

This fee has two purposes:

1. To provide funding for the acquisition of new street maintenance facilities and equipment necessary to maintain new street as future growth and development occurs; and
2. STA Impact Fee

Use of Fees Revenue

The Street Impact Fee Program revenues from new development will be used to fund two major street components:

1. Regional Streets – larger street improvements designed to serve new development on a citywide basis
2. New Growth Streets – Street improvements required primarily for serving new development in the new development(s).

Benefit Relationship

Each new residential and non-residential development project in the City will add to the incremental need for roadway capacity, and each new project will benefit from the new roadway capacity. For new development to occur during the planning horizon of the City's current General Plan, major street improvements identified by the City of Isleton's Public Works Department will be necessary to maintain at least the current level of service by maintaining acceptable traffic flows.

Impact Relationship

Construction of the major street roadway and intersection improvements will serve new development in the City. Major street improvement costs to be funded by new development in the City area allocated to each benefiting land use using a cost allocation method that measures the relative benefit for each land use. The costs were allocated by using Vehicle Miles Traveled (VMT), which best reflects each land use's relative impact on the system by accounting for the number of daily trips, as well as length, purpose, and occupancy, to arrive at a total impact by each land use. The result is a fee for each acre of new development that reflects the relative traffic impact on the major street system.

Proportionality

The impact fee calculations are based on residential and non-residential growth projects for the City.

F.3 Development Forecast and Streets Demand

Future Population	2000
Current Population	890
DIFF	1,110
Equivalent Dwelling Unit, EDU	480
Use, EDU	500 EDU
Residential	500 EDU
Commercial	200 EDU
Manufacturer	400 EDU
TOTAL	1200 EDU

Source: City of Isleton Public Works Department

F.4 Streets Cost

Total Cost	Offset	Total Amount
2,250,000	562,500	\$1,687,500

Source: City Manager

F.5 Streets Fee Calculation

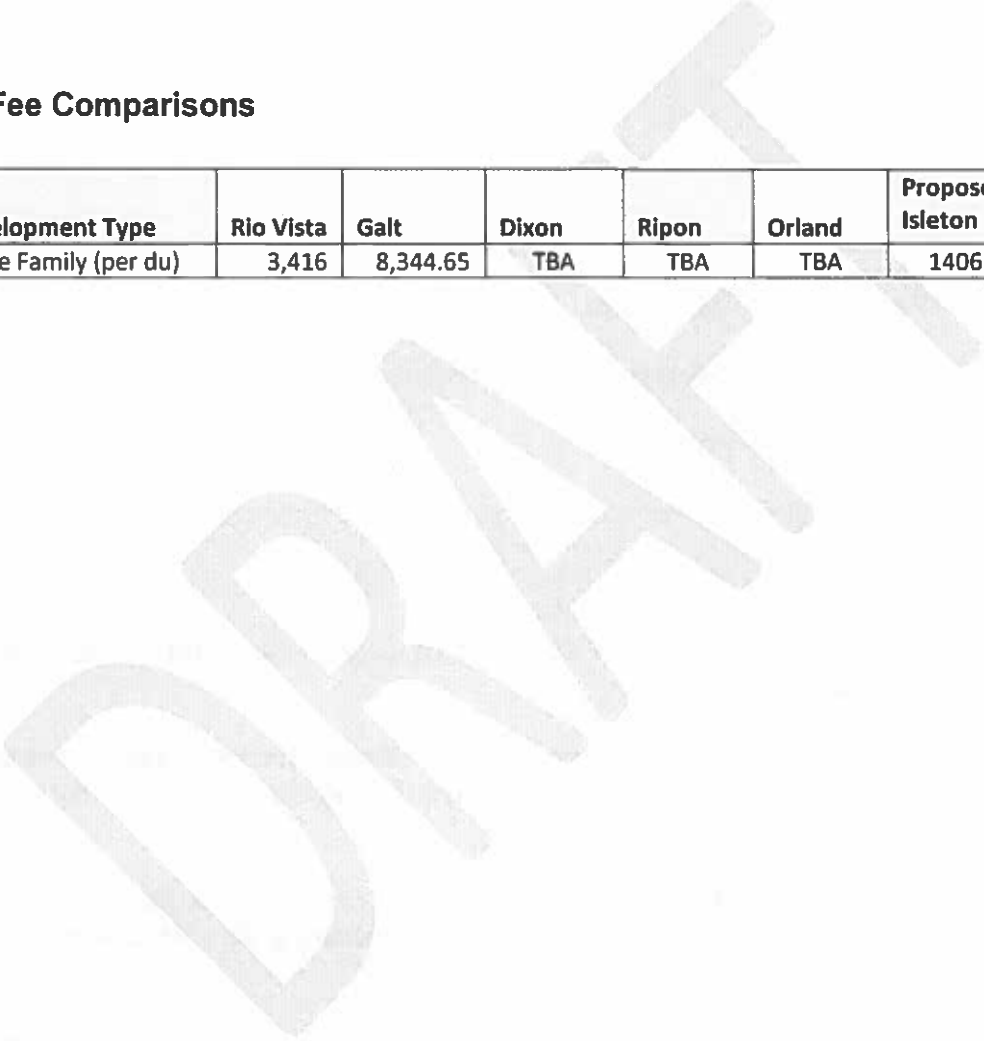
The basis of the fee is determined by the total cost of new facilities offset by an assumed grant amount plus efficiency credit for existing customers. This offset is estimated to be 25%.

Total Amount	EDUs	Per Dwelling Unit
1,687,500	1200	\$1,406

Source: City Manager

F.6 Fee Comparisons

Development Type	Rio Vista	Galt	Dixon	Ripon	Orland	Proposed Isleton
Single Family (per du)	3,416	8,344.65	TBA	TBA	TBA	1406



II. OPERATION (DAY TO DAY) FEES

A. General Fees

The other component of the public facilities fee relates to other governmental services. These fees will be used for general services and equipment for all city departments, other than police and fire, and those costs of new development not accounted for through other development impact fees.

1. Administrative Fees
2. Building/Permits
3. Planning
4. Cannabis

LIST OF ATTACHMENTS

ATTACHMENT A – Fees for City of Isleton

ATTACHMENT B – Building and Planning Fee Schedule

ATTACHMENT C – General Fee Form

ATTACHMENT D – Cannabis Fees *Not attached (\$1.50/sf., 2% of revenue)*

ATTACHMENT E – NOT USED

ATTACHMENT F – Resolution PC 2016-01 The City of Isleton Community Development Department Planning Fees

ATTACHMENT G – Ordinance 2014-01 Amendment to Ordinance No. 384 of the City Council of the City of Isleton Establishing Rules and Regulations for Operation of Waterfront Park *Not attached (\$25 & \$35)*

ATTACHMENT H – Ordinance 2015-05 Amendment to Ordinance No. 2010-04 Ordinance of the City Council of the City of Isleton Requiring a Special Event Permit *Not attached dependent on event*

ATTACHMENT I – Ordinance 2015-06 An Amendment to Ordinance 322 An Ordinance Providing for Annual Inspection of Property by Isleton Fire Department and Imposing Fees to Defray Inspection Costs *Not attached (cost recovery)*

ATTACHMENT J – Ordinance 2015-08 An Amendment to Ordinance No. 2013-03 An Ordinance Imposing an Operations Tax on Businesses in the City of Isleton for

Revenue Purposes, Repealing the Business License Tax Ordinance and Other Ordinances in Conflict Herewith *Not attached (Section 8.030; 0.1%)*

ATTACHMENT K – Ordinance 2015-09 Administrative Citation Ordinance of the City of Isleton *Not attached (cost recovery)*

DRAFT

ATTACHMENT A - FEES FOR CITY OF ISLETON

Ordinance No. 201 Boat Dock Fees 25' or less \$25.00 Greater than 25' \$35.00

Ordinance No. 2015 Special Event Permit \$50.00 request initial set \$250.00 to prepare special event permit

Ordinance No. 201 Fire Inspection Fees under Calif. Fire Code and City Ordinance \$30.00

Resolution No. 201 Copy Fee .35 per page .50 per page oversized copies

Ordinance No. 201 Business Operations Tax \$80.00 annual license fee 0.001% annual gross revenue per year

Ordinance No. 201 Administrative Citation Ord. Penalties 1st \$50 2nd \$100 3rd \$500 4th \$1,000.00 if late fee doubled

Resolution No. 23-: 2020 Building Department Fee Schedule

Resolution No. 201 City of Isleton Community Dev. Dept. Planning Fees

City of Isleton Building and Planning Fee Schedule and
Application Forms



Application Type	Total F
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General Plan/Zoning/Subdivision

General Plan Amendment	\$4,000.00
Annexation	\$2,500.00
Rezone	\$1,200.00 = 14 hours staff time
Tentative Subdivision Map	See Mapping Fee Schedule
Tentative Parcel Map	See Mapping Fee Schedule

Development Review

Development Plan Review (Staff)	\$2,148.00
Development Plan Review (Single Family) plus (\$551 per additional model)	\$1,215.00
Development Plan Review (PC)	\$3,492.00

Development/Reimbursement Agreement

Development Agreement	\$1,750.00
Development Agreement Ann Review	\$438.00
Reimbursement Agreement	\$10,000.00
Reimbursement Agreement Ann Review	\$2,600.00

Environmental Documents

Preliminary Environmental Assessment	\$175.00
Negative Declaration	\$450.00
Preparation of environmental documents may require a separate consultant contract. Billed on time and materials basis.	\$2,000.00 deposit

City of Isleton Building and Planning Fee Schedule and
Application Forms

Other Planning Applications

Conditional Use Permit	\$400.00
Temporary Use Permit	\$250.00
Home Occupation Permit	\$50.00
Condominium Conversion	\$2,500.00
Staff Variance	\$275.00
Variance	\$500.00
Lot Line Adjustment	\$250.00
Certificate of Non-Conforming Use	\$250.00
Temporary Subdivision Sign	\$750.00
Trip Reduction Permit/Annual Renewal	\$500.00
Street Dedication	\$250.00
Transportation System Mgmt. Plan	\$2,000.00
Street Name Change	\$600.00
Appeals (to City Council/Planning Commission)	\$300.00

City of Isleton Building and Planning Fee Schedule and

Application Forms

Mapping Fee Schedule

Subdivision Maps (Tentative and Parcel)

A deposit of \$1,000 + \$75.00 Per Lot/Unit/Parcel will be required at time the application submitted.

- A. Subdivision Tentative Map
- B. Additional Tentative Map Fee
- C. Subdivision Extension of Time
- D. Subdivision Vesting Map
- E. Additional Vesting Map Fee
- F. Resubmission of Vesting Map
- G. Additional Vesting Map Fee
- H. Extension of Vesting Map
- I. Tentative Parcel Map
- J. Parcel Map Resubmission
- K. Parcel Map Extension
- L. Lot Reduction Permit

Improvement Plan	6% of construction cost up to \$25,000
Review and Checking	4% of next \$225,000-2% over \$250,000
Inspection Fee	4% of construction cost estimate as determined by City Engineer or his/her designee

The fees for review and checking of improvement plan and construction inspection relate to the construction and installation of public works and facilities by private developers. Such works and improvements include, but are not necessarily limited to, streets, gutters, curbs, sidewalks, drainage facilities, water lines, and facilities and sewer, and particular public works and/or facilities in question. These are distinct from, and in addition to, building permits and other fees adopted by the City concerning building and construction.

CONNECTION FEES

Ordinance No. 357 adopted June 14, 2000

SEWER CONNECTION

1. Single Dwelling Unit
 - a. New, per unit \$3,148
 - b. Where septic tank exists, per unit \$2,948
 - c. Multi-family \$3,148
2. Multiple Housing
 - a. Duplex, Triplex, apartment, per unit \$3,148
 - b. Mobile home, per space \$2,581
3. Commercial & Industrial:
 - a. Set on a case-by-case basis by the City Council on the basis of equivalent dwelling units with a minimum fee \$3,148

CONSTRUCTION INSPECTION FEE

1. The construction inspection charge shall be as follows:
 - a. The construction inspection charge for individual parcels shall be \$150.00
 - b. The construction inspection charge for development shall be 3% of the total cost of construction of the sewer improvements.

SEWER SERVICE DISCONNECTION CHARGE

1. The fee for disconnection a sewer service fee shall be: \$250

NEW OR RECONNECTED CUSTOMER SECURITY DEPOSIT

Every new customer or reconnected customer shall post a deposit not greater than an amount equal to three months billing, as determined by Finance Director based upon the credit worthiness of the customer, which security may be used by the City of Isleton Sewer Ordinance.

SEWER SERVICE FEES

Ordinance No. 379, Adopted May 2004, Amending Ordinance No. 357, relating to Sewer Service Fees.

1. Unless Commercial or Industrial, all sewer customers will be based on the following monthly rates.
 - a. Single Family Dwelling Unit *(Includes Mobile homes, City):* \$72.00
 - b. Dwelling Unit *(Includes mobile homes, outside City Limits):* \$79.00

ATTACHMENT B

- c. Multi-Family Dwelling Unit: *(Apartments, Duplexes)* \$68.00
- d. Mobile Home: \$72.14
- e. Commercial *(City)*: \$72.00 x Multiplier (estimate: 201.53 average)
- f. Commercial *(Outside City)* \$79.00 x Multiplier estimated \$583.82

Environmental Fees

City of Isleton

The following environmental fees apply to projects in the City of Isleton. Additional fees may apply to environmental impacts identified during the CEQA review process. Prior to submitting an application, please contact the City Clerk at (916) 777-7770 to discuss other fees that apply to projects in the City of Isleton.

FEE	AMOUNT	PAYMENT DUE	PAYABLE TO
Application Fee	See Fee Schedule	With application	City of Isleton
CEQA Deposit (if not exempt)	\$2,000	With application	City of Isleton
St. Fish & Game filing fee(if biological impacts)	\$1,250	Prior to public hearing.	Sacramento County Clerk Recorder
NOD or NOE Filing Fee	\$21	Prior to public hearing.	Sacramento County Clerk Recorder
City Mitigation Monitoring Fee	Call City Clerk (fee varies)	Prior to final project approval.	City of Isleton
Oak Tree Mitigation Fee (if applicable)	\$200 per inch	Prior to issuance of grading permit.	City of Isleton

1. **Application Fee:** This fee pays for the staff time and consultant costs incurred in reviewing an application and preparing Planning Commission and/or City Council reports. A copy of this fee schedule is available from the City Clerk.

2. **CEQA Deposit:** This deposit will be used to pay for the staff time and consultant costs incurred in determining the type of documents needed to comply with the California Environmental Quality Act (CEQA). As the deposit is used, the City will request additional funds from the applicant. Any balance remaining at the end of the project will be refunded to the applicant.

3. **State Fish & Game Filing Fee:** This fee is required by the California Department of Fish and Game when a Notice of Determination (NOD) for certain projects is filed with the Sacramento County Clerk-Recorder. The State Fish & Game Filing Fee is \$1,250 for a Negative Declaration NOD and \$850 for an Environmental Impact Report NOD.

ATTACHMENT B

4. Notice of Determination (NOD) and Notice of Exemption (NOE) Filing Fee: The fee applies to NODs (with no fish or wildlife impacts) and NOEs.
5. City Mitigation Monitoring Fee: This fee is charged if CEQA requires mitigation measures for the project. It is paid when the applicant and the City sign the standard Mitigation Measures agreement. It is used to pay to monitor implementation of the Mitigation Measures.
6. Oak Tree Mitigation Fee: This fee pays for replacement trees that mitigate the loss of oak trees on project parcels.

BUILDING PERMIT FEES

1997 Uniform Administrative Code

Schedule Attached

TABLE 3-A – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00

ATTACHMENT B

\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours.....	\$50.50 per hour* (minimum charge-two hours)
2. Reinspection fees assessed under provisions of Section 305.8.....	\$50.50 per hour*
3. Inspections for which no fee is specifically indicated.....	\$50.50 per hour* (minimum charge-one half hour)
4. Additional plan review required by changes, additions or revisions to plans.....	\$50.50 per hour*
5. For use of outside consultants for plan checking and inspections, or both.....	Actual costs**
6. Administrative Fee.....	\$35.00
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	

TABLE 3-B – ELECTRICAL PERMIT FEES

Permit Issuance

1. For the issuance of each electrical permit.....\$23.50
2. For the issuing of each supplemental permit for which the original permit has not expired, been canceled, or finalized \$7.25

System Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. New Residential Buildings

ATTACHMENT B

The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.

Multifamily-For new multifamily buildings (apartments and condominiums) having three or more dwelling units constructed at the same time, not including the area of garages, carports and accessory buildings, per square foot (0.09 m2)..... 0.050

Single and two-family-For new single and two-family residential buildings constructed at the same time and not including the area of garages, carports and accessory buildings, per square foot (0.09 m2)..0.056

For other types of residential occupancies and for alterations, additions and modifications to existing residential buildings, use the Unit Fee Schedule.

2.Private Swimming Pools-For new private, in-ground swimming pools for single-family and multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool..... \$49.50

3. Carnivals and Circuses

For carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions.

For electrical generators and electrically driven rides, each..... \$23.50

For mechanically driven rides and walk-through attractions or displays having electric lighting, each..... \$7.25

For a system or area and booth lighting, each \$7.25

For permanently installed rides, booths, displays and attractions, use the Unit Fee Schedule.

4. Temporary Power Service

For a temporary service pole or pedestal, including all pole or pedestal-mounted receptacle outlets and appurtenances, each \$23.50

For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc., each \$12.30

Unit Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. Receptacle, Switch and Light Outlets

For receptacle, switch, light or other outlets at which current is used or controlled, except services, feeders and meters:First 20 fixtures, each \$1.10

ATTACHMENT B

Additional fixtures, each \$0.73

Note: For multi-outlet assemblies, each 5 feet (1524mm) or fraction thereof may be considered as one outlet.

2. Lighting Fixtures

For lighting fixtures, sockets or other lamp-holding devices:

First 20 fixtures, each.....\$1.10

Additional fixtures, each \$0.73

For pole or platform-mounted lighting fixtures, each..... \$1.10

For theatrical-type lighting fixtures or assemblies, each.....\$1.10

3. Residential Appliances

For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room, console or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operate appliances not exceeding 1 horsepower (HP) (746W) in rating, each.....\$4.75

Note: For other types of air conditions and other motor-driven appliances having larger electrical ratings, see Power Apparatus.

4. Nonresidential Appliances

For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding 1 horsepower (HP), kilowatt (KW) or kilovolt-ampere (KVA) , in rating, including medical and dental devices; food, beverage and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment, each.....\$4.75

Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.

5. Power Apparatus

For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows:

Rating in horsepower (HP), kilowatts (KW), kilovolt-amperes-reactive (KVAR):

Up to and including 1, each.....\$4.75

ATTACHMENT B

Over 1 and not over 10, each.....	\$12.30
Over 10 and not over 50, each.....	\$24.60
Over 50 and not over 100, each.....	\$49.50
Over 100, each.....	\$74.50

Notes:

1. For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.
2. These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.

6. Busways

For trolley and plug-in-type busways, each 100 feet (30 480mm) or fraction thereof..... \$7.25

Note: An additional fee is required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. A fee is not required for portable tools.

7. Signs, Outline Lighting and Marquees

For signs, outline lighting systems or marquees supplied from one branch circuit, each..... \$24.60

For additional branch circuits within the same sign, outline lighting system or marquee, each.....\$4.75

8. Services

For services of 600 volts or less and not over 200 amperes in rating, each.....\$30.50

For services of 600 volts or less and over 200 amperes to 1,000 amperes, each.....\$62.15

For services over 600 volts or over 1,000 amperes in rating, each.....\$124.30

9. Miscellaneous Apparatus, Conduits and Conductors

For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth.....\$18.20

Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.

TABLE 3-C – MECHANICAL PERMIT FEES

Permit Issuance and Heaters

ATTACHMENT B

- 1. For the issuance of each mechanical permit.....\$23.50
- 2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized.....\$7.25

Unit Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. Furnaces

- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 KW)\$14.80
- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 KW).....\$18.20
- For the installation or relocation of each floor furnace, including vent..... \$14.80
- For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater..... \$14.80

3. Appliance Vents

- For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.....\$7.25

4. Repairs or Additions

- For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.....\$13.70

4. Boilers, Compressors and Absorption Systems

- For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 KW)\$14.70
- For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 KW) to and including 15 horsepower (52.7 KW), or each absorption system over 100,000 Bur/h (29.3 KW) to and including 500,000 Bur/h (146.6 KW)\$27.15

ATTACHMENT B

For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 KW) to and including 30 horsepower (105.5 KW), or each absorption system over 500,000 Btu/h (146.6 KW) to including 1,000,000 Btu/h (293.1 KW) \$37.25

For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 KW) to and including 50 horsepower (176 KW), or each absorption system over 1,000,000 Btu/h (293.1 KW) to and including 1,750,000 Btu/h (512.9 KW)\$55.45

For the installation or relocation of each boiler or compressor over 50 horsepower (176 KW), or each absorption system over 1,750,000 Btu/h (512.9 KW) \$92.65

5. Air Handlers

For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 K.s), including ducts attached thereto \$10.65

Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.

For each air-handling unit over 10,000 cfm (4719 L/s)\$18.10

6. Evaporative Coolers

For each evaporative cooler other than portable type\$10.65

7. Ventilation and Exhaust

For each ventilation fan connected to a single duct\$7.25

For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit\$10.65

For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood\$10.65

8. Incinerators

For the installation or relocation of each domestic-type incinerator \$18.20

For the installation or relocation of each commercial or industrial-type incinerator\$14.50

9. Miscellaneous

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which the fee is listed in the table\$10.65

Other Inspections and Fees:

1. Inspections outside of normal business hours, per hour (minimum charge – two hours)\$49.50
2. Reinspection fees assessed under provisions of Section 305.8 per inspection....\$49.50
3. Inspections for which no fee is specifically indicated, per hour (minimum charge – one-half hour)\$49.50

4. Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed (minimum charge – one-half hour)\$49.50
 “Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Table 3-D—Plumbing Permit Fees

Permit Issuance

1. For the issuance of each plumbing permit\$23.50
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized\$7.25

Unit Fee Schedule

(Note: The following do not include permit-issuing fee.)

1. **Fixture and Vents**
 For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof)\$9.80
 For repair or alterations of drainage or vent piping, each fixture\$4.75
2. **Sewers, Disposal System and Interceptors**
 For each building sewer and each trailer park sewer\$24.65
 For each cesspool\$37.25
 For each private sewage disposal system\$74.50
 For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps\$19.90
 Rainwater systems—per drain (inside buildings)\$9.80
3. **Water Piping and Water Heaters**
 For installation, alteration, or repair of water piping or water-treating equipment, or both, each\$4.75
 For each water heater including vent\$12.30
 For vents only, see Table 3-C.
4. **Gas Piping Systems**
 For each gas piping system of one to five outlets\$6.15
 For each additional outlet over five, each\$1.10
5. **Lawn Sprinklers, Vacuum Breakers and Backflow Protection Devices**
 For each lawn sprinkler system on any one matter, including backflow protection devices thereof\$14.80
 For atmospheric-type vacuum breakers or backflow protection devices not included in Item 1:
 1 to 5 devices12.30
 Over 5 devices, each\$2.25

For each backflow-protection device other than atmospheric-type vacuum breakers:

2 inches (50.8 mm) and smaller	\$12.30
Over 2 inches (50.8 mm)	\$24.65

6. Swimming Pools

For each swimming pool or spa:

Public pool	\$91.25
Public spa	\$60.75
Private pool	\$60.75
Private spa	\$30.25

7. Miscellaneous

For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code.....\$9.80

Other Inspections and Fees:

1. Inspections outside of normal business hours, per hour (minimum charge—two hours)\$49.50*
2. Reinspection fees assessed under provisions of Section 305.8 per inspection . \$49.50*
3. Inspections for which no fee is specifically indicated, per hour (minimum charge—one-half hour)\$49.50*
4. Additional plan review required by changes, additions or revisions to plans for which an initial review has been completed (minimum charge—one-half hour).....\$49.50*

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

TABLE 3-E—ELEVATOR PERMIT FEES

New Installations:

Passenger or freight elevator, escalator, moving walk:

Up to and including \$40,000.00 of valuation--\$89.00

Over \$40,000.00 of valuation--\$89.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$40,000.00

Dumbwaiter or private residence elevator;

Up to and including \$10,000 of valuation--\$25.00

Over \$10,000.00 of valuation--\$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00

Major Alterations:

Fees for major alterations shall be as set forth in Table-3-A. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.

TABLE 3-F—ELEVATOR ANNUAL CERTIFICATES OF INSPECTION FEES

For each elevator	\$41.50
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For each escalator or moving walk	\$24.65
For each commercial dumbwaiter	\$16.75

(Each escalator or moving walk unit powered by one motor shall be considered as a separate escalator or moving walk.)

TABLE 3-G—GRADING PLAN REVIEW FEES

50 cubic yards (38.2 m3) or less	No fee
51 to 100 cubic yards (40 to 76.5 m3)	\$23.50
101 to 1,000 cubic yards (77.2 to 764.6 m3)	\$37.00
1,001 to 10,000 cubic yards (765.3 to 7645.5 m3)	\$49.25
10,001 to 100,000 cubic yards (7646.3 to 76 455 m3)-	\$49.25 for the first
10,000 cubic yards (7645.5m3), plus \$24.50 for each additional 10,000 cubic yards (7645.5m3) or fraction thereof.	
100,001 to 200,000 cubic yards (76 456 to 152 911 m3)-	\$269.75 for the first
100,000 cubic yards (76 455 m3). Plus \$13.25 for each additional 10,000 cubic yards (7645.5 m3) or fraction thereof.	
200,001 cubic yards (152 912 m3) or more--	\$402.25 for the first 200,000
cubic yards (152 911 m3), plus \$7.25 for each additional 10,000 cubic yards (7545.5 m3) or fraction thereof.	

Other Fees:

Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed\$50.50

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

TABLE 3-H—GRADING PERMIT FEES1

50 Cubic yards (38.2 m3) or less	\$23.50
51 to 100 cubic yards (40 to 76.5 m3)	\$37.00
101 to 1,000 cubic yards (77.2 to 764.6 m3)--	\$37.00 for the first 100 cubic yards (76.5 m3) plus \$17.50 for each additional 100 cubic yards (76.5 m3) or fraction thereof.
1,001 to 10,000 cubic yards (765.3 to 7645.5 m3)--	\$194.50 for the first 1,000 cubic yards (764.6 m3), plus \$14.50 for each additional 1,000 cubic yards (764.6 m3) or fraction thereof.
10,000 to 100,000 cubic yards (7646.3 to 76.455 m3)--	\$325.00 for the first 10,000 cubic yards (7645.5 m3), plus \$66.00 for each additional 10,000 cubic yards (7645.5 m3) or fraction thereof.
100,001 cubic yards (76 456 m3) or more--	\$919.00 for the first 100,000 cubic yards (76 455 m3), plus \$36.50 for each additional 10,000 cubic yards (7645.5 m3) or fraction thereof.

Other Inspections and Fees:

ATTACHMENT B

1. Inspection outside of normal business hours, per hour (minimum charge-two hours)\$50.50
 2. Reinspections fees assessed under provisions of Section 305.8 per inspection\$50.50
 3. Inspections for which no fee is specifically indicated, per hour (minimum charge-one-half hour).....\$50.50
-

1The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

2Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved.



City of Isleton

101 Second Street / P.O. Box 716 Isleton, Sacramento Co., California 95641
Tel: 916-777-7770 Fax: 916-777-7775 Info: yvonne.zepeda@cityofisleton.com

GENERAL FEE FORM

STANDARD SIZE COPIES 8X11

- Black Copies.....\$.35ea. x ___ \$ ___
- Colored Copies..... \$.50ea. x ___ \$ ___
- FAX.....\$1.00ea. x ___ \$ ___

LEGAL SIZE COPIES 8.5X14

- Black Copies.....\$.50ea. x ___ \$ ___
- Colored Copies.....\$.65ea.x ___ \$ ___

STAFF TIME:

Staff time FREE less than 10 minutes

Public Works 1/4hr \$10.52 1/2hr \$21.04 3/4hr \$31.56 1hr \$42.07
Total: \$ _____

Administration 1/4hr \$ 9.76 1/2hr \$19.51 3/4hr \$29.27 1hr \$39.02
Total: \$ _____

Building Dept. 1/4hr \$25.00 1/2hr \$50.00 3/4hr \$75.00 1hr \$100.00
Total: \$ _____

Fire Dept. 1/4hr \$5.27 1/2hr \$10.54 3/4hr \$15.81 1hr \$21.08
Total: \$ _____

City Clerk 1/4hr \$4.83 1/2hr \$9.66 3/4hr \$14.49 1hr \$19.31
Total: \$ _____

City Planner 1/4hr. \$2.50 1/2hr. \$5.00 3/4hr. \$7.50 1hr. \$10.00
Total: \$ _____

(Staff time is calculated at our loaded rate)

GRAND TOTAL DUE: \$ _____

RESOLUTION NO. PC 2016-01

THE CITY OF ISLETON COMMUNITY DEVELOPMENT DEPAR
 PLANNING FEES RESOLUTION NO.
 DATE:



PRIOR AUTHORITY/DATE	FEE DESCRIPTION	NOTES	FEE RATES
Res. Ord. And California Govt Code §66016	Pre-Application Fee (Preliminary review prior to application)		
	First Meeting Second and Subsequent Meetings	Discussion with Staff Submittal of materials for review by staff or Planning Commission	N/C
	Minor Applications	Fee does not cover staff time, outside consultants or legal counsel. Additional funds may be required should permit application require additional hours.	\$510.00
	Conditional Use Permit	Fee does not cover staff time, outside consultants or legal counsel. Additional funds may be required should permit application require additional hours.	\$1,000.00
	Conditional Use Permit - Non-Complex/Non-Controversial		\$250.00
Res.	Temporary Use Permit Temporary Use Permit, For Profit*	Fixed Fee	\$100.00
	Temporary Use Permit, Not for Profit*	Fixed Fee	\$25.00
Res.	Home Occupation Permit Appeals Variance Site & Architectural Design Review	Fee does not cover staff time, outside consultants or legal counsel. Additional funds may be required should permit application require additional hours.	\$95.00
Res.	Compliance Review Zoning Plan Check: for compliance with project Conditions of approval, zoning, and design requirements		\$100.00 minimum: or Actual Time Required
Res.	Sign Review	Includes 1 hr. planning	\$100.00 \$82.00
Res.	Conditional Natural Gas Permit	Includes 18 hr. planning	\$2,580.00
	Ministerial Natural Gas Permit	Includes 1 hr. planning	\$408.00

Res.	Certificate of Compliance/Letter of Zoning Compliance		\$100.00
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ATTEST:

AYES: Commissioner's Glenn Giovannoni, Jack Chima, Mandy Elder, Rogelio Garcia

NOES: None

ABSTAIN: None

ABSENT: Diana O'Brien

COMMISSIONER, GLENN GIOVANNONI

CITY CLERK, YVONNE ZEPEDA

City of Isleton

City Council
Staff Report

DATE: April 13, 2021

ITEM#: 7.B

CATEGORY: New Business

PURCHASING POLICY ORDINANCE NO. 2021-002, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, ADOPTING POLICIES AND PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT, FOR PROCURRING PROFESSIONAL AND MAINTENANCE SERVICES, AND FOR THE DISPOSAL OF SURPLUS PROPERTY, FIRST READING

SUMMARY

The City is establishing a purchasing policy by ordinance.

DISCUSSION

This purchasing policy establishes standards and practices for obtaining formal bids, informal quotations, maintaining vendor lists, and the disposal for surplus equipment, materials, and supplies.

Most the practices and guidelines are currently practiced by the City. Establishing an ordinance sets in place the procedures to guide all current and future purchases. These policies address, for example, all purchases over \$15,000 are required to obtain three quotations and brought to Council, purchases below \$15,000 require three informal quotations and are reviewed by the City Manager. This policy will also integrate budgeting and record keeping with the purchasing process.

It is noted that many public agencies the offer grants, loans, and aid require local agencies to have a formally adopted purchase ordinance.

FISCAL IMPACT

There is no fiscal impact with this ordinance.

RECOMMENDATION

It is recommended that City Council waive first reading and adopt Ordinance No. 2021-002, establish a Purchasing Policy.

ATTACHMENTS

⇒ Ordinance No. 2020-002

Reviewed by: Charles Bergson, City Manager

Submitted and prepared by: Yvonne Zepeda, City Clerk



PURCHASING POLICY ORDINANCE NO. 2021-002

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, ADOPTING POLICIES AND PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT, FOR PROCURING PROFESSIONAL AND MAINTENANCE SERVICES, AND FOR THE DISPOSAL OF SURPLUS PROPERTY

The City Council of the City of Isleton does ordain as follows:

Section 1. Purchasing

Section 1.a. Purchasing Program Overview

- Establishment of written policies, regulations, controls and guidelines for the purchasing process
- Integration of budgeting and recordkeeping functions with purchasing processes

Section 2. Purchasing Policies

All purchases must go through the formal request and approval process detailed in the following policy. Exceptions to the process include credit card purchases and emergency purchases which are detailed in the Exceptions to the Normal Purchasing Process section (H.7.) of this policy.

Section 3. Bid Requirements Policies

All purchases over \$5,000 or more, 3 bids must go out to bid unless the City of Isleton can take advantage of a State Contract or a bid waiver is approved by the purchasing agent (See H.3.c for waivers). 3 Bids for Professional Services in excess of \$15,000 must be awarded by the City Manager and City Council.

All City purchases in excess of \$5,000, which do not go out to bid or are not recurring service charges, must have a completed Best Value Method Source Selection form (bid

waiver) accompanying the purchase order. The form must be reviewed and signed by the City Manager and Finance Director.

3. a. Competitive Quotation Process

Departments with purchases that are at least \$5,000 but less than \$15,000 must solicit offers from at least three (3) vendors.

3. b Competitive Proposal Process

A request for Proposal (RFP) or Request for Qualification (RFQ) shall be written for all requests for professional services in excess of \$5,000. The process used for solicitation of proposals shall assure that a reasonable and representative number of vendors are given an opportunity to compete. The City Manager has the authority and responsibility to execute professional service contracts less than \$15,000.

3. c. Waivers

To request a bidding, quotation or proposal process be waived, a requesting administrator must make a written request to the City Manager to obtain a waiver. The processes may be waived for any of the following reasons:

1. Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
2. The purchase is made using one (1) of the State of California's contracts with a third party.
3. Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interest of the City of Isleton.
4. In the opinion of the City Manager and/or Finance Director, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
5. A special source, including but not limited to a sale, purchasing plan, government discount, or trade-in allowance, will supply a lower cost than that which would result from a bid process.
6. A formal process would result in substantially higher costs to the City and/or inefficient use of personnel, or cause substantial disruption of City operations.
7. Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "building projects" as defined in the California General Statutes.
8. Regional or cooperative purchases.
9. Information Technology Resources may be exempted by the City Manager. Information Technology Resources, for the purpose of this section, means license, copyrighted or patented computer hardware, software or services; new computer equipment, products, peripherals, services and software where compatibility with existing equipment or products is desirable or necessary; proprietary or custom built software or information systems; technology services, consulting and maintenance contract; web-based software and software as service, platform as a service and infrastructure as a service applications or

solutions.

10. Other exceptions to the policy will be determined on a case-by-case basis by the City Manager which may follow the goods and services purchasing categories exempted by the State of California.

3.d Maintenance contracts

For the award of contracts for the maintenance and repair of city and sewer/fire facilities, the following procedures shall be followed:

1. For contracts for which the estimated cost of services is \$10,000.00 or more, a request for proposal shall be prepared and submitted to prospective bidders, bids shall be obtained from prospective bidders and reviewed, and the request for proposal, the qualifications and experience of the contractors and the amount of the price or prices included in the bids.

2. Contracts for which the estimated cost of services is less than \$10,000.00 may be awarded without obtaining bids. Such contracts shall be awarded based on the qualifications and experience of the contractor and the amount of the contract prices.

3. Maintenance and repair contracts for which the cost of services is \$25,000.00 or more, shall be awarded by the city council, and the city council may authorize the city manager or the purchasing officer to execute such contracts. Contracts in which the estimated cost of services is less than \$25,000.00 may be awarded by and executed by the purchasing officer.

Sec. 3-e Disposal of surplus or obsolete property.

(a) The head of any city department may declare supplies or equipment held by such department surplus. Such declaration shall be in writing and the written declaration shall be delivered to the purchasing officer who shall maintain a written inventory for circulation to and review by each department. If any department has use of such property, the department head may request reassignment of such property from the purchasing officer. The purchasing officer shall have the authority to assign the property to the department best able to make use of such property. If no department head makes a request for use of such property after the inventory has been circulated once, the property shall be deemed surplus.

(b) The purchasing officer shall have the authority to exchange for or trade in on new supplies or equipment all supplies or equipment which have been deemed surplus.

(c) The purchasing officer shall have the authority to dispose of surplus property or equipment by auction or sale or otherwise after receiving bids or proposals which, in his judgement, provide the best return to the city.

- 1) Sale on the open market. The purchasing officer shall cause to be published at least three days before the sale, in a locally adjudicated newspaper, a notice of sale setting forth a general description of the property to be sold, the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price.

- 2) Sale by sealed bid or auction. As an alternative to the sale on the open market, the purchasing officer may, when in his judgement, it is in the best interest of the city, sell surplus property by means of sealed bid or public auction. In the case of sale by sealed bid or public auction, the purchasing officer shall cause to be published at least three

days before the sale, in a locally adjudicated newspaper, a notice setting forth a general description of the property to be sold, the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price.

In conducting an auction, the purchasing officer may contract with a professional auctioneer and allow a flat fee, hourly fee or percentage of the amount of the sale to be paid based upon that which is common and customary method and rate for such auctioneering services.

The purchasing officer may, when in his judgement, sale or auction of surplus property is infeasible or will result in minimal return to the city, recommend to the city council that such surplus property be donated to any non-profit corporation or school located within or serving the City of Isleton, or sold to City employees at fair market value. Such surplus property shall only be donated or sold upon approval of the city council.

Section 4. Requisitioning

4. a. Department Requests and Approvals

1. Submit Purchase Order Requests to the City Manager and Finance Department

Purchase order requests must be completed and include the following information:

- *Vendor Name* – Determined by the requesting department or from the FMS Vendor list
- *Ship-to Code* – Location of where goods or services will be received
- *Account Number* – Account to be charged for the expense
- *Department* – Who is responsible for receiving the goods or services
- *Items for Purchase* – Description should include sufficient detail including any part numbers or vendor information about the item(s)
- *Extended Price* – The total price of the purchase, including any freight charges should be calculated and included
- *Total Anticipated Cost* – The total value of the goods or services included on the Purchase Order
- *Requestor ID (Name)* – The person responsible for addressing any issues regarding the request and the goods and/or services received per the Purchase Order

2. Obtain Appropriate Approvals

The request must be approved by the requestor's Department Head. All approved purchase requests are then reviewed and approved by the City Manager. The City Manager and Department Head must approve all purchases in excess of \$5,000 and less than \$15,000. Over \$15,000 require City Council approval.

3. Payment Approval

All purchase orders need to have proper approvals before the actual purchase can be made. Purchases conducted without the proper approvals made beforehand may result in non-payment.

4. Purchase Order Thresholds

The Finance Department will review vendors on file on an ongoing basis and

implement a process to review purchase order thresholds. This process will help to identify users that may attempt to circumvent the PO process.

Section 5. Purchase Orders

5. a. Preparation of the Purchase Order

Department Heads and their staff use the purchase orders in file folder. The purchase orders are sent to the City Manager then Finance Department for review and processing. From there, approved purchase orders are then emailed or mailed to vendors. Any relevant documentation (packing slips, delivery confirmation, etc.) received in connection with goods or services covered by a purchase order must be filed at the department. The department will confirm the receipt of the goods or services and the vendor will be paid according to standard Accounts Payable procedures. The Finance Director/Department Head or City Manager must approve an appropriate allocation of funds before a vendor will be paid.

5. b Purchase Order Cancellation

In the event a Department decides to cancel a purchase order, they should promptly email the Finance Department with the Subject "Cancelled Purchase Order for (insert department)". The purchase order number and date should be stated in the email. The email will act as approval from the department for cancellation of the purchase order. The Finance Department will archive all cancellation emails. It is the responsibility of the Department to promptly notify the vendor that the order has been cancelled. The Finance Department will then delete the Purchase Order from the system.

5.1 Credit Card and Store Charge Cards

The City of Isleton and the respective entities that they provide services to do possess or maintain entity based credit cards (eg. Visa, MasterCard, American Express). Purchasing Cards are available to Department Heads and other City employees on an as-needed basis. All purchases made by City credit-cards are for City business only; personal expenditures are not allowed. Requests for credit-cards must be directly approved by the City Manager. On an annual basis, the Finance Department will compare the year's terminated employees against current cardholders to ensure all cardholders are active employees.

Credit-Card Policy Agreement:

All employees granted a credit-card must sign the Cardholder Agreement Form and Purchasing Card Use Policy. These policies outline purchasing ethics, general policies, the purchasing process, recordkeeping requirements and authorized account usage.

Spending Limits:

Cardholders are held to daily and monthly spending limits based on their job function. Individuals are granted either a \$1,000 single-transaction and \$5,000 monthly limit, or a \$5,000 single-transaction and \$15,000 monthly limit. On an annual basis, the Finance Department will review cardholder spending limits and adjust the limits at their discretion.

5.2. a. Credit Card Recordkeeping

Cardholders are responsible for entering their purchases online and applying them to the correct account codes and sending to accounts payable. All purchases must be entered by the 15th of each month or the Finance Department will freeze the individual credit-card. Cardholders print their monthly expense report, attach supporting documentation and receipts, sign the report, have their Department Heads review and sign the report, and send it to the Finance Department for processing. The Finance Department performs monthly reviews of credit-card expenditures to ensure there is no backlog of unprocessed purchases and that all purchases have appropriate documentation. All reviews must be signed and dated.

Store Charge Card Policy Agreement:

The only authorized store credit cards for the City of Isleton and its respective entities are Home Depot, Ramos Oil, Ace Hardware, and Oil Wells. All employees granted a Store Charge Card must sign the Cardholder Agreement Form and Store Charge Card Use Policy. These policies outline purchasing ethics, general policies, the purchasing process, recordkeeping requirements and authorized account usage.

Spending Limits:

Cardholders and Staff are held to spending limits based on the type of card in their possession. Card limits range from \$100 to \$5,000. The Finance Department will reconcile each card on a monthly basis. On an annual basis, the Accounting Manager/City Manager will review cardholder and staffs spending limits and adjust the limits at their discretion.

5.3. b Store Charge Card Recordkeeping

Cardholders are responsible for entering their purchases online and applying them to the correct account codes. All purchases must be entered by the 15th of each month or the Finance Department will freeze the individual Store Charge card. Cardholders print their monthly expense report, attach supporting documentation and receipts, sign the report, have their Department Heads review and sign the report, and send it to the Finance Department for processing. The Finance Department performs monthly reviews of Store Charge expenditures to ensure there is no backlog of unprocessed purchases and that all purchases have appropriate documentation. All reviews must be signed and dated.

Section 6. Exceptions to the Normal Purchasing Process

Under certain emergency conditions, defined below, it may be necessary to deviate from the formal requisitioning and purchasing process.

Definition of an Emergency

An emergency exists when unforeseen circumstances beyond the City of Isleton control:

- a. Present a real, immediate threat to the proper performance of essential functions; or
- b. May reasonably be expected to result in

- i. Material loss or damage to property,
- ii. Bodily injury or
- iii. Loss of life, if immediate action is not taken.

Under \$15,000

If an emergency determination is made that requires immediate action, the requestor will contact the City Manager/Finance Department immediately and ask that the City Manager/Finance Director approve the purchase. An additional email request must be sent to the Finance Director for record-keeping purposes. The purchase will be approved and the invoice will be submitted to the Finance Department within 24 hours. The invoice will be matched to the emergency purchase. The requisition will be entered into FMS after-the-fact and the purchase approved by the Finance Director (or Accounting Manager in his/her absence).

\$15,000 or more

If an emergency determination is made whereby the time required to go through the formal bidding process is not feasible, the vendor selected will need to be approved by the City Manager and or (City Council when \$15,000 or more). The Finance Office will be informed promptly at any emergency declarations and provided the necessary direction to record contracted obligations.

A written contract shall be executed prior to commencing work. Where a purchase is made or work contracted without a prior written contract, a written contract shall be prepared and executed as early as possible. The contract shall contain such detail as is appropriate under the circumstances. At a minimum, the contract shall state the parties, the item to be purchased, the maximum amount, the basis for payment and require that the contractor comply with all statutory requirements. A copy of the contract shall be kept in the Finance Department files.

Because an emergency situation may require immediate action without incorporating all of the usual and customary contract provisions, Finance Department staff and the vendor should consider the use of a short term contract with limited authority whenever possible. During this interim period, alternatives should be considered, such as competition (by sealed bids or otherwise) for the remaining purchases or work, or a more detailed contract which incorporates the usual and customary terms. Even where an emergency is determined to exist, the City shall obtain competition whenever practicable, as the best means to assure quality services and minimum cost.

Purchasing Cards

Credit-Card holders are asked to use their cards for emergency situations. Card holders are asked to only use the exception process if the emergency purchase exceeds their daily or monthly spending limit.

Section 7. Enactment. The City Council hereby approves the purchasing ordinance.

Section 8. Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 9. Execution. The Mayor shall sign and the City Clerk shall attest to the passage of this ordinance.

Section 10. Effective Date and Publication. This ordinance shall take effect thirty (30) days after its adoption. The Deputy City Clerk is hereby directed to publish this ordinance within fifteen (15) days after its passage in a newspaper of general circulation published in the City of Isleton or to post it in at least three (3) public locations in the City of Isleton.

PASSED AND ADOPTED by the City Council of the City of Isleton on this _____ day of _____ 2021, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR, Eric Pene

ATTEST: _____
DEPUTY CITY CLERK, Yvonne Zepeda



City of Isleton

101 Second Street, Isleton, California 95641

CITY MANAGER REPORT

Date: 13 April 2021

To: City Councilmembers

From: Charles Bergson, City Manager

Covid 19 – City Operations

City continues under County Health Department of January 13, 2021, updated March 16, 2021, advising we are in the RED TIER 2. The State Limited Curfew Order of December 10 has been lifted. The City continues to operate under its March 18th, 2020 Emergency Order. Public facilities are open. State has recently announced that it is planning to relieve business restrictions on June 15, 2021.

Parking Tickets and Red Curb Enforcement is planned to commence on May 1, 2021, City wide. A sample manual ticket is attached. Most tickets will be issued by a parking enforcement officer via a handheld machine.

The City will be issuing a request for qualifications for a part time police chief.

Attached is the draft resolution and map of the proposed new sphere of influence limits for Isleton. The City will hold a public hearing on this matter May 11, 2021.

Attached is the quarterly report on the Isleton Wastewater Treatment System Improvement Project. The project has been delayed due to delay by the State and the coronavirus pandemic. The project feasibility final report is now due in October of this year.

The City's financial reports and checks for the month of February 2021 are attached. The Fiscal Year 2021/22 Budget workshop is tentatively scheduled for May 18th, 2021.

The current cannabis business status list is attached.

Isleton Bridge is closed until April, 23rd.

Respectfully,
Charles Bergson, P.E.

PARTS 1 & 2
 COLORS: BLACK

PERF ON ALL PARTS
 (FOR 5/8" BOOKING STUB)

**CITY OF ISLETON
 PARKING VIOLATION NOTICE**

I XXXXXXXX

DATE OF VIOLATION		DAY OF WEEK S M T W TH F S	TIME	CASE NUMBER
PHOTO(S) TAKEN Yes No	MAKE	MODEL	BODY STYLE	COLOR
VEHICLE NO. / VIN NO.		PLATE	STATE	REG. EXP.

LOCATION OF VIOLATION

ISLETON MUNICIPAL CODE VIOLATIONS

#	SECTION	VIOLATION DESCRIPTION	FEE AMOUNT
1.	SCO 10.24.010 (1)	Curb Marking - Red	\$57.50
2.	SCO 10.24.030 (b)	Prohibited Stop-Standing	\$57.50
3.	SCO 10.24.060 (a)	Prohibited Parking in Alleys-Parkways	\$57.50
4.	SCO 10.24.070 (a)	Vehicle Parked for Sale	\$57.50
5.	SCO 10.24.070 (b)	72 Storing Hours or more - Parking	\$57.50
6.	SCO 10.24.070 (h)	Unauth-Comm1	\$107.50
7.	SCO 10.24.070 (i)	Unauth-R.V.	\$107.50
8.	SCO 10.24.070 (j)	Detached Trailer	\$107.50
9.	SCO 10.24.180	Parking on Private Prop/Violation of Signs	\$57.50
10.	10.24.070 (c)	Wrong Way Parking	\$57.50

CALIFORNIA VEHICLE CODE VIOLATIONS (CVC)

#	SECTION	VIOLATION DESCRIPTION	FEE AMOUNT
1.	CVC 22500 (c)	Block Driveway	\$57.50
2.	CVC 22500 (f)	Sidewalk	\$57.50
3.	CVC 22500 (h)	Double Parked	\$57.50
4.	CVC 22500 (i)	Bus Zone	\$367.50
5.	CVC 22500.1	Fire Lane	\$107.50
6.	CVC 22502 (a)	18 Inches from the Curb	\$57.50
7.	CVC 22502 (b) (2)	Wrong Side of Street	\$57.50
8.	CVC 22505 (a) (1)	Stopping Prohibited	\$57.50
9.	CVC 22505 (b)	State Highway Parking Restricted	\$57.50
10.	CVC 22507.8 (a)	Disabled Space Parked in Stall Space	\$407.50
11.	CVC 22507.8 (c1)	Disabled Space Parked Over Space Line	\$407.50
12.	CVC 22507.8 (c2)	Disabled Space Parked in Crosshatch Line	\$407.50
13.	CVC 22514	Fire Hydrant	\$107.50
14.	CVC 22523 (a)	Abandoned Vehicle-Highway	\$107.50
15.	CVC 4000 (a)	Expired Registration	\$115.50
16.	CVC 5200	Display of Plate	\$57.50
17.	CVC 5204 (a)	Current Tabs	\$57.50

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT EXECUTED AT THE PLACE AND ON THE DATE SHOWN ABOVE

OFFICER _____ BADGE _____
 ADDITIONAL INFORMATION ON REVERSE SIDE

SAMPLE

3/4" LINEHOLE STUB



IMPORTANT – READ CAREFULLY

YOU MAY PAY BY MAIL OR BY GOING TO: www.CitationProcessingCenter.com

IF YOU MAKE PAYMENT BY MAIL, SEND THE PROPER AMOUNT OF PENALTY IN MONEY ORDER, CASHIER'S CHECK OR PERSONAL CHECK, PAYABLE TO: CITY OF ISLETON. **DO NOT SEND CASH!** ENCLOSE THE NOTICE OF PARKING VIOLATION WITH YOUR PAYMENT AND/OR PROOF OF CORRECTION(S). WRITE YOUR CITATION NUMBER ON YOUR PAYMENT.

MAIL TO: CITY OF ISLETON
C/ O CITATION PROCESSING CENTER
P. O. BOX 10479
NEWPORT BEACH, CA 92658-0479

INQUIRIES AND PAYMENTS CAN BE MADE BY CALLING (800) 989-2058 or online at www.CitationProcessingCenter.com

TO RESPOND TO THE CITATION:

The registered owner, lessee, or person responsible for the vehicle cited shall within 21 days of issuance, either:

- 1) Pay the parking penalty, or
- 2) The registered owner or lessee of the vehicle may submit a written appeal online at www.CitationProcessingCenter.com or mail your appeal with any supporting information to the address as noted above. Your payment or appeal request must be received within 21 days of the citation date. Submitted documents will not be returned.

THERE WILL BE A \$35.00 SERVICE CHARGE FOR ALL RETURNED CHECKS.

WARNING: IGNORING THE TIME LIMITS OF THIS NOTICE SHALL RESULT IN IMMEDIATE ACTION IN THE FORM OF ADDITIONAL PENALTIES AND AN EVENTUAL LIEN HOLD BEING PLACED ON YOUR VEHICLE REGISTRATION WITH THE DEPARTMENT OF MOTOR VEHICLES. VEHICLES WITH FIVE (5) OR MORE CITATIONS WILL BE IMPOUNDED OR IMMOBILIZED PURSUANT TO CALIFORNIA VEHICLE CODE SECTION 22651(i)(1) AND 22651.7. A VEHICLE THAT HAS EXPIRED REGISTRATION IN EXCESS OF 6 MONTHS IS ALSO SUBJECT TO IMPOUND.

For Indigent Person assistance, please visit www.CitationProcessingCenter.com

CORRECTABLE VIOLATIONS: CVC SECTIONS 4000(a), 5200, 5201(c) and 5204(a) require vehicle inspection and evidence of violation correction. Evidence of correction may be obtained at any DMV, Sheriff, or Police agency which provides such service. **IF CORRECTED, BAIL ON THESE VIOLATIONS IS REDUCED TO \$10.00 PER CORRECTED VIOLATION. VALID PROOF OF EACH CORRECTION AND \$10.00 PER CORRECTED VIOLATION MUST BE RECEIVED WITHIN 21 DAYS OF THE CITATION DATE OR PENALTIES WILL ACCRUE.**

CORRECT EQUIPMENT VIOLATIONS IMMEDIATELY!

PROOF OF CORRECTION

PROOF OF CORRECTION	
Section(s) Violated	
Officer Signature / Badge #	
Certifying Agency	
Date	

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISLETON INITIATING A SPHERE OF INFLUENCE AMENDMENT AND MAKING APPLICATION TO THE SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

WHEREAS, the City of Isleton's sphere of influence ("SOI") was adopted by the Sacramento Local Agency Formation Commission ("LAFCo") in 1978 and is coterminous with the city limits, and no change has been made in the city's SOI since it was adopted in 1978

WHEREAS, the City of Isleton ("City") has on various occasions attempted to amend its sphere of influence over the last two decades:

- i) The first filing to amend the city's SOI was made with the Commission in 1989 and carried as an active file for several years thereafter. The file was ultimately closed due to inaction.
- ii) The second attempt, although no filing was made with LAFCo, occurred in 1995 and closed due to inaction.
- iii) The third attempt was initiated in 2005 based on proposed SOI from the 2000 General Plan, but was denied by LAFCo;

WHEREAS, a Sphere of Influence Amendment is being requested by the City pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (GCS 56000 et seq.);

WHEREAS, LAFCo is the sole entity authorized to approve a Sphere of Influence Amendment pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

WHEREAS, pursuant to Government Code section 56425(a), in order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the Commission shall develop and determine the Sphere of Influence of each local governmental agency within the county;

WHEREAS, the City is currently providing municipal services including sewer to properties outside of its city limits and has the capacity to extend these services;

WHEREAS, the City has been an urban and cultural hub and to the Delta region for nearly a century;

WHEREAS, the City has held a duly noticed public hearing on May 11th, 2021 to receive public comment on a proposed amended Sphere of Influence ("SOI Amendment");

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ISLETON does hereby resolve:

1. The City is proposing a SOI amendment and, by this resolution, will make an initial application to the Commission.
2. The boundaries of the SOI Amendment area are represented in Exhibit "A" and attached hereto and incorporated herein.
3. The City Manager and County Executive will meet and confer pursuant to the government code to discuss the proposed SOI, boundaries and land uses, as required by law.
4. The City will supply any additional information deemed necessary by the Commission in order to complete the review process and comply with state and local regulations, including but not limited to, a Municipal Services Review and an Environmental Impact Report.
5. The proposed SOI Amendment of the City and set forth in Exhibit "A" will add approximately 1,160 acres to its current SOI boundary.
6. The SOI Amendment area to be added shall extend north-east to the northern parcel boundary of the property addressed 16097 ISLETON RD, APN 156-0040-017-0000 and shall follow that property line South-East to the northern property line of adjacent parcel APN 156-0040-018-0000 to Georgiana Slough. The SOI will follow Georgiana Slough south to the southern parcel line of property addressed APN# 157-0100-080-0000 following west parallel to Terminous Road to where it joins with Jackson Slough Rd. and then follows north on the western parcel boundary of the property addressed APN #157-0100-066-0000, to where it meets the southern parcel boundary of the property addressed APN# 157-0300-003-0000, the SOI boundary will follow this property line until it meets with the existing City limits.
7. Surrounding land uses include agriculture, residential, and commercial.
8. The City is proposing this SOI Amendment according to policies set forth in Government Code section 56425. Pursuant to Government Code section 56425, specifically the present and probable need for public facilities and services in the area and the present capacity of and adequacy of the public service which the City provides to meet that probable need, and the existence of social and economic communities of interest in the area.
9. The City is proposing this SOI Amendment with the intent to encourage well-ordered, efficient urban development with sufficient services and to preserve open space resources, agricultural land, and habitat for species.

PASSED AND ADOPTED by the City Council of the City of Isleton this 11th day of May 2020, by the following vote:

AYES:

ABSENT:

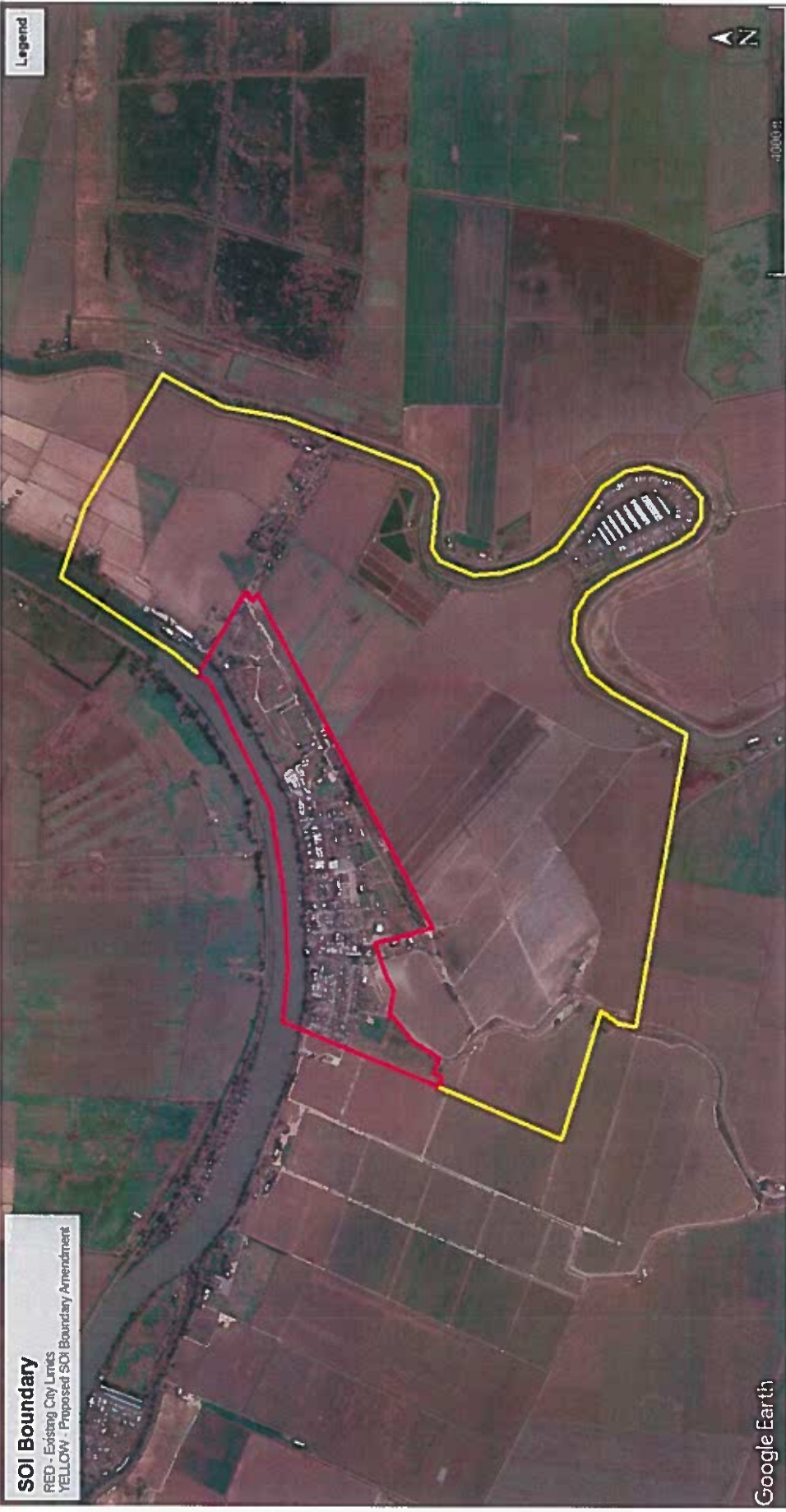
ABSTAIN:

Eric Pene
Mayor, City of Isleton

ATTEST:

By: _____
Yvonne Zepeda,
Deputy City Clerk, City of Isleton

DRAFT



SOI Boundary
RED - Existing City Limits
YELLOW - Proposed SOI Boundary Amendment

Legend

Google Earth

“EXHIBIT A”

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The second part covers the various methods used to record transactions, including the double-entry system and the use of journals and ledgers. It also discusses the importance of regular reconciliations to identify and correct any errors. The third part of the document deals with the classification of transactions into different accounts, such as assets, liabilities, and equity. It explains how these transactions affect the accounting equation and how they are recorded in the general ledger. The final part of the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It provides a detailed explanation of how these statements are derived from the accounting records and how they provide a comprehensive view of the company's financial performance.

CWSRF Planning Grant Draft Project Status Report

Project Title:	Isleton Wastewater Treatment System Improvement Project
Project Recipient:	City of Isleton
Project Number:	C-06-7886-110
Report Submitted By:	Dave Harden
Email:	dharden@ben-en.com
Phone:	916-771-6144
Report Date:	April 1, 2021

Reporting Period

- 1st Quarter (Due April 1) 2nd quarter (Due July 1)
 3rd Quarter (Due October 1) 4th Quarter (Due January 1)
 Other (Explain)

Progress to Date Overview

There has been minimal progress on the project since the second quarter 2020 due to delays in the approval of the contract amendment. Approval of the contract amendment has been executed and approved. Work has resumed in March of 2021 after reimbursements were received to pay consultants.

The Geotechnical portion of work has been completed, and the draft reports are under review. The percolation test results were inconclusive but additional testing is not being planned. Instead, assumptions regarding percolation tests for the historical documents and the recent test data will be used in the Draft Evaluation Report to determine disposal rates. The Inflow & Infiltration data and report has been received and reviewed and is awaiting an updated report from the subconsultant. The Draft Evaluation Report of the sewer system and treatment facility is in the draft phase. The reports from the subconsultants will be included in the evaluation of the sewer system and treatment facility upon completion as an appendix.

Topographic Survey and field inspection of the pump station and force main has been completed.

The Draft Evaluation report and water balance are in the internal review phase as of this quarter.

Major Activities Worked on This Period

The Inflow & Infiltration Study has been reviewed and the report is being finalized. The Draft Hydrogeological Report from the geotechnical subconsultant is under review and results are being incorporated into the Evaluation Report by the Project Engineer.

The amendment has been executed and all parties have been paid. Work has now recommenced.

The Draft of the Evaluation Report is being finalized and expected to be submitted in the second quarter of 2021.

New Obstacles/Delays Encountered, Impact on Schedule, and Proposed Resolutions

The amendment to the Contract between the Waterboard and the City was awaiting approval but has since been approved. This had halted any cash flow for the project and delayed deliverables. The amendment includes changes to the contract as well as an extension of the schedule and a request for an extension of the final disbursement date. Originally the project experienced delays due to uncooperative weather, prompting the change in schedule.

Due to the delays discussed above, the Draft Evaluation Report has not been submitted on time. Due to the delays and extenuating circumstances caused by COVID-19 the submittal date will be pushed back.

Status of Previous Obstacles/Delays

Amendment approval has been received and work will resume in January of 2021.

Table 1. Summary of Work Completion to Date – Will be updated schedule and Budget after amendment approval.

Errors may have occur in previously reporting invoiced amount. The amounts here reflect disbursement Invoice #12.

Task	Percent Complete	Deliverable Submitted?	Submittal Due Date	Amount Budgeted	Amount Invoiced
Grant Administration	75%	No		\$30,000 28,500	\$27,322
Evaluation Report Draft	75%	No	05/01/2021	\$150,000253,500	\$207,391
Evaluation Report Final	0%	No	07/01/2021		
Feasibility Study Report Draft	0%	No	09/01/2021	\$60,00038,100	\$0
Feasibility Study Report Final	0%	No	11/15/2021		
Preliminary Design and Environmental	0%	No	05/01/2022	\$100,000123,100	\$154
Fiscal Sustainability Plan	0%	No	09/15/2022	\$25,00020,300	\$0
CWSRF Construction Application	0%	No	00/01/2021	\$30,00021,500	\$0
Proposition 218 (if needed)	0%	No	03/01/2021	\$15,000	\$0
60 % Design Documents	0%	No	03/01/2021	\$75,000	\$0
Final Disbursement Request	N/A	N/A	03/30/2023	N/A	N/A
Project Total¹		N/A	N/A	\$485,000	\$234,867

¹ 70% disbursement of total funds requires submission of all draft deliverables. 90% disbursement of total funds requires submission of final drafts of all deliverables

Percent of total schedule elapsed: 52% - Will be updated with amendment to reflect schedule adjustment.

On track to meet all deliverable dates, work completion date, and final disbursement request due date?

Yes No If no, explain:

Originally, the project experienced delays due to uncooperative weather. While the data has now been received and reviewed, the project is on hold due to funding. An Amendment to the Contract, and schedule has been submitted to adjust scope and adjust the Final Completion date and the Final Disbursement date. Amendment Approval has been received and work has resumed in January of 2021. Due to the delays from the COVID-19 Pandemic the amendment was not executed in the timely manner expected. The dates requested in the amendment are no longer feasible, feasible completion dates are outlined below.

Updated Submittal Schedule

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT A-3 PLANNING SPECIFIC SCOPE OF WORK			
1	Planning Grant Administration		N/A
42	Wastewater System Evaluation and Site Investigation Evaluation Report <ul style="list-style-type: none"> Wastewater System Evaluation Report - Draft Wastewater System Evaluation Report - Final 	N/A	March 1, 2020 April 30, 2021 May 1, 2020 June 1, 2021
23	Project Feasibility Study Report ^{a1} <ul style="list-style-type: none"> Project Feasibility Study Report-Draft Project Feasibility STUDY Report-Final 	N/A	July 1, 2020 August 1, 2021 September 15, 2020 October 1, 2021
34	Preliminary Design (30%) and Environmental Documents <ul style="list-style-type: none"> Preliminary Design (30%) Report-Final CWSRF Environmental Package 	N/A	January 1, 2021 December 1, 2021 January 1, 2021 December 1, 2021
45	Fiscal Sustainability Plan (FSP) <ul style="list-style-type: none"> Fiscal Sustainability Plan 	N/A	January 15, 2021 November 1, 2021
56	CWSRF Construction Funding Application <ul style="list-style-type: none"> CWSRF Construction Funding Application 	N/A	March 1, 2021 March 1, 2022
6	Proposition 218 (if needed) <ul style="list-style-type: none"> Rate Study 	N/A	July 1, 2020
7	60% Design Documents <ul style="list-style-type: none"> 60% Design Plans (Civil, Mechanical, Electrical), Specification, and Probable Construction Costs 	N/A	July 1, 2020
¹ Submit the Project Feasibility Study Report for review and approval prior to starting environmental documentation and design.			
EXHIBIT A-5 REPORTING			
(a)	Status Reports		Quarterly
(b)	As Needed Information or Reports		As Needed
EXHIBIT B – FUNDING PROVISIONS			
8(b)(1)	Disbursement Requests		As Needed
3(c)	Final Disbursement Request	September 1, 2021 March 30, 2023	

City of Isleton
General Fund
Checks
February 2021

Bill Pmt -Check	17472	02/02/2021	CAL-WASTE RECOVERY SYSTEMS	-683.17
Bill Pmt -Check	17473	02/02/2021	California American Water - 6TH St	-70.02
Bill Pmt -Check	17474	02/02/2021	California American Water - 101 2nd St	-106.59
Bill Pmt -Check	17475	02/02/2021	California American Water - 307 2nd IRR	-106.59
Bill Pmt -Check	17476	02/02/2021	California American Water - 401 2nd	-21.69
Bill Pmt -Check	17477	02/02/2021	California American Water - 100 2nd	-60.27
Bill Pmt -Check	17478	02/02/2021	California American Water - 504 2nd	-49.53
Bill Pmt -Check	17479	02/02/2021	California American Water-499 H ST	-335.31
Bill Pmt -Check	17480	02/02/2021	Clark Pest Control Svs	-985.00
Bill Pmt -Check	17481	02/02/2021	Core Equipment Leasing LLC	-1,075.00
Bill Pmt -Check	17482	02/02/2021	Certified Employment	-826.20
Bill Pmt -Check	17483	02/02/2021	Kaiser Foundation Health Plan	-5,158.00
Bill Pmt -Check	17484	02/02/2021	Ramos Oil Company	-334.88
Bill Pmt -Check	17485	02/02/2021	RIO VISTA BEACON	-90.00
Bill Pmt -Check	17486	02/02/2021	Rio Vista Ace Hardware	-101.85
Bill Pmt -Check	17487	02/02/2021	US BANK	-2,014.80
Bill Pmt -Check	17489	02/08/2021	Core Equipment Leasing LLC	0.00
Bill Pmt -Check	17490	02/08/2021	Deltawebs	-375.58
Bill Pmt -Check	17491	02/08/2021	PG&E- City of Isleton	-3,708.63
Bill Pmt -Check	17492	02/08/2021	RADIAL TIRE OF WALNUT GROVE	-48.68
Bill Pmt -Check	17493	02/08/2021	Von Euw Trucking	-671.77
Bill Pmt -Check	17494	01/20/2021	PG&E- WILSON BALLPARK	-9.85
Bill Pmt -Check	17495	02/08/2021	California American Water - 206 Jackson	-4,136.08
Bill Pmt -Check	17496	02/02/2021	Certified Employment	-780.30
Bill Pmt -Check	17497	02/11/2021	Frontier Communications	-647.09
Bill Pmt -Check	17498	02/11/2021	Ramos Oil Company	-223.33
Bill Pmt -Check	17499	02/11/2021	Rio Vista Ace Hardware	-122.11
Bill Pmt -Check	17500	02/11/2021	XEROX FINANCIAL SERVICES	-350.22
Check	17501	02/11/2021	Sacramento County Clerk	0.00
Bill Pmt -Check	17502	02/11/2021	4Leaf, Inc	-812.50
Bill Pmt -Check	17503	02/11/2021	Kronick Moskovitz Tiedeman & Girar	-10,000.00
Bill Pmt -Check	17504	02/16/2021	Verizon Wireless	-1,035.05
Bill Pmt -Check	17506	02/16/2021	State Compensation Insurance Fund	-1,251.58
Bill Pmt -Check	17507	02/18/2021	NORTH DELTA WATER AGENCY	-379.80
Bill Pmt -Check	17508	02/08/2021	Certified Employment	0.00
Bill Pmt -Check	17509	02/22/2021	California American Water-30 1/2 Andrus	-216.71
Bill Pmt -Check	17510	02/22/2021	California American Water-499 H ST	-316.65
Bill Pmt -Check	17511	02/22/2021	California American Water - 100 2nd	-60.26
Bill Pmt -Check	17512	02/22/2021	California American Water - 101 2nd St	-107.70
Bill Pmt -Check	17513	02/22/2021	California American Water - 307 2nd IRR	-116.15
Bill Pmt -Check	17514	02/22/2021	California American Water - 401 2nd	-25.93
Bill Pmt -Check	17515	02/22/2021	California American Water - 409 2nd St	-70.21
Bill Pmt -Check	17516	02/22/2021	California American Water - 504 2nd	-44.51
Bill Pmt -Check	17517	02/22/2021	California American Water - 6TH St	-67.66

City of Isleton
General Fund
Checks
February 2021

Bill Pmt -Check	17518	02/22/2021	4Leaf, Inc	-4,725.00
Bill Pmt -Check	17519	02/22/2021	Certified Employment	-826.20
Bill Pmt -Check	17520	02/22/2021	Clark Pest Control Svs	-985.00
Bill Pmt -Check	17521	02/22/2021	Ramos Oil Company	-277.90
Bill Pmt -Check	17522	02/25/2021	California Clear Bottled Water Co.	-22.40
Bill Pmt -Check	17523	02/25/2021	Delta Computer Consultants	-370.00
Bill Pmt -Check	17524	02/25/2021	IMAGE SOURCE	-271.16
Bill Pmt -Check	17525	02/25/2021	Kaiser Foundation Health Plan	-5,158.00
Bill Pmt -Check	17526	02/25/2021	Napa Auto Parts/Stewart Ind. Suppl	0.00
Bill Pmt -Check	17527	02/25/2021	Rio Vista Ace Hardware	-219.59
Bill Pmt -Check	17528	02/25/2021	XEROX FINANCIAL SERVICES	-150.11
Bill Pmt -Check	17534	02/26/2021	Small Cities Organized Risk Effort	-3,623.04
Bill Pmt -Check	17536	02/26/2021	Ramos Oil Company	-158.67
Bill Pmt -Check	17539	02/04/2021	Clark Pest Control Svs	-2,126.00

410 Sewer O&M - City of Isleton
Checks
February 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
02/02/2021	2265	Rio Vista Ace Hardware	92.45
02/08/2021	2282	Napa Auto Parts/Stewart Ind. Suppl	133.08
02/08/2021	2215	sacramento County Department of Finance	50.00
02/11/2021	2266	SRCSO	1,123.00
02/11/2021	2267	PG&E - SEWER PONDS	175.71
02/11/2021	2268	Ramos Oil Company	657.58
02/11/2021	2269	Community Leasing Partners	5,312.04
02/16/2021	2270	ARAMARK	64.30
02/22/2021	2271	California American Water	34.91
02/22/2021	2272	Ramos Oil Company	520.19
02/22/2021	2274	Napa Auto Parts/Stewart Ind. Suppl	125.58
02/25/2021	2275	Bennett Engineering Services	80,518.74
02/26/2021		US BANK	47,681.25

General Fund - City of Isleton
Profit & Loss
 July 2020 through February 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL
Ordinary Income/Expense									
Income									
Charges for Services	6,698.43	4,147.14	1,564.75	2,046.47	1,879.24	2,369.50	5,504.44	1,444.73	25,654.70
Fines and Forfeitures	0.00	0.00	0.00	0.00	0.00	0.00	160.86	0.00	160.86
Licenses and Permits	513.20	655.00	1,449.90	889.50	3,453.11	9,090.00	46,647.45	161.79	62,859.95
Other Revenues	392.78	0.00	25.00	77.82	227.00	0.00	-376.73	0.00	345.87
Taxes and Assessments	146,587.37	59,786.40	13,294.16	60,047.06	88,431.53	49,221.37	93,919.87	83,204.21	594,491.97
Use of Money	3.32	3.02	2.66	2.21	2.17	2.50	7.08	2.00	24.96
Grant Income - Other	2,105.18	0.00	957.00	1,653.00	3,135.11	28,639.62	31,568.36	0.00	68,058.27
6100122 · Returned Check Charges	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00
Total Income	156,300.28	64,591.56	17,293.47	64,716.06	97,153.16	89,322.99	177,431.33	84,812.73	751,621.58
Gross Profit	156,300.28	64,591.56	17,293.47	64,716.06	97,153.16	89,322.99	177,431.33	84,812.73	751,621.58
Expense									
9100032 · Bank Service Charges	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	10.00
10 · General Government	40,630.86	60,870.28	33,301.61	39,531.29	30,181.14	41,212.09	28,459.15	43,859.24	318,045.66
20 · Public Safety	27,983.48	19,653.64	25,510.04	23,445.06	8,619.62	22,758.87	19,743.92	18,407.26	166,121.89
30 · Parks & Recreation	714.98	534.69	515.04	1,184.71	1,570.22	758.30	1,115.18	450.08	6,843.20
52 · Public Ways and Facilities	13,350.43	12,773.93	7,007.48	36,442.65	57,333.18	30,845.46	33,722.00	10,088.55	201,563.68
53 · Community Development	7.89	677.53	474.22	603.39	6,245.39	0.00	0.00	0.00	8,008.42
56 · Non Departmental Expenses	0.00	0.00	956.51	3,209.07	470.43	0.00	30.00	0.00	4,666.01
57 · Covid 19	2,898.05	3,750.60	1,822.37	1,267.86	1,196.24	481.37	1,300.32	2,820.71	15,537.52
Total Expense	85,585.69	98,260.67	69,587.27	105,684.03	105,626.22	96,056.09	84,370.57	75,625.84	720,796.38
Net Ordinary Income	70,714.59	-33,669.11	-52,293.80	-40,967.97	-8,473.06	-6,733.10	93,060.76	9,186.89	30,825.20
Other Income/Expense									
Other Income									
9200112 · Indirect cost allocation	1,366.69	1,013.12	2,086.63	1,124.29	1,164.70	1,778.72	1,496.87	1,404.64	11,435.66
Total Other Income	1,366.69	1,013.12	2,086.63	1,124.29	1,164.70	1,778.72	1,496.87	1,404.64	11,435.66
Net Other Income	1,366.69	1,013.12	2,086.63	1,124.29	1,164.70	1,778.72	1,496.87	1,404.64	11,435.66
Net Income	72,081.28	-32,655.99	-50,207.17	-39,843.68	-7,308.36	-4,954.38	94,557.63	10,591.53	42,260.86

410 Sewer O&M - City of Isleton
Profit & Loss
 July 2020 through February 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL
Ordinary Income/Expense									
Income									
4000441 · Direct Levy - Delinquent Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00	-50.00
45100SW · Sewer - Single Family - City	17,928.06	18,000.05	18,000.05	18,000.05	18,000.05	18,000.05	18,000.05	18,000.05	143,928.41
45101SW · Sewer - Multi Family City	9,376.63	9,376.63	9,376.63	9,376.63	9,376.63	9,376.63	9,376.63	9,376.63	75,013.04
45102SW · Sewer - Commercial City	7,790.22	7,862.21	7,862.21	7,862.21	7,862.21	7,862.21	7,862.21	7,862.21	62,825.69
45103SW · Sewer - Resident Outside City	7,900.01	7,900.01	7,979.01	7,900.01	7,900.01	7,900.01	7,900.01	7,900.01	63,279.08
45104SW · Sewer - Commercial Outside City	2,085.64	2,085.64	2,085.64	2,085.64	2,085.64	2,085.64	2,085.64	2,085.64	16,685.12
6100041 · Grant State Water Board	6,347.97	3,933.85	5,830.44	0.00	0.00	0.00	45,462.39	82,902.00	144,476.65
6100122 · Returned Check Charges	0.00	25.00	0.00	25.00	0.00	25.00	0.00	0.00	75.00
Total Income	51,428.53	49,183.39	51,133.98	45,249.54	45,224.54	45,249.54	90,686.93	128,076.54	506,232.99
Gross Profit	51,428.53	49,183.39	51,133.98	45,249.54	45,224.54	45,249.54	90,686.93	128,076.54	506,232.99
Expense									
71100SW · Salaries & Wage - Sewer	5,255.50	3,651.48	5,011.46	3,475.88	4,147.87	7,053.83	4,701.39	4,265.85	37,563.26
72100SW · Unemployment Insurance - Sewer	0.00	0.00	0.00	0.00	1,119.79	0.00	0.00	0.00	1,119.79
72104SW · Social Security Contr - Sewer	302.89	266.34	399.52	273.76	312.91	546.84	561.62	460.91	3,124.79
73200SW · Workers' Comp Ins - Sewer 410	0.00	0.00	0.00	0.00	625.79	625.79	625.79	625.79	2,503.16
80100SW · Postage - Sewer	0.00	0.00	275.00	0.00	0.00	0.00	0.00	236.07	511.07
8040012 · Subscriptions & Memberships AD	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	150.00
8170000 · Uniforms	249.01	105.72	211.44	93.93	65.36	96.45	64.30	133.56	1,019.77
82200SW · GAS - Sewer	11.56	0.00	0.00	0.00	12.32	483.64	773.51	727.42	2,008.45
82201SW · Electricity - Sewer	223.67	242.91	237.35	498.42	0.00	2,018.17	120.36	175.71	3,516.59
82203SW · WATER - SEWER	0.00	0.00	0.00	404.29	0.00	0.00	66.55	351.56	822.40
83050SW · Protective Equip & Suppl Sewer	0.00	0.00	0.00	0.00	0.00	0.00	322.79	0.00	322.79
83100SW · Office & Comp Supplies Sewer	111.20	0.00	0.00	0.00	0.02	0.00	0.00	0.00	111.22
83111SW · Computer Service- SEWER	0.00	113.97	162.50	325.00	325.00	162.50	705.50	240.00	2,034.47
83150SW · Repairs & Maintenance Sewer	0.00	5,513.99	985.00	985.00	1,294.02	985.00	3,268.56	0.00	13,031.57
83151SW · Repairs & Maint - Sewer	0.00	0.00	0.00	0.00	4,672.80	2,997.71	246.94	1,602.25	9,519.70
83152SW · LAB TESTING	3,715.00	1,123.00	2,246.00	-1,075.00	1,123.00	1,123.00	1,987.00	0.00	10,242.00
83153SW · Vehicle Parts/Repair Sewer	0.00	2,218.17	38.99	0.00	1,384.64	17.00	20.99	196.41	3,876.20
83154SW · Vehicle Maint - Sewer	0.00	0.00	0.00	907.91	0.00	0.00	0.00	0.00	907.91
83830SW · Supplies - Sewer	120.10	403.26	1,019.25	649.22	102.50	141.27	241.94	370.31	3,047.85
8383100 · Equipment REPLACEMENT / REPAIRS	0.00	0.00	0.00	0.00	0.00	4,546.96	0.00	0.00	4,546.96
83840SW · Copier Costs SEWER	0.00	150.11	75.06	0.00	0.00	162.61	175.11	75.05	637.94
8384500 · COVID Expense	0.00	0.00	0.00	0.00	10.73	0.00	52.20	0.00	62.93
83910SW · Fuel - Sewer	136.79	3,008.52	0.00	0.00	0.00	1,003.77	1,005.31	386.50	5,540.89
84101SW · Legal Services Sewer	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
8436012 · Accounting & Audit Fees	5,531.10	10,220.10	516.37	11,900.95	764.92	2,358.12	4,141.84	0.00	35,433.40
84400SW · Prof Services Sewer	7,194.37	4,050.13	12,380.74	131.92	2,438.76	2,882.79	2,833.94	1,233.56	33,146.21
89900SW · Misc Exp - Sewer	-200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-200.00
90100SW · Interest Expense - Sewer	1,220.10	48,265.00	0.00	0.00	20,101.50	0.00	0.00	0.00	69,586.60

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL
9210051 - Bank Service Charges	0.00	10.00	0.00	10.00	0.00	10.00	0.00	0.00	30.00
92101SW - Bank Service Charges - SW	0.00	0.00	0.00	0.00	10.00	0.00	-71.74	0.00	-61.74
Total Expense	23,871.29	79,342.70	23,558.68	18,581.28	43,511.93	27,365.45	21,843.90	11,080.95	249,156.18
Net Ordinary Income	27,557.24	-30,159.31	27,575.30	26,668.26	1,712.61	17,884.09	68,843.03	116,995.59	257,076.81
Other Income/Expense									
Other Income	1.50	0.71	0.65	0.63	0.65	0.63	0.65	0.65	6.07
1320512 - Interest US Bank Bond	-666.84	-587.67	-811.69	-562.45	-669.12	-1,140.10	-789.45	-709.02	-5,936.34
91100SW - Indirect Cost Allocation	-665.34	-586.96	-811.04	-561.82	-668.47	-1,139.47	-788.80	-708.37	-5,930.27
Total Other Income	0.00	0.00	0.00	0.00	0.00	-2,859.45	2,859.45	0.00	0.00
Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,681.25	2,681.25
SUSPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,681.25	2,681.25
90100SP - Interest Exp - USDA Sewer Proj	0.00	0.00	0.00	0.00	0.00	-2,859.45	2,859.45	2,681.25	2,681.25
Total Other Expense	-665.34	-586.96	-811.04	-561.82	-668.47	1,719.98	-3,648.25	-3,389.62	-8,611.52
Net Other Income	26,891.90	-30,746.27	26,764.26	26,106.44	1,044.14	19,504.07	65,194.78	113,605.97	248,465.29
Net Income									

Cannabis Business Permit Master List

GREEN = Approved RED = Withdrawn

Date Submitted	Applicant(s)	Applicant's Name	Description	Premises Address	Permit Status
06/26/18	Bang Mingo	Yandow	Cultivation	100 H Street	PC Public Hearing 1/16/19
		Harris	Manufacturing		1st CC Meeting 1/29/19
			Retail /Delivery	301 H street	2nd CC Meeting 2/12/19
			Distribution		
06/26/18	Delta Agricultural Holdings LLC.	Maldonado		14719 State Hwy 160	Withdrawn
07/18/18	Apothek Ventures	Fletcher	Retail/delivery	61 Main Street	PC Meeting 1/16/19
			Cultivation		1st CC Meeting 1/29/29
			Distribution		2nd CC Meeting 1/22/19
					OPENED: 6/14/19
07/19/18	Timeless Palliative Care Collective, Inc.		Manufacturing	51 Main Street	CC Public Hearing 1/8/19
			Delivery-Only		2nd CC Meeting 1/22/19
			Distribution		DELIVERY OPERATION STARTED
08/23/18	River City Farms	Ozomaro	Cultivation	401 6th Street	PC Meeting 3/17/20
			Distribution		1st CC Meeting 3/24/20
					Pending Parcel Map
09/18/18	Delta Agricultural holdings, LLC	Maldonado	Manufacturing	402 Jackson Blvd.	PC 6/13/19
			distribution		1st CC 7/9
					2nd CC 7/23
09/20/18	Gallaty Consulting, Inc.	Gallaty	Manufacturing	49 Main Street	PC Public Hearing 12/27/18
			Delivery-only		1st CC meeting 1/29/19
			Distribution		2nd CC meeting 2/12/19
					LIMITED OPERATION STARTED
11/29/18	101 H Street Group LLC	Maldonado		101 H Street	Withdrawn
11/29/18	66 Main Group LLC	Maldonado	Retail Dispensary	66 Main Street	PC Public Hearing 2/05/19
					1st CC Meeting 2/12/19
					2nd CC meeting 2/26/19
					OPENED: 2/22/20
			Consumption Lounge		Amendment PC 3/17/20

Cannabis Business Permit Master List

12/20/18	WTO Essentials, Inc	Smith	Manufacturing	14719 Hwy 160	PC 6/13/19
			Distribution		1st CC 7/9/19
					Amended: CC 11/12/19
					OPENED: 11/12/19
					Amendment pending

2019 Applications

5/10/2019	CanDo Cannabis	Lamb	Delivery-only	60 Main Street	PC 7/25/19
			Distribution		1st CC 8/13/19
					2nd CC 8/27/19
5/30/2019	Wook Bros, LLC	Maldonado	Manufacturing	45 Main Street	PC 9/3/19
			Distribution		1st CC 9/24/19
					2nd CC 10/8/19
					Minor Revision PC 10/06/20
8/15/2019	402 Jackson, LLC	Maldonado	Cultivation	402 Jackson	PC 10/1/19
			Distribution		1st CC 10/8/19
					2nd CC 10/22/19
11/15/2019	LD Deliveries, LLC	Williams	Delivery only	54 Main Street	Tentative SPC 3/17/20
			Distribution		1st CC 3/24/20
					2nd CC 4/14/20

2020 Applications

6/24/2020	Foo Flower LLC	Maldonado	Distribution	46 Main Street	PC 9/01/2020
					1st CC 9/22/2020
					2nd CC 10/13/2020

Updated 2-5-21

SACRAMENTO COUNTY SHERIFF'S OFFICE

INTELLIGENCE OPERATIONS GROUP

CRIME ANALYSIS

Crime Statistics
City of Isleton

January 1 – March 31, 2021

Produced for
Yvonne Zepeda
City of Isleton

April 5, 2021



This report was produced for informational purposes only; it is limited by the information available and/or collected at the time the data was generated. This information is not a replacement for official UCR statistics, which are based on national reporting specifications.

Analyst: Jennifer Ackerson || jackerson@sacsheriff.com || 916-875-8820



SACRAMENTO COUNTY SHERIFF'S OFFICE

Isleton Crime Statistics – 1st Quarter, 2021

There were 64 calls for service from January 1 – March 31, 2021 in the City of Isleton. Nine (9), or 14%, were officer initiated calls. Below is a breakdown of the citizen initiated calls for service with more than one call:

FINAL CALL TYPE	TOTAL
GENERAL INFORMATION	6
SUSPICIOUS VEHICLE -- OCCUPIED	5
ASSIST OUTSIDE AGENCY	5
DISTURBANCE -- FAMILY	4
SUSPICIOUS SUBJECT(S)	3
SUSPICIOUS VEHICLE - PARKING VIOLATION	3
WELFARE CHECK -- SPECIFY TYPE AND NATURE	3
DISTURBANCE -- SPECIFY TYPE	2
DISTURBANCE -- LOUD NOISE/MUSIC	2
REPORT OF REPOSSESSION	2
SUSPICIOUS CIRCUMSTANCES	2
ALARM - CANCELLED	2
INCOMPLETE PHONE CALL	2

There were eight (8) reports generated during the same time period:

REPORT TYPE	TOTAL
Violate Court Order To Prevent Domestic Violence	2
Thft:Use Access Card Data	1
Burglary-Residential	1
Exhibit Firearm	1
Vandalism	1
Information	1
Make/Pass Fictitious Check	1

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2

UNCLASSIFIED // LAW ENFORCEMENT SENSITIVE