

City of Isleton

City Council
Staff Report

DATE: June 8, 2021

ITEM#: 4.A

CATEGORY: Communications

CITY COUNCIL COMMUNICATIONS

SUMMARY

City has received the following communications:

- A. Notice that the City of Isleton will be accepting letters of interest for one vacant City Council position.
- B. Delta Legacy Communities: Alternate or Improvement to the National Flood Insurance Program.
- C. Cal-Waste, Section 3.02 of Solid Waste Collection Agreement between California Waste Recovery Systems and the City of Isleton.
- D. Delta Conveyance Project.

FISCAL IMPACT


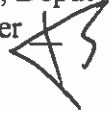
There is no fiscal impact with this appointment.

RECOMMENDATION

There is no action required.

ATTACHMENT

- A, B, C and D.

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

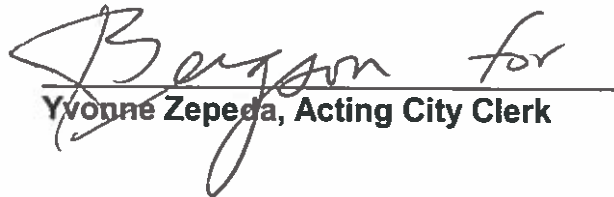
NOTICE OF APPOINTMENT TO THE CITY COUNCIL OF THE CITY OF ISLETON

NOTICE IS HEREBY GIVEN, the City of Isleton will be accepting letters of interest for one vacant City Council position on the City Council for the City of Isleton. The term is six to eighteen months depending on the discretion of the City Council and shall be determined at the time of appointment. Anyone interested in the position must:

Submit a letter of interest to Isleton City Hall, 101 Second Street, Post Office Box 716, Isleton, California 95641 noon or via electronic mail to yvonne.zepeda@cityofisleton.com by Friday, June 18, 2021, 12 noon.

Appointments will be made at the City Council Meeting of Tuesday, June 22, 2021 at 6:30 P.M.

DATED: June 3, 2021


Yvonne Zepeda, Acting City Clerk

Charles Bergson

Subject: FW: Delta Legacy Communities: Alternative or Improvement to the National Flood Insurance Program
Location: 10724 STATE HIGHWAY 160
Start: Tue 08-Jun-21 10:00
End: Tue 08-Jun-21 11:30
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Booth, George

Charles,

Please plan on joining us with the Delta Legacy Communities this coming Tuesday June 8th in Hood 10:00 am – 11:30 am to discuss the development of potential Geologic Hazard Abatement District (GHAD) . A GHAD for the City of Isleton could bring significant cost saving to city residents who should be carrying flood insurance for their federally-backed home mortgage.

Jeff

-----Original Appointment-----

From: Booth, George <boothg@SacCounty.NET>

Sent: Tuesday, May 25, 2021 11:00 AM

To: Booth, George; mark.niebuhr@epicbrokers.com; Joe Tootle; Kathleen Schaefer; Twitchell, Jeff; watergirlca@gmail.com; Emily Pappalardo (pappalardo@mbkengineers.com); jstump@flintbuilders.com; rareias@calstrat.com; Susanne.Stirling@calchamber.com; Daniel@kaydix.com; Gilbert Labrie; portabellainteriorsdesign@yahoo.com; whaley500@yahoo.com; lockefood@gmail.com; pickersparadise650@gmail.com; sarahhemly@gmail.com; Moreno, Mario; ckchu52@comcast.net; kirkalisa07@gmail.com; email@timhodgson.us; s.olson@californiadeltaliving.com; nmiller346@gmail.com; landhsaberin@gmail.com; delliot@golygon.com; davidwelch@courtlandfire.com

Cc: Laird, Katie

Subject: Delta Legacy Communities: Alternative or Improvement to the National Flood Insurance Program

When: Tuesday, June 8, 2021 10:00 AM-11:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: 10724 STATE HIGHWAY 160

EXTERNAL EMAIL

Meeting is CONFIRMED. See you then.
George Booth cell (916)847-3778

You are invited!

We will meet outdoors on the levee in Hood.

Invitees: This invitation is sent to about 20 key Delta area people. We hope you can attend. You may feel free to forward this invitation in your place or in addition.

Round table discussion on the subject of wrapping a 'geologic hazard abatement district' with local governance into a way to:

- Reduce flood risk
- Reduce the cost of flood insurance

Challenges facing Hood, Courtland, Locke and Walnut Grove:

- if a levee were to fail (God forbid) and a town were to flood, too many have no flood insurance can could not have a chance to rebuild.
- the cost of flood insurance is rising
- the flood risk reduction plan for each community, prepared by GEI, has some great ideas, but will require local cost share
- it might be difficult to sell a house because of these issues

Possible solution, in a word, 'GHAD'

Panel:

Kathy Schaefer, UC Davis (PhD candidate and former FEMA employee)

Joe Tuttle, ENGO (GHAD expert)

Mark Niebuhr, Epic Brokers (flood insurance)

Emily Pappalardo, MBK Engineers

Jeff Twitchell, GEI Consultants

George Booth, Sacramento County



image001.png



Charles Bergson, City Manager
City of Isleton
P.O. Box 716
Isleton, CA 95641

June 1, 2021

Dear Mr. Bergson:

Following the provisions of Section 3.02 of the Solid Waste Collection Agreement between California Waste Recovery Systems and the City of Isleton, we are submitting herein our rate adjustment notification. These adjusted rates will be effective beginning October 1, 2021. This will be the third rate adjustment by Cal-Waste since the contract execution in 2017; Cal-Waste did not apply for the 2018 rate adjustment.

In accordance with Section 3.02.B of the Agreement, we are to use the Water and Sewer and Trash Collection Services Index (CUSR0000SEHG), as established by the United States Department of Labor Bureau of Labor Statistics, and base our percentage change to that of the index for the 12-month period ending March. Additionally, the provisions state that the annual rate adjustment shall not exceed four percent (4%) in any given year.

According to the above referenced BLS index for the period March 2021 over March 2020, the percentage change calculates to be 3.55%.

As we have discussed, commercial businesses have requested recycling container services and additional food waste services are necessary for commercial businesses to be in compliance with State laws AB 1826 and SB 1383. The rate application has been modified to reflect the additional recycling services Cal-Waste will offer to franchised customers.

In accordance with Section 3.02.F of the Agreement, the City Manager is to review our rate application to confirm the adjustments are being made in accordance with the Agreement, prior to being implemented by Hauler. We request that you complete your review by August 10th so that we can notify our customers with their September billing.

We have enclosed the following;

A copy of the BLS index and the mathematical calculation that produces the 3.55% increase
Rate sheets that show the current and adjusted rates

Thank you in advance for your prompt attention to this rate application. Please contact me with questions.

Sincerely,

A handwritten signature in blue ink that reads "Rudy Vaccarezza".

Rudy Vaccarezza
Director of Business Development





Water and Sewer and Trash Collection Services Index (CUSR0000SEHG)

California Waste Recovery Systems, LLC
2021 Isleton Rate Adjustment

Series Id: CUSR0000SEHG
 Seasonally Adjusted
 Series Title: Water and sewer and trash collection services in U.S. city average
 Area: U.S. city average
 Item: Water and sewer and trash collection services
 Base Period: DECEMBER 1997=100
 Years: 2016 to 2021

<https://data.bls.gov/cgi-bin/srgate>

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	218.198	218.661	219.404	220.300	221.470	221.718	221.466	222.344	223.122	223.633	224.524	225.110
2017	226.210	228.926	227.340	227.875	228.444	228.806	229.128	229.643	230.220	230.862	231.044	232.241
2018	232.737	233.508	234.030	234.860	235.880	236.606	237.281	238.383	238.664	239.208	241.883	242.628
2019	241.340	241.646	242.434	243.201	243.763	244.387	244.999	245.542	246.139	247.02	247.448	247.995
2020	248.58	249.386	250.181	250.384	251.016	251.671	252.546	253.826	254.378	254.992	255.628	256.572
2021	257.483	258.557	259.055	259.350								

Current Year Rate Increase: **3.55%**

Rate Adjustment Calculation

(March 2021 minus March 2020) divided by March 2020

259.055 – 250.181 = 8.874

8.874 / 250.181 = 3.55%



**EXHIBIT A: CITY OF ISLETON
RESIDENTIAL, COMMERCIAL & ROLLOFF SERVICES RATE SCHEDULE
EFFECTIVE OCTOBER 1, 2021**

Residential Waste Cart Services	Current Customer Rate	New Customer Rate
38 Gallon Trash Cart, 96 Gallon Recycle Cart, 96 Gallon Yard Cart	\$32.79	\$38.95
64 Gallon Trash Cart, 96 Gallon Recycle Cart, 96 Gallon Yard Cart	\$36.88	\$38.19
96 Gallon Trash Cart, 96 Gallon Recycle Cart, 96 Gallon Yard Cart	\$46.10	\$47.74
Additional 96 Gallon Recycling Cart or Yard Cart	\$7.17	\$7.48

Commercial Trash Services	Current Customer Rate	New Customer Rate
38 Gallon Trash Cart	\$32.78	\$38.95
64 Gallon Trash Cart	\$36.88	\$38.19
96 Gallon Trash Cart	\$46.10	\$47.74
1 YD 1X Week Trash Service	\$90.16	\$98.36
1 YD 2X Week Trash Service	\$184.41	\$190.96
2 YD 1X Week Trash Service	\$184.41	\$190.96
2 YD 2X Week Trash Service	\$358.58	\$371.31
3 YD 1X Week Trash Service	\$266.37	\$275.83
3 YD 2X Week Trash Service	\$537.87	\$556.96
4 YD 1X Week Trash Service	\$368.82	\$381.92
4 YD 2X Week Trash Service	\$614.70	\$636.58
5 YD 1X Week Trash Service	\$368.68	\$371.81
5 YD 2X Week Trash Service	\$665.93	\$689.57
6 YD 1X Week Trash Service	\$409.80	\$424.85
6 YD 2X Week Trash Service	\$717.16	\$742.61

Commercial Recycling Services	Current Customer Rate	New Customer Rate
96 Gallon Recycling Cart	\$12.29	\$12.78
1 YD 1X Week Recycle Service	New Service	\$79.35
1 YD 2X Week Recycle Service	New Service	\$162.31
2 YD 1X Week Recycle Service	New Service	\$162.31
2 YD 2X Week Recycle Service	New Service	\$315.61
3 YD 1X Week Recycle Service	New Service	\$234.45
3 YD 2X Week Recycle Service	New Service	\$478.42
4 YD 1X Week Recycle Service	New Service	\$324.63
4 YD 2X Week Recycle Service	New Service	\$541.05
5 YD 1X Week Recycle Service	New Service	\$315.61
5 YD 2X Week Recycle Service	New Service	\$586.13
6 YD 1X Week Recycle Service	New Service	\$360.70
6 YD 2X Week Recycle Service	New Service	\$681.23

**EXHIBIT A: CITY OF ISLETON
RESIDENTIAL, COMMERCIAL & ROLLOFF SERVICES RATE SCHEDULE
EFFECTIVE OCTOBER 1, 2021**

Commercial Organics Services	Current Customer Rate	New Customer Rate
64 Gallon Food Waste Cart	New Service	\$159.47
64 Gallon Food Waste Cart 2X	New Service	\$181.93
1 YD 1X Week Food Waste Service	New Service	\$218.21
1 YD 2X Week Food Waste Service	New Service	\$428.63
2 YD 1X Week Food Waste Service	New Service	\$245.41
2 YD 2X Week Food Waste Service	New Service	\$490.83
3 YD 1X Week Food Waste Service	New Service	\$281.66
3 YD 2X Week Food Waste Service	New Service	\$563.31

Rolloff Bin Services	Current Customer Rate	New Customer Rate
Delivery Charge	\$242.67	\$261.29
Removal or Exchange Charge	\$437.24	\$452.76
Disposal Charge, per Ton	\$67.73	\$69.78
Diversion Charge, per Ton	\$60.94	\$63.10

**EXHIBIT A: CITY OF ISLETON
SPECIAL SERVICES RATE SCHEDULE
EFFECTIVE OCTOBER 1, 2021**

Special Services	Current Customer Rate	New Customer Rate
Extra service on scheduled service day (per dump). An extra service on an unscheduled service day is not available.	\$10.69	\$11.07
On-call bulky item pickup (per cubic yard, per pickup)	\$19.24	\$19.93
Backyard Charge (per household, per month)	\$17.10	\$17.71
Disabled Backyard Charge	\$0.00	\$0.00
<i>The City of Isleton has provided an exemption for handicapped and physically impaired residents. Customers that need this exemption must submit a letter from their physician attesting to their physical impairment and length of the impairment to the City. If there are others residing at the same premise that are not physically impaired a charge for backyard service will be applied.</i>		
Key charges (per container, per month)	\$0.00	\$0.00
Gate Service charge (per container, per month)	\$0.00	\$0.00
Long Walk/Push charges Per container, per month	\$0.00	\$0.00
Residential Account Activation charge	\$0.00	\$0.00
Commercial Account Activation charge	\$0.00	\$0.00
Residential Deliveries	\$0.00	\$0.00
Commercial Deliveries	\$0.00	\$0.00
Residential restart - with or without cart delivery	\$21.38	\$22.14
<i>An administrative charge will be applied when a service restart is requested after the account has been closed due to non-payment.</i>		
Commercial restart - with or without container delivery	\$21.38	\$22.14
<i>An administrative charge will be applied when a service restart is requested after the account has been closed due to non-payment.</i>		
Cart or Container Replacement Fee	\$53.46	\$55.88
<i>A service charge may be applied for each cart or container that is lost or damaged.</i>		
Contamination Charge	\$11.07	\$11.47
<i>On the third reminder or thereafter, a contamination charge will be applied to any recycling or green waste cart that is contaminated with unacceptable items.</i>		
Residential Overage Charge (lid will not fully close on cart/can due to overfull) per occurrence. Driver does not clean up material on ground	\$5.35	\$5.54
Commercial Overage Charge (lid will not fully close on cart/can due to overfull) per occurrence. Driver does not clean up material on ground	\$37.42	\$38.75
Bad/Return check fee (per check):	\$26.73	\$27.68
<i>Administrative charge will be applied when banks return payment checks due to insufficient funds.</i>		
Delinquent (late payment) Fee*	See below	See below
<i>A non-payment penalty will be applied when the customer fails to make a timely payment with 30 days of the invoice due date. Commencing sixty days following the delinquency date the amount of the delinquency, not including the penalty, shall be charged interest at a rate of 18% pursuant to Section 18 of the contract.</i>		



COMMUNITY BENEFITS PROGRAM SUGGESTED FUNDING IDEAS

The following is a list of suggested ideas* that could potentially be included if a fund were set up in the Delta as part of a Community Benefits Program. The suggestions were provided to the Department of Water Resources in the 44 community interviews conducted, Workshop 1 and in written input received through a variety of channels.

Water and Air Quality

- Clean up trash and garbage
- Address algal blooms, pollutants, invasive plant species and salt water intrusion
- Provide clean drinking water systems
- Remove derelict boats
- Water hyacinth removal
- Manage dust
- Address road congestion (related to air quality)
- Establish waste water treatment or provide access to regional sanitation



Public Safety and Emergency Response

- Address homeless encampments
- Coordinate Sheriff response so someone comes out when you call
- Increase law enforcement throughout the Delta
- Swimming lessons for all Delta residents
- Help counties and towns deal with illegal dumping and constant theft
- Create a community center that can be used for emergencies and educational workshops and other activities
- Fire protection
- Make safe recreation areas stays safe and clean and provides benches and shade



Recreation

- Develop safe, shady and clean fishing, walking and picnicking recreation places throughout the Delta
- Connect urban river walk/bike trails throughout the Delta
- Create a history/culture walking trail along Mormon Slough from Scotts Ave to the river
- Connect green space at Reyes Park to the boat launch
- Work with youth to plant trees and community gardens all along the slough
- Access to river for non-motorized boaters
- Walking and biking trails including Rails to Trails
- Fishing access especially from shore
- After construction, convert the construction roads to walking and biking routes
- Complete the Great Delta Trail with campgrounds
- Reopen Delta Shores State Park
- Public access to natural places
- Support hatcheries with recreation as part of fisheries
- Connect the missing portion of the Mokelumne Coast to Crest Trail between Oakley and Paradise



Habitat Conservation

- Elk Slough Project
- Protect Golden Eagle habitat in hills behind Clifton Court
- Funding to farmers to put some of their land in habitat maybe in conjunction with NRCS
- Wildlife easements
- Land acquisition and purchase easements essential to connect the refuge habitats throughout the Delta
- Land acquisition to protect habitat from urban encroachment
- Funding for easements for a greater variety of habitat types than the NRCS Wetland Reserve Program funds



Culture and History

- Put up history and culture interpretative signs to connect to M/Wok and other history
- Develop a community center large enough for whole community to meet in and for larger events
- Community center with multiple uses
- Prop 68 should guide the benefit types
- Land purchase for history and culture
- Beyond Legacy communities, includes cultural landscape, towns that no longer exist like old Chinatown



CITY OF ISLETON
Special City Council Meeting Agenda
Tuesday, May 25th, 2021 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641
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 Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene.

2. AGENDA CHANGES OR DELETIONS

- A. None

3. PUBLIC COMMENT

- A. None

4. COMMUNICATIONS

- A. None.

5. CONSENT CALENDAR

6. PUBLIC HEARINGS

- A. None.

7. OLD BUSINESS

- A. None.

8. NEW BUSINESS

- A. **SUBJECT:** Del Rio Hotel Declaration of Emergency.

RECOMMENDATION: It is recommend,

1. the City Council ratify the state of emergency Resolution No. 015-21, declared by Mayor Pene on May 21, 2021 for the reason detailed above, and

2. the City Council adopt and direct staff to implement the attached Emergency Plan to address the dangerous conditions at the Hotel Del Rio (“Hotel Del Rio Emergency Response Plan”).

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.

ACTION: Mayor Eric Pene motion that the City Council ratify the state of emergency Resolution No. 015-21, declared by Mayor Pene on May 21, 2021 for the reason detailed above, and the City Council adopt and direct staff to implement the attached Emergency Plan to address the dangerous condition at the Hotel Del Rio (“Hotel Del Rio Emergency Response Plan”). Vice Mayor Pamela Bulahan second the motion. **AYES:** Councilmember’s Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

9. COUNCIL REPORTS AND COMMITTEE UPDATES

None.

10. STAFF GENERAL REPORTS AND DISCUSSION

None.

11. ADJOURNMENT

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

MAYOR, Eric Pene

City of Isleton

City Council
Staff Report

DATE: June 8, 2021

ITEM#: 5.A

CATEGORY: Consent Calendar

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF MAY 25, 2021.

SUMMARY

Review of the Special City Council Meetings of May 25, 2021.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

City Council review and approve the draft minutes of the Special City Council Meeting on May 25, 2021.

ATTACHMENTS

Minutes of May 25, 2021.

Reviewed by: Charles Bergson, City Manager 

Submitted and prepared by: Yvonne Zepeda, Deputy City Clerk 

City of Isleton

City Council Staff Report

DATE: June 8th, 2021

ITEM#: 5.B

CATEGORY: Consent Calendar

RENTAL HOUSING INSPECTION PROGRAM, SECOND READING OF ORDINANCE 2021-004, ESTABLISHING PROGRAM AND

SUMMARY

During their October 13th meeting, City Council gave direction to staff to bring back an ordinance establishing a rental housing inspection program that would enforce the State's minimal habitability requirements.. Staff is now returning to City Council with Ordinance 2021-004 which would establish such a program and Resolution 012-2021 which would establish the program's fee schedule.

City Council held a first reading and motioned to adopt at their May 25th, 2021 meeting.

DISCUSSION

Housing Rental Inspection Program

The proposed inspection program would require rental property owners to register all of their housing units with the City and complete an inspection for conformance to habitability standards and building codes for all new units.

In addition to the new unit inspections, all units may be subject to periodic random inspection by the City no more than once a year. Buildings containing multiple rental units must have at least 10% of units, including common areas, inspected.

Rental properties that have passed at least one inspection, or have abated noticed violations within 30 days of an inspection, will be placed in the self-certification program. Property owners in the self-certification program must complete a self-certification form once a year for every rental unit they own and are responsible for abating any discovered violations immediately. If a property owner is unable to abate violations they must notify the City immediately. Units in the self-certification may be subject to random inspection by the City no more than once a year.

Fee Schedule

The following are the fees for the program, as proposed by Resolution 012-004:

Description	Amount
Rental Housing Inspection Program Fee (annual administration fee per rental unit)	\$40, annually per unit
Unit Inspection Fee (one-time, new rental unit inspection fee)	\$77.50, per new rental unit
Additional Unit Inspection Fee (applicable to multi-unit properties, as determined by inspector)	\$77.50, per unit inspected pursuant to § 5.66.090
Rescheduling Fee	\$40, per rescheduling pursuant to § 5.66.110
Re-inspection Fee	\$77.50, per re-inspection pursuant to § 5.66.130

FISCAL IMPACT

A small increase in annual revenue commensurate, off set by additional staff time require to establish and administer the program, is associated with this action.

RECOMMENDATION

Staff recommends that City Council hold second reading in title-only and motion to adopt Ordinance 2021-004, Adding Chapter 5.66 to the City Code Pertaining to Rental Housing Inspections.

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

ATTACHMENTS:

- 1- Ordinance 2021-004, Establishing Rental Housing Inspection Program.

ORDINANCE NO. 2021-004

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON
ADDING CHAPTER 5.66 TO THE ISLETON MUNICIPAL CODE PERTAINING
TO RENTAL HOUSING INSPECTIONS**

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

SECTION 1. PURPOSE AND FINDINGS

- A. The City Council of the City of Isleton recognizes that the preservation of existing rental housing stock is of tremendous importance. Rental housing provides needed, affordable housing for many and is a valuable asset that must be preserved and maintained. The city has a significant interest in ensuring that rental housing remains a desirable housing option for its citizens.
- B. Over time, rental housing often deteriorates because of intentional and unintentional neglect by property owners, managers, and tenants. This deterioration often results in substandard conditions that adversely affect the economic values of neighboring structures, and that are hazardous to the public health and safety. In many cases, property owners choose not to make the necessary repairs because of cost, and tenants do not report the deficiencies out of lack of knowledge or because they fear being evicted for doing so.
- C. The public interest demands that all rental housing properties comply with the minimum standards regarding the health and safety of the public. The most effective way to seek universal compliance with the minimum standards is through routine periodic inspections of all rental housing properties. Accordingly, it is the intent of the Isleton City Council to enact the provisions of this chapter as the basis for establishing a rental housing inspection program aimed at securing citywide compliance of rental housing properties with minimum standards. Citywide compliance will prevent blight and ensure that all persons who live in rental housing units are provided decent, safe, and sanitary housing.

SECTION 2. AUTHORITY

This ordinance will protect the health, safety, and general welfare of the community by establishing a rental housing inspection program aimed at securing citywide compliance of rental housing properties with minimum standards of federal, State, and local law.

SECTION 3. ADDITION OF CHAPTER 5.66 RENTAL HOUSING INSPECTION CODE

**CITY OF ISLETON MUNICIPAL CODE
TITLE V – HEALTH AND SAFETY
Chapter 5.66 RENTAL HOUSING INSPECTION CODE**

ARTICLE I. General

5.66.010 Title.

This chapter shall be known as the “rental housing inspection code,” may be cited as such, and will be referred to herein as “this chapter.”

5.66.020 Purpose and findings.

- A. The City Council of the City of Isleton recognizes that the preservation of existing rental housing stock is of tremendous importance. Rental housing provides needed, affordable

housing for many and is a valuable asset that must be preserved and maintained. The city has a significant interest in ensuring that rental housing remains a desirable housing option for its residents.

- B. Over time, rental housing often deteriorates because of intentional and unintentional neglect by property owners, managers, and tenants. This deterioration often results in substandard conditions that adversely affect the economic values of neighboring structures, and that are hazardous to the public health and safety. In many cases, property owners choose not to make the necessary repairs because of cost, and tenants do not report the deficiencies out of lack of knowledge or because they fear being evicted for doing so.
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5.66.030 Definitions.

For the purpose of this chapter, the following terms, phrases, and words shall have the meanings given.

- A. "City Manager" means the city manager of the city, or his or her designee.
- B. "Engage in the business of rental housing" means renting or offering to rent a rental housing unit.
- C. "Inspector" means any employee of the city authorized by the city manager to conduct inspections in accordance with the provisions of this chapter.
- D. "Owner" means the owner of record.
- E. "Rent" means to grant the possession or enjoyment of, in exchange for money or any other consideration.
- F. "Rental housing property" means a parcel of real property, as shown on the latest equalized tax assessment roll as maintained by the assessor of the county of Sacramento, upon which a rental housing unit is maintained.
- G. "Rental housing unit" means a single unit of residence for a single housekeeping unit of one or more persons, which is being rented, or is intended to be rented. Examples of housing units covered by this chapter include, but are not limited to, apartment units, condominiums, duplexes and single-family houses. "Rental housing unit" also includes other types of residential units that provide for sleeping accommodations, but toileting or cooking facilities are shared by occupants of more than one unit, such as residential or single room occupancy hotels.

5.66.040 [Section Reserved].

5.66.050 Fees established.

- A. The following fees are established and shall be imposed upon all owners of rental housing properties:
 - 1. Rental Housing Inspection Program Fee. A fee is established for the administration and implementation of the provisions of this chapter, i.e., the rental housing inspection program. This fee shall be imposed annually for each rental housing unit on the owner's property. The fee shall also pay for the costs of all random inspections conducted pursuant to Section 5.66.190.

2. Unit Inspection Fee. This fee shall be imposed annually for each rental housing unit on the owner's property that is subject to inspection pursuant to subsection B of Section 5.66.090.
 3. Additional Unit Inspection Fee. This fee shall be imposed when an additional unit is inspected on the owner's property pursuant to subsection B of Section 5.66.090. The fee shall pay for the costs of an inspection of each additional unit.
 4. Rescheduling Fee. This fee shall be imposed when an inspection is rescheduled in violation of Section 5.66.110. The fee shall pay for the costs of rescheduling an inspection.
 5. Reinspection Fee. This fee shall be imposed when an additional periodic inspection is conducted pursuant to Section 5.66.130. The fee shall pay for the costs of the additional periodic inspection.
- B. The city council shall establish the amounts of the foregoing fees, and any penalties for delinquent payment of such fees, by resolution.

5.66.060 Tenant rights and responsibilities.

Before the commencement of any tenancy of a rental housing unit, the owner shall provide the tenant(s) with information concerning tenant rights and responsibilities. The information shall be provided in a form or forms approved by the city manager.

ARTICLE II. Registration and Fee

5.66.070 Registration and fee required.

- A. No person shall engage in the business of rental housing, unless:
 1. Each rental housing unit is registered with the city; and
 2. The annual rental housing inspection program fee is paid for each rental housing unit when payment is due.
- B. A rental housing unit is registered with the city when the owner of the corresponding rental housing property submits the following to city:
 1. A completed registration form, made available by the city, that contains the following information:
 - a. Description of the rental housing property, including, but not limited to, the street address and assessor's parcel number,
 - b. Number and description of all rental housing units on the rental housing property,
 - c. Name and current contact information for the owner of the rental housing property,
 - d. Name and current contact information for the local contact representative as described in Section 5.66.080, and
 - e. Any other information as reasonably required by the city manager;
 2. The annual rental housing inspection program fee as described in Section 5.66.050(A)(1);
 3. The unit inspection fee, as described in Section 5.66.050(A)(2), unless the property is in the self-certification program and exempt from the fee pursuant to Section 5.66.200; and
 4. Any outstanding fees that were previously imposed pursuant to this chapter.
- C. It is unlawful for any person to knowingly make a false statement of fact or knowingly omit any information that is required to register a rental housing unit pursuant to this section.
- D. Registration shall be valid for a period of five years or until one of the following circumstances occurs, whichever is sooner:
 1. The owner fails to notify the city of any change in the information submitted pursuant to subsection B of this section, within thirty (30) days of such change; or

2. The owner fails to pay any fees established in this chapter when payment is due.

5.66.080 Local contact representative.

- A. All owners of rental housing properties shall designate a local contact representative with full authority to act on behalf of the owner for all purposes under this chapter, including the acceptance of service of all notices from the city. The owner of the rental housing property may act as the local contact representative.
- B. A local contact representative must establish and maintain a local telephone number and a residence or business address within one hundred (100) miles of Isleton city hall.

ARTICLE III. Inspections

5.66.090 Inspections required.

- A. All rental housing properties and rental housing units are subject to routine periodic inspection by the city as provided by this chapter to determine whether they comply with applicable provisions of this code.
- B. If there are multiple rental housing units on a single rental housing property, the inspection shall be made of all common areas, and a random sampling of no less than ten (10) percent of rental housing units. At least one rental housing unit on each rental housing property shall be inspected. If the inspector determines that one or more violations exist on the property, the inspector may conduct an inspection of additional units up to one hundred (100) percent of the units.
- C. The owner or local contact representative, or their designee, shall be present at the rental housing property at the time of the inspection. The time of the inspection shall be the time indicated in the notice issued pursuant to Section 5.66.100, or the time that the inspection was properly rescheduled in accordance with Section 5.66.110. Violation of this subsection may result in the imposition of a rescheduling fee.

5.66.100 Notice.

- A. The city shall serve written notice of the date and time of any inspection to be conducted pursuant to this chapter, by mailing such notice at least fourteen (14) calendar days prior to the date of the inspection. Notice shall be mailed to the owner and the local contact representative at their last known address. In the case of multiple owners of the same property, notice to any one of the property owners is sufficient notice.
- B. The city shall also mail a copy of the inspection notice to the rental housing units on the property.

5.66.110 Rescheduling an inspection.

An inspection may be rescheduled once by the owner or local contact representative by giving notice to the city at least seven (7) calendar days prior to the scheduled inspection date. An inspection may only be rescheduled to a date within twenty-one (21) calendar days of the previously scheduled inspection date. Rescheduling an inspection more than once or with less than seven (7) calendar days' notice may result in the imposition of a rescheduling fee.

5.66.120 Entry.

It shall be the responsibility of the owner and the local contact representative to obtain the consent of the occupants to inspect the subject rental housing units or otherwise obtain legal access to the units pursuant to the terms of the applicable lease.

5.66.130 Noncompliance.

- A. If, during an inspection conducted pursuant to this chapter, an inspector discovers that the property is in violation of this code or any other applicable law and the owner fails to correct the identified violations within thirty (30) days of the inspection, the city may require an additional periodic inspection of the property in accordance with this chapter, to ensure continued compliance. A reinspection fee shall be imposed for the additional periodic inspection required pursuant to this subsection.
- B. In addition to requiring an additional periodic inspection pursuant to subsection A of this section, the city may commence enforcement action in accordance with any provisions of this code, including, but not limited to, Chapter 10.04.

5.66.140 Inspection results.

- A. Upon completion of an inspection conducted pursuant to this chapter by the city, the inspector shall provide the owner or local contact representative with a copy of the written results of the inspection.
- B. The owner or local contact representative shall provide a copy of the results to the occupants of the rental housing unit inspected.

5.66.150 Nonexclusivity.

None of the inspection provisions contained in this chapter shall prohibit, condition, or otherwise limit any inspection conducted pursuant to any other provision of this code or other applicable law.

ARTICLE IV. Self-Certification Program

5.66.160 Qualifications.

- A. A rental housing property shall be placed in the self-certification program if all of the following circumstances exist:
 - 1. After the last inspection conducted pursuant to this chapter, the inspector determines that either no violations exist on the property or the violations identified were abated within thirty (30) days;
 - 2. The owner and local contact representative are in compliance with all applicable provisions of this chapter; and
 - 3. The property owner is not delinquent on any payment to the city for fees, penalties, taxes, or any other monies related to the property.
- B. A rental housing property may be removed from the self-certification program if any of the following circumstances occurs:
 - 1. A notice and order relating to the rental housing property is issued pursuant to the provisions of this code;
 - 2. The rental housing property is repeatedly in violation of this code or any other applicable law, even though the violations are abated within thirty (30) days; or
 - 3. Any of the circumstances set forth in subsection A of this section cease to exist.

5.66.170 Self-certification.

- A. Owners of rental housing properties that are in the self-certification program, or their designees, shall certify each and every rental housing unit on the property at least once every calendar year and upon each change in tenancy. Self-certification shall be accomplished in the manner set forth below:
 - 1. Inspect each rental housing unit for compliance with the requirements of the self-certification form provided by the city;
 - 2. Immediately make any repairs to the rental housing unit that are necessary to achieve compliance with the requirements set forth in the self-certification form;
 - 3. Complete the self-certification form; and

4. Provide a copy of the completed self-certification form to the occupants of the corresponding rental housing unit.
- B. If any rental housing unit cannot be self-certified because necessary repairs cannot or will not be made, the owner shall immediately notify the city.
- C. It shall be unlawful to falsify any material information required on the self-certification form.

5.66.180 Retention of completed self-certification forms.

- A. The property's local contact representative shall retain all completed self-certification forms for at least three years from the date the inspection was made.
- B. The local contact representative shall produce all completed self-certification forms to any inspector upon request.

5.66.190 Random inspection.

Rental housing properties in the self-certification program, and the rental housing units thereon, may be inspected by the city on a random basis, but not more often than once a year.

5.66.200 Fee exemption.

All rental housing properties that are in the self-certification program shall be exempt from the unit inspection fee established in Section 5.66.050(A)(2).

5.66.210 Transfer of ownership.

If a rental housing property in the self-certification program is transferred to a new owner, the property shall remain in the self-certification program for two years following the date of transfer, unless it is sooner removed from the self-certification program pursuant to subsection B of Section 5.66.160. After the two-year period, the rental housing property shall become subject to routine inspection in accordance with Article III of this chapter.

ARTICLE V. Enforcement

5.66.220 Penalties.

Any person who violates the provisions of this chapter shall be guilty of a misdemeanor. In addition, the city may also impose administrative penalties pursuant to Chapter 1.10 and seek injunctive relief and civil penalties in the superior court for violations of this chapter. The remedies provided for in this chapter shall be cumulative and not exclusive of any other remedies available under any other federal, state, or local laws.

5.66.230 Collection—Unpaid fees, costs or charges.

- A. In addition to any other remedy provided by law, the city may collect any fee, cost or charge imposed pursuant to this chapter that has not been paid within forty-five (45) days of notice thereof, by making the amount of the unpaid fee, cost, or charge a lien against the rental housing property that is the subject of the fees, costs or charges.
- B. The city council, shall hear all objections to proposed liens, as described in this chapter.

5.66.240 Collection—Notice of proposed lien and hearing.

- A. The city shall provide the owner of the property with written notice in plain language of:
 1. The proposed lien;
 2. A description of the basis for the amounts comprising the lien;
 3. The owner's opportunity to pay the fee, cost or charge within forty-five (45) days after the mailing of the notice;

4. The owner's opportunity to appear before the housing code and appeals board and be heard regarding the amount of the proposed lien; and
 5. The procedure for challenging the amount of the proposed lien as set forth in 5.66.250.
- B. The notice shall be mailed by certified mail to the last known address of the owner of the property.

5.66.250 Collection—Objections.

To challenge the amount of the proposed lien, the owner must file an objection with the city clerk within ten (10) calendar days from the mailing of the notice. No objection received after that date shall be considered. Each written objection must contain a description of the property that is the subject of the proposed lien and the grounds for the objection.

5.66.260 Collection—Failure to object.

The failure of the owner to file an objection in accordance with Section 5.66.250 shall constitute a waiver of the owner's opportunity to challenge the amount of the proposed lien. If no objection is properly filed, the city manager shall transmit a report of the proposed lien to the city council.

5.66.270 Collection—Report to planning commission, notice.

- A. If any objection is timely filed with the city clerk, the city manager shall transmit a report of the proposed lien and the objections thereto to the city council.
- B. Upon receipt of the report, the planning commission shall fix a time, date and place for hearing the report, and any objections thereto. The city manager shall cause notice of the hearing to be mailed by certified mail to the last known address of the property owner at least thirty (30) days prior to the date set for the hearing.

5.66.280 Collection—Hearing before the planning commission.

Upon considering the report of the proposed lien and the objections thereto, the planning commission shall follow, as nearly as practicable, those procedures that the city council would have followed if it had conducted the hearing. The planning commission shall make a written recommendation to the city council which shall include the factual findings based on evidence introduced at the hearing.

5.66.290 Collection—City council.

- A. Upon receipt of a report of a proposed lien in accordance with Section 5.66.260 or 5.66.280, the city council shall determine whether the proposed lien shall become a lien, and whether the amount of the lien is to be collected at the same time and in the same manner as property taxes are collected.
- B. In cases in which a hearing before the planning commission has been held, the city council shall adopt the recommendation of the planning commission without a hearing, or set the matter for a de novo hearing before the city council. Notice of the de novo hearing shall be provided to the property owner, in writing, at least ten (10) days in advance of the scheduled hearing.
- C. If the city council determines that the proposed lien shall become a lien, the city council may also cause a notice of lien to be recorded. This lien shall attach upon recordation in the office of the Sacramento County recorder and shall have the same force, priority, and effect as a judgment lien, not a tax lien. The notice of lien shall, at a minimum, identify the record owner or possessor, set forth the date upon which the lien was created against the property, and include a description of the real property subject to the lien and the amount of the lien.

- D. If the city council determines that the amount of the lien is to be collected at the same time and in the same manner as property taxes are collected, all laws applicable to the levy, collection, and enforcement of ad valorem taxes shall be applicable to the proposed lien, except that if any real property to which the lien would attach has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attached thereon, prior to the date on which the first installment of taxes would become delinquent, then the lien that would otherwise be imposed by this section shall not attach to real property and the costs of enforcement relating to the property shall be transferred to the unsecured roll for collection.

SECTION 4. ENVIRONMENTAL REVIEW

The City Council hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 15060, subdivision (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15061, subdivision (b)(3) (there is no possibility the activity in question may have a significant effect on the environment). In addition to the foregoing general exemptions, the City Council further finds that this ordinance is categorically exempt from review under CEQA under the Class 8 Categorical Exemption (regulatory activity to assure the protection of the environment, CEQA Guidelines section 15308).

SECTION 5. 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 6. 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 25th day of May, 2021 by the following vote:

AYES:

NOES:
ABSTAIN:
ABSENT:

Eric Pene, Mayor
City of Isleton

ATTEST:

Yvonne Zepeda, Deputy City Clerk

APPROVED AS TO FORM:

Andreas Booher, City Attorney

City of Isleton

City Council Staff Report

DATE: June 8, 2021

ITEM#: 7.A

CATEGORY: Old Business

ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO DIRECTING ALL INDIVIDUALS IN THE COUNTY TO ADHERE TO COVID19 SAFETY MEASURES AND CLOSING OR MODIFYING CERTAIN OPERATIONS DATE OF ORDER: JUNE 1, 2021

SUMMARY

This order supersedes the April 15, 2021 Order of the Public Health Officer. This Order shall become effective immediately and will continue to be in effect until it expires at 12:01 a.m. on June 15, 2021, unless rescinded or amended in writing by the Health Officer prior to its expiration. The County has been placed in Orange Tier 3 (moderate).

According to an update from the Governor, on June 15th, California will fully open its economy if two criteria are met: a) if vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated, and b) if hospitalization rates are stable and low.

Everyday activities will be allowed and businesses can open with common sense risk reduction measures. The State will continue contact tracing and testing to detect cases early and contain the spread of the virus. The entire State will move into this new phase as a whole. The State will reserve the option to revisit the June 15 date if needed.

When California fully reopens, the Blueprint for a Safety Economy will end. However, common-sense health measures such as masking will remain across the State. Testing or vaccination verification requirements will remain in relevant settings. If the Governor fully reopens the economy on June 15th, the City Council may wish to discuss plans for reopening in-person City meetings in the Community Center and what safety measure will be required.

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 June 1, 2021.

Reviewed by: Charles Bergson, City Manager 

Submitted and prepared by: Yvonne Zepeda, City Clerk 



**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: June 1, 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 April 15, 2021 Order of the Public Health Officer. This Order **shall become effective immediately** and will continue to be in effect until it **expires at 12:01 a.m. on June 15, 2021**, unless rescinded or amended in writing by the Health Officer prior to its expiration.
2. 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, sectors, and activities based on a tiered system corresponding to specific indicators of COVID-19 disease burden. According to this system, Sacramento County has been placed in **Orange Tier 3 (moderate)** and is subject to all State of California restrictions and guidance for **Orange Tier 3** (https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September_2020.pdf).
3. The California Department of Public Health face covering mandate (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>) requires all people in California to wear face coverings when they are outside of the home, with specific exemptions.

4. Schools must abide by California Department of Public Health Guidance for K-12 Schools (<https://schools.covid19.ca.gov/>) and (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19-K12-Schools-InPerson-Instruction.aspx>)
5. Sports programs must abide by California Department of Public Health Outdoor and Indoor Youth and Recreational Adult Sports Guidance (<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>).
6. 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.

7. This Order **shall become effective immediately** and will continue to be in effect until it **expires at 12:01 a.m. on June 15, 2021**, unless rescinded or amended in writing by the Health Officer prior to its expiration.
8. **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.

9. **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: June 1, 2021

City of Isleton

City Council
Staff Report

DATE: June 8, 2021

ITEM#: 7.B

CATEGORY: Old Business

LOCAL ROAD SAFETY PLAN (LRSP), CONTRACT AWARD

SUMMARY

On December 4, 2019 Caltrans awarded the City \$80,000.00 to develop a Local Road Safety Plan. The City match is 10%.

The report is to identify and prioritize improvements necessary to address existing and potential traffic safety issues throughout the City, and on Highway 160 that runs through town.

The City received two proposals for the Caltrans Local Road Safety Plan.

DISCUSSION

Headway Transportation based out of Chico has conducted safety studies across California, Nevada and have prepared similar plans for Chico, Lakeport and Paradise.

TJKM Transportation Consultants have prepared such studies in California and Texas. TJKM has prepared similar plans for Folsom, Kern County, Millbrae and Chowchilla. The staff has reviewed the proposals and is recommending retaining TJKM.

The engineering firm will collect and analyze collision, roadway data, fatalities and injuries data and traffic volume. The engineering firm will also provide comprehensive recommendations to improve traffic safety in the City.

FISCAL IMPACT

COMPANY	CITY	AMOUNT
Headway Transportation	Chico	\$79,900.00
TJKM Transportation Consultants	Pleasanton	\$74,764.13

City match which is \$7,476 and can be funded through transportation funds.

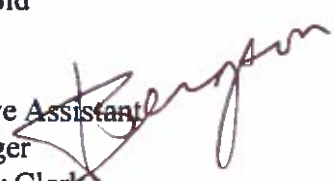
RECOMMENDATION

Staff recommends that the City Council award a contract to TJKM Transportation Consultants in the amount of \$74,764.13 for the City of Isleton Local Road Safety Plan.

ATTACHMENTS

1. TJKM Transportation Consultants Bid
2. Headway Transportation Bid

Prepared by: Diana O'Brien, Administrative Assistant
Reviewed by: Charles Bergson, City Manager
Submitted by: Yvonne Zepeda, Deputy City Clerk

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



Proposal for

LOCAL ROAD SAFETY PLAN (LRSP)

CIP 20-01

MAY 17, 2021





May 17, 2021

Charles Bergson
City of Isleton
101 Second Street/P.O. Box 716
Isleton, CA. 95641-0716

Subject: Proposal for Local Roadway Safety Plan

Dear Mr. Bergson:

TJKM Transportation Consultants (TJKM) is pleased to submit our Proposal for Local Roadway Safety Plan for the City of Isleton. We are confident that the TJKM Team will meet the City's goals and objectives for this project, all while exceeding your expectations within budget and on schedule.

TJKM is a transportation planning, traffic operations and engineering firm providing services throughout California, Florida, and Texas. Founded in 1974, TJKM currently has a staff of 40 employees with key offices in Pleasanton, San Jose, Sacramento, Santa Rosa, Fresno, California, as well as Tampa, Florida, and Austin, Texas. Our projects range in size from short-term engagements developing meaningful safe mobility solutions for all for a wide range of transportation issues to long-term planning for new developments, communities, and transportation systems. TJKM has been involved in more than 8,000 transportation projects, and averages over 240 new projects each year. We have assembled a dedicated team of in-house experts who have the demonstrated capabilities to meet the technical, managerial, and schedule challenges to be encountered on this project.

To meet the specific needs of the City, we are pleased to propose Mr. Ian Lin, PTP as the Project Manager for this contract. Mr. Lin brings to the team six years of professional experience in the areas of local roadway safety plans, systemic safety analysis, pedestrian and bicycle studies, transportation planning, parking operations, and transit planning. He will be supported by a group of talented and experienced leaders in their fields with significant experience in providing engineering support services for the development of federal, state, and locally funded transportation-related projects. The TJKM Team brings current knowledge and experience to the City and is ready to "hit the ground running."

Contact & Commitment

As President of the firm, I am authorized to bind TJKM to a contract and you have my personal assurance that all the resources necessary to address the City's needs will be made available to perform when the opportunity arises. During the proposal process, please feel free to contact Mr. Lin via phone at (925) 201-1068, email at ilin@tjkm.com, fax at (926) 463-3690, or mail correspondence at 4305 Hacienda Drive, Suite 550, Pleasanton, CA 94588. Thank you for considering TJKM for this project.

Sincerely,

TJKM Transportation Consultants

Nayan Amin, TE, President

CALIFORNIA | FLORIDA | TEXAS
Corporate Office 4305 Hacienda Drive, Suite 550, Pleasanton, CA 94588
925.463.0611 www.TJKM.com

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Appendix A Resumes



A. Relevant Projects



TJKM Transportation Consultants (TJKM) is pleased to submit our proposal to develop a Local Roadway Safety Plan (LRSP) for the City of Isleton.

A. RELEVANT PROJECTS

Nearly 85 percent of our clients are repeat clients. Prompt service, attention to details, strict adherence to schedule requirements, and commitment to our clients' goals are among the reasons for this steady client base. Our objective on every assignment is to provide the most cost-effective product that meets the specific needs and criteria of each client within the planned schedule and budget. We encourage the City to contact our references to learn about our performance. We are confident that you will be pleased with what our clients have to say about us.

Local Roadway Safety Plan, Folsom | 2020-Ongoing | \$71K

Reference: Mark Rackovan | City of Folsom | 50 Natoma Street, Folsom, CA 95630 | (916) 461-6711 | mrackovan@folsom.ca.us

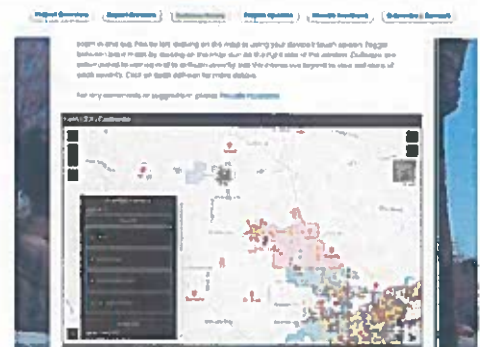
The City of Folsom is a community of approximately 78,000 residents and 34 square miles in the Sacramento Metropolitan Area. TJKM is preparing its LRSP comprised of data and community-driven decision making process, with the overarching goal of reducing the number of fatal and severe injury collisions in the City. TJKM prepared three HSIP Cycle 10 applications as part of the scope.



Local Roadway Safety Plans, Kern County | 2021-Ongoing | \$562K

Reference: Ed Flickinger | Kern Council of Governments | 1401 19th Street, Bakersfield, CA 93301 | (661) 635-2905 | eflickinger@kerncog.org

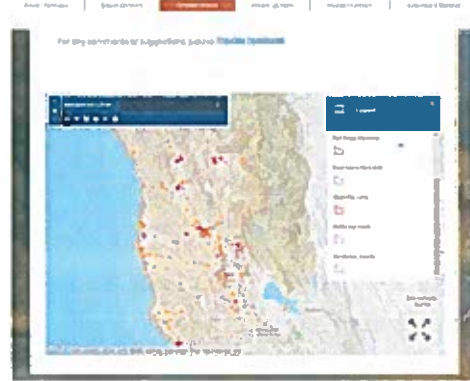
TJKM is currently preparing LRSPs for nine cities in Kern County as one single contract, including cities of Arvin, Bakersfield, California City, Delano, Maricopa, Shafter, Taft, Tehachapi, and Wasco. Scope includes two HSIP application preparations for each city.



Local Roadway Safety Plans, Mendocino County | 2021-Ongoing | \$200K

Reference: Loretta Ellard | Mendocino Council of Governments | 525 South Main Street, Ukiah, CA 95482 | (707) 234-3434 | lellard@dbcteam.net

TJKM is currently preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg, Point Arena, and the unincorporated County area. Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.



Local Roadway Safety Plan, Millbrae | 2021-Ongoing | \$45K

Reference: Andrew Yang | City of Millbrae | 621 Magnolia Avenue, Millbrae, CA 94030 | (650) 259-2393 | ayang@ci.millbrae.ca.us

TJKM is currently assisting the City of Millbrae in developing the City's first LRSP. As part of the scope we will prepare and submit HSIP applications for Cycle 11 on behalf of the City.



Local Roadway Safety Plan, Chowchilla | 2021-Ongoing | \$45K

Reference: Jason Rogers | City of Chowchilla | 130 S 2nd Street, Chowchilla, CA 93610 | (559) 665-8615 | jrogers@cityofchowchilla.org

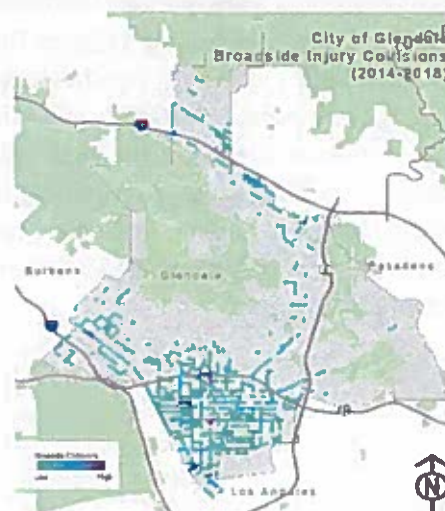
TJKM is currently assisting the City of Chowchilla in developing the City's first LRSP. State Route 233 runs through its downtown which is considered a major thoroughfare serving local traffic. As part of the scope we will prepare and submit HSIP applications for Cycle 11 on behalf of the City.



Local Roadway Safety Plan, Glendale | 2020-Ongoing | \$72K

Reference: Pastor E. Casanova | City of Glendale | 633 East Broadway, Room 205, Glendale, CA 91206 | (818) 548-3945 | pcasanova@Glendaleca.gov

TJKM is assisting the City of Glendale in developing a LRSP. The Glendale LRSP is a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4E's strategies, a countermeasure toolbox, and priority safety projects viable to be phased in short, near, and long-term implementation. As part of the scope, TJKM is preparing and will submit three HSIP applications for Cycle 11 on behalf of the City.



Local Roadway Safety Plan, Culver City | 2020-Ongoing | \$66K

Reference: Heba El-Guindy | City of Culver City | 9770 Culver Boulevard, Culver City, CA 90230 | (310) 253-5628 | heba.el-guindy@culvercity.org

TJKM is assisting the City of Culver City with a LRSP for enhancing safety on city roadways for all travel modes. Wide signalized intersections without protected left turn phases have been identified as one of the emphasis areas for E’s improvements. A draft report is currently being reviewed by City staff. TJKM also prepared and submitted three HSIP Cycle 10 applications on behalf of the city.



Local Road Safety Plan, Antioch | 2020-Ongoing | \$72K

Reference: Junming Li | City of Antioch | 200 H Street, Antioch, CA 94509 | (925) 779-7025 | jli@antiochca.gov

TJKM is assisting the City of Antioch in developing a LRSP. The project is currently in progress. Public and stakeholder outreach is conducted to solicit public input with regard to traffic safety concerns the citizen encounters on daily basis.



Local Roadway Safety Plan, Farmersville | 2020-Ongoing | \$72K

Reference: Jennifer Gomez | City of Farmersville | 9009 West Visalia Road, Farmersville, CA 93223 | (559) 747-0458 | jgomez@cityoffarmersville-ca.gov

TJKM is assisting the City of Farmersville in developing its LRSP. We have identified the high-risk intersections and roadway segments for determining the most feasible countermeasures. Some of the next steps include identification of countermeasures, prioritize safety projects, and emphasis areas.



Systemic Safety Analysis Report Program, Yuba City | 2020 | \$139K

Reference: William Jow | City of Yuba City | 1201 Civic Center Boulevard, Yuba City, CA 95093 | (530) 822-4635 | wjow@yubacity.net

TJKM assisted Yuba City in conducting a SSAR, having an emphasis on 10 of the City's arterials and collectors. In addition to providing a full scope SSAR, TJKM helped prepared three HSIP grant applications for Cycle 10. The project was completed on schedule and within budget.



Systemic Safety Analysis Report Program, Yuba County | 2018-2020 | \$155K

Reference: Van Boeck | County of Yuba | 915 8th Street, Marysville, CA 95901 | (530) 749-5420 | vboeck@co.yuba.ca.us

TJKM assisted the County of Yuba on the SSAR aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks included collision analysis, collision rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate, and phasing.



As part of the agreed scope, we conducted an **inventory and retro reflectivity of the existing warning/regulatory signs and a pavement delineation analysis** on the County's rural corridors of 100 miles. These analyses played a vital role in implementing projects on proactive basis for reducing future occurrence of fatal and severity collisions.

Regional Systemic Safety Analysis Report Program, Del Norte County | 2018-2019 | \$69K

Reference: Rosanna Bower | County of Del Norte | 981 H Street, Suite 110, Crescent City, CA 95531 | (707) 464-7229 | rbower@co.delnorte.ca.us

TJKM assisted the County of Del Norte to develop the SSAR. The development of a SSAR was funded through a state-funded grant, the intent of which was to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP. TJKM followed the Caltrans LRSM and Caltrans SSAR Guidelines to conduct data analysis, countermeasure selection, and develop and prioritize safety projects. TJKM also conducted stakeholder workshops and public meeting and/or outreach to gain feedback on local safety concerns and countermeasure selection. Last but not least, TJKM developed a Safety Countermeasures Evaluation Toolbox to evaluate the effectiveness of previously implemented safety countermeasures.



Rural Road Systemic Safety Analysis Report Program, San Luis Obispo County | 2018-2020 | \$90K

Reference: Michael Britton | County of San Luis Obispo | 1055 Monterey Street, San Luis Obispo, CA 93408 | (805) 788-2318 | mbritton@co.slo.ca.us

TJKM assisted the County of San Luis Obispo on the SSAR that aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks included collision analysis, collision rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate, and phasing.

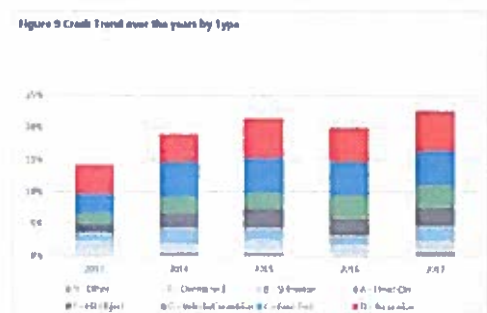


As part of the agreed scope, we conducted a **curve rating analysis on County's pre-identified corridors, totaling 200 miles**, for advisory sign update and larger capital improvements such as horizontal alignment.

Systemic Safety Analysis Report Program, Pittsburg | 2018 | \$50K

Reference: Nhat Phan | City of Pittsburg | 65 Civic Avenue, Pittsburg, CA 94565 | (925) 252-4857 | nphan@ci.pittsburg.ca.us

TJKM conducted a SSAR for the City of Pittsburg, which was funded through the statewide SSAR. The City was successful in receiving HSIP grant funding of \$1.1M in Cycle 9 with the support of its SSAR. This year (2020), TJKM continued to assist the City in HSIP Cycle 10 grant application preparation.

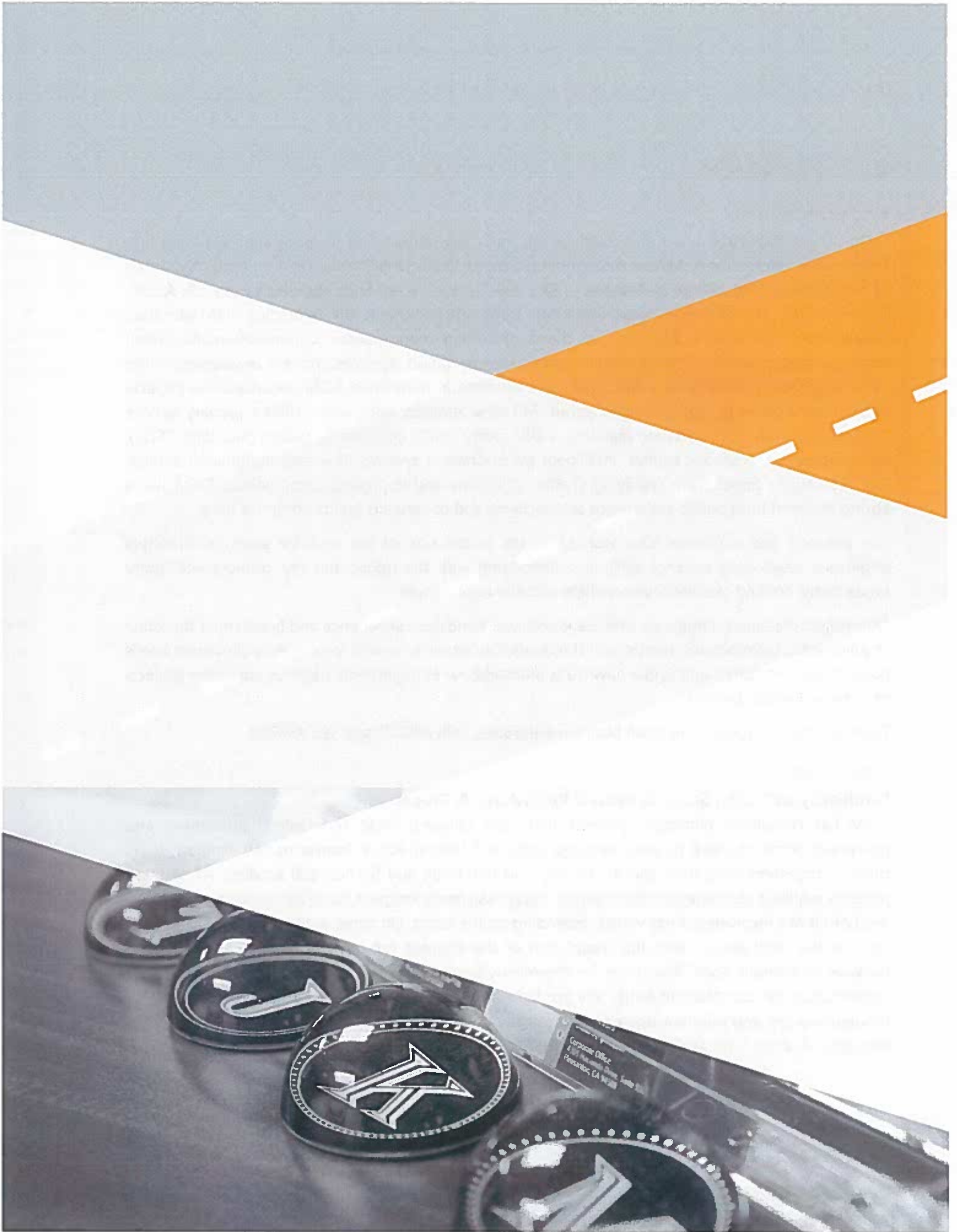


Systemic Safety Analysis Report Program, Dinuba | 2018 | \$25K

Reference: Ismael Hernandez | City of Dinuba | 1088 East Kamm Avenue, Dinuba CA, 93618 | (559) 591-5924 | ihernandez@dinuba.ca.gov

TJKM conducted a SSAR for the City of Dinuba funded under the statewide SSAR in 2018. In the same year, the city received funding approval for HSIP Cycle 9 with the amount of \$1.6M with the support of the SSAR analysis. In addition, TJKM developed a toolkit to document the correlation between facility characteristics and potential countermeasures so that the City can use it for daily city operations. In 2020, TJKM has helped the City secure funding for conducting a LRSP.





B. TJKM TEAM

Firm Overview

TJKM, founded in 1974, is a traffic engineering, traffic operations, and transportation planning firm that provides professional services throughout California, Texas, and Florida. TJKM currently has a staff of 40 employees with offices in Pleasanton, San Jose, Fresno, Sacramento, and Santa Rosa, CA; Austin, TX; and Tampa, FL. For over 45 years, more than 3,500 satisfied clients have entrusted TJKM with their critical work. We serve a full-range of clients, including municipalities, congestion management agencies, metropolitan planning organizations, transportation agencies, private developers, other consulting firms, and attorneys. TJKM has been involved in more than 8,000 transportation projects throughout California, and averages about 240 new projects each year. TJKM's primary service categories include transportation planning, traffic safety, traffic engineering design (including PS&E), traffic operations, corridor studies, intelligent transportation systems (ITS), and multimodal studies. Our motivation comes from satisfying clients' objectives and improving communities. TJKM has a strong roster of both public and private sector clients and continually builds upon this base.

Our planners and engineers have worked on the public side of the desk for years as municipal engineers, developing superior skills in collaborating with the public and city councils and, more importantly, crafting excellent relationships with the right people.

Our project managers, engineers, and planners have "hands on" experience and understand the latest requirements, technologies, trends, and standards. Our experience with local agency processes keeps projects moving faster; and know-how from thousands of engagements helps us complete projects on time and within budget.

TJKM is a disadvantaged and small business enterprise, DBE #40772 and SBE #38780.

Expertise

Familiarity with City, State, & Federal Procedures & Processes

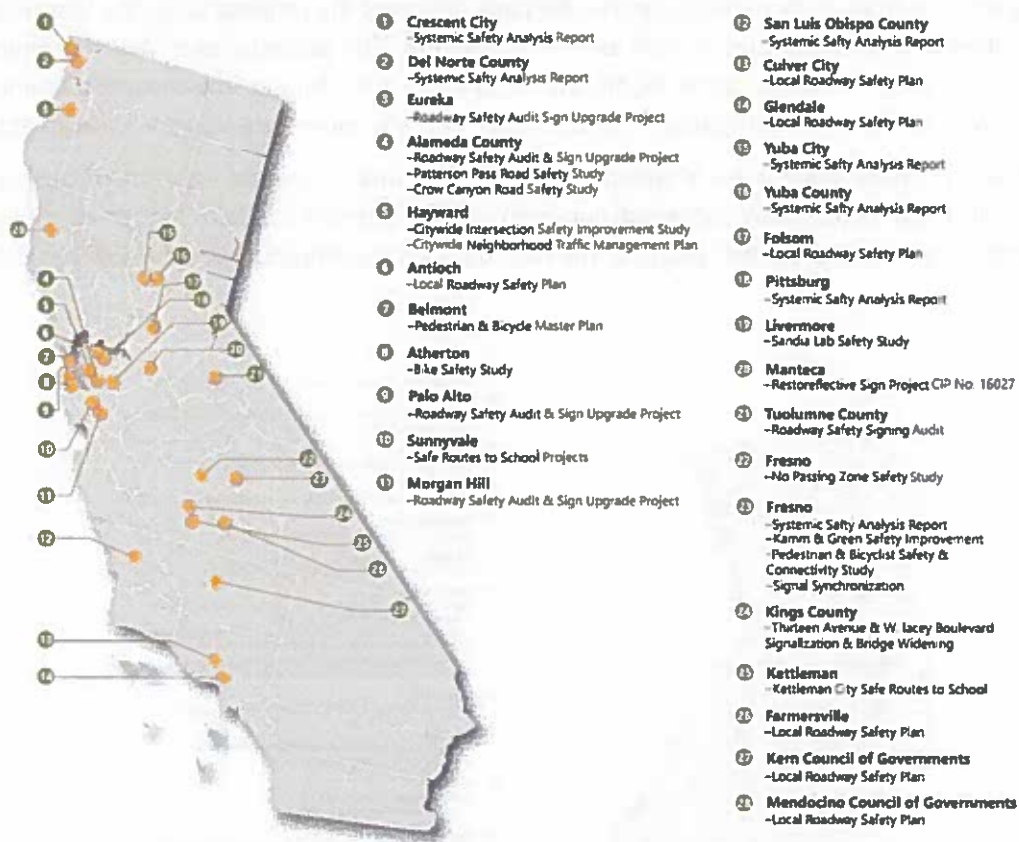
TJKM has completed numerous projects that have followed State and Federal procedures and processes. Some of these projects included state and federal Active Transportation Program (ATP) funds, Congestion Mitigation and Air Quality (CMAQ), HSIP, and Section 130 funding. All of these projects required coordination with Caltrans Local Assistance Program for E-76 permit approval. The level of TJKM's involvement has varied depending on the client. On some of these projects, TJKM has assisted the local agency with the completion of the Request for Authorization (RFA) to Proceed package to Caltrans Local Assistance for Preliminary Engineering, NEPA clearance, and E-76 permit authorization for construction funds. We are familiar with the processes used to satisfy a variety of funding sources, and will draw upon our background and extensive experience to satisfy all City, State and Federal procedures and processes.



Local Roadway Safety Plans (LRSP) & Systemic Safety Analysis Reports (SSAR) Experience

TJKM has extensive experience in developing safety programs and viable safety projects for small, medium, and large cities and counties across California. TJKM's team has successfully delivered SSARs for the Cities of Pittsburg, Yuba, Concord, Dinuba, Crescent City, and counties of San Luis Obispo, Yuba, and Del Norte.

Our team is currently developing LRSPs for the Cities of Millbrae, Dinuba, Folsom, Culver City, Glendale, Chowchilla, Farmersville, Antioch, and Counties of Kern and Mendocino. The map on the following page shows our relevant safety project experience across California.



Grant Writing

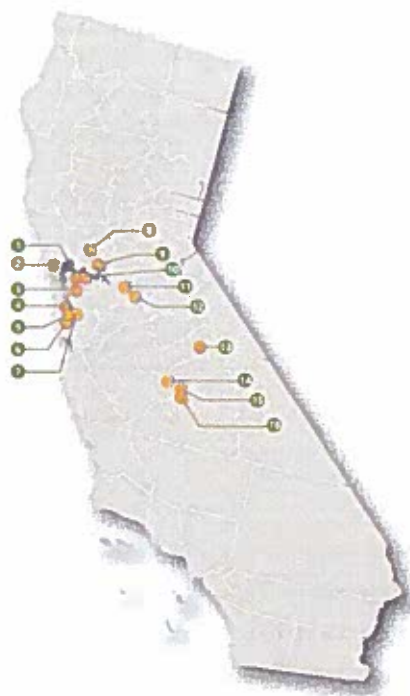
Since 2017, we have successfully delivered safety programs/plans for numerous cities and counties. In addition, in 2018, we also assisted local agencies with preparing and submitting HSIP applications with a total grant award of **\$6.3 million (M) dollars out of \$8M total amount applied (78% success rate)**. This includes cities of Dinuba (\$1.6M), Pittsburg (\$1.1M), Concord (\$2.4M), and Eureka (\$1.2M).

During 2020, we had a growing demand from local agencies requesting us for preparing numerous grant applications. We supported local agencies by preparing the grant applications which included nearly 30 HSIP applications for Contra Costa County, Solano Transportation Authority, Folsom, Pittsburg, Yuba City, Culver City, and Active Transportation Program grant for Cities of Millbrae, Dinuba, East Palo Alto, and more. Through these applications, we were able to help secure **over \$25 million in HSIP funds** for our clients.

Engineering Design

TJKM has designed numerous pedestrian, bicycle, and vehicular safety improvements that were recommendations from SSAR or LRSP reports. We have designed the projects using the latest Caltrans standard plans and specifications as well as local guidelines. The projects have involved pedestrian crossing improvements, traffic signal modifications, signing and striping improvements, minor civil improvements, landscape and irrigation improvements, and environmental clearance documentation.

In recent years, safety analysis on a systemic basis has become a routine element of our work. In addition, TJKM has successfully delivered numerous safety improvements, many of which include Federal and State ATP, and/or HSIP projects. The map below is showing our relevant HSIP projects with locations.



- 1 **Oakland**
-On-Call Traffic Engineering Services - Task Order 1, HSIP Cycle B
- 2 **Union City**
-Traffic Signals at the Intersections of 11th Street at Ramak Loop Road
-FIA Sanyal Loop Signal at 11th Street
- 3 **Marin County**
-Redwood Highway/PS 101 On/Off-Ramp Signal Modification
- 4 **East Palo Alto**
-Bay Road Improvements, Planning, Environmental Assessment, & Design
- 5 **Mountain View**
-Modification to Grant/Phyllis/Martens Intersections
- 6 **Los Altos**
-Fest/Cuesta at San Antonio Blvd Loop Detection & Traffic Signal Modification
- 7 **Sunnyvale**
-Remington Drive/Bernardin Avenue Traffic Signal Design Installation
Engineering Design for Two Intersections
-Sunnyvale Saratoga Road Traffic Signal, Bicycle & Pedestrian Safety Project
-Traffic Signal Reconstruction at Mathilda Avenue & India Way
-Federal Safe Routes to Schools Citywide Project
-Intersection Upgrade at E. Remington Drive/Mathaldangelo Drive
- 8 **Suisun City**
-Sunset Avenue at Railroad Avenue Traffic Signal Modification
- 9 **Concord**
-CMAQ Downtown Pedestrian & Bicycle Lane Improvements
-Citywide Signal Upgrade HSIP 5135(056)
- 10 **Pittsburg**
-Systemic Signal Hardware Upgrade
-Systemic Signaling and Striping Upgrade
- 11 **Stockton**
-Benjamin Holt Drive & Cumberland Place Traffic Signal Installation
-Benjamin Holt Drive & Inglewood Avenue Traffic Signal Installation
- 12 **Manteca**
-Woodward & Wellington Avenue Rapid Rectangular Flashing Beacons
-Citywide Signal Upgrade HSIP 5242(034)
-Retroreflective Sign Project CIP No. 16027
- 13 **Madera County**
-Traffic Signal Installation Road 36 & Avenue 12 1/2
- 14 **Fresno**
-Traffic Signal Installation - Chestnut/Shepherd Avenue
-Manning & Alta Avenues Left Turn Phasing
- 15 **Dinuba**
-Systemic Improvements for Pavement Markings, Raised Medians, & Sight Distance at 50 Intersections
-Systemic Improvements for Centerline/Edge/Flare, Flush Median, & Bicycle Facilities at Major Corridors
- 16 **Visalia**
-Five Signal Modifications Project
-Santa Fe Street Signal Installation & Fiber Interconnect

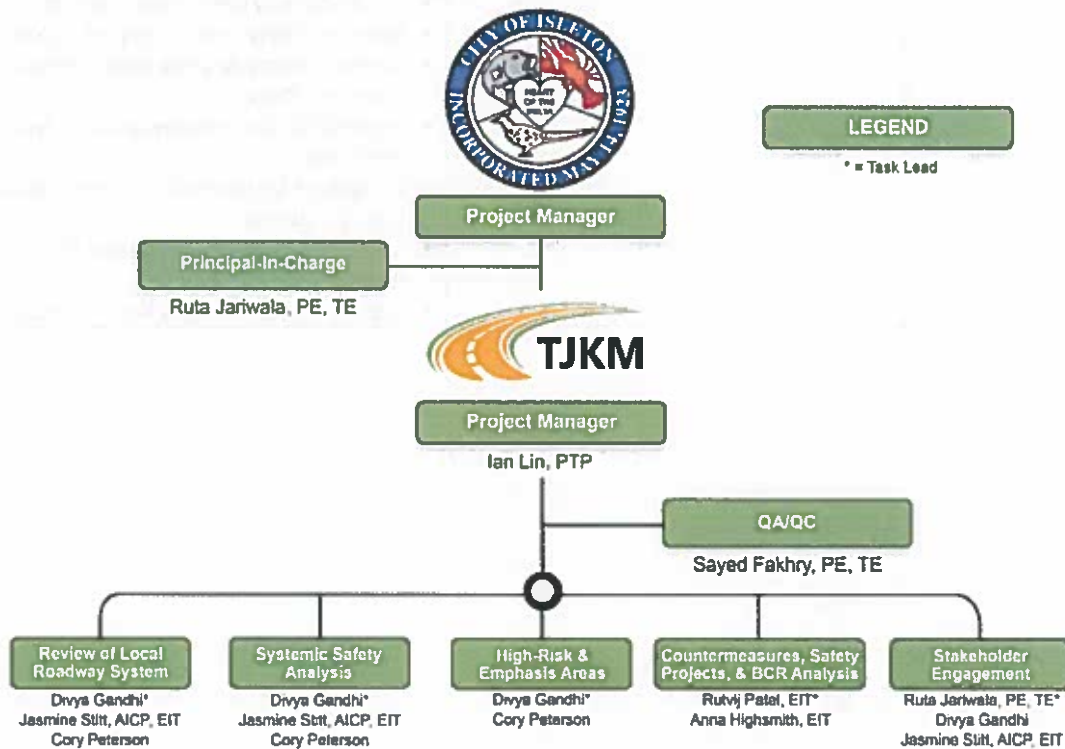


Caltrans Experience

Having worked with Caltrans Districts 1, 4, 5, 6, 10, and the headquarters on various traffic design including traffic safety, PS&E projects, traffic operations, and travel demand modeling projects we have developed strong working relationship with Caltrans staff and have unmatched understanding of Caltrans delivery process and design standards. Due to our working relationship, we have opportunity to talk to Caltrans staff proactively about the challenges on the project which increases our chances of attaining funds. We are also aware of the funding constraints and can assist the City to manage the funds and deliver a successful project.

Organizational Chart

Our Team Organization Chart illustrates our proven "chain of command" for performance on similar projects. The proposed organization is a fully integrated team under the direction of Ms. Ruta Jariwala, PE, TE, Principal-In-Charge and Mr. Ian Lin, PTP, Project Manager. Work will be conducted under the direct supervision/direction of our Project Manager, Mr. Lin and he will be responsible for overall coordination on this contract, maintaining the effectiveness and efficiency of the work, schedule, and ensuring the work products are to the satisfaction of the City and stakeholders. We anticipate working closely with the City staff to ensure understanding of project objectives from start to project completion. Mr. Lin will be responsible for day-to-day coordination and activities and will be single point of contact. He will be available to the City and stakeholders at a short notice.



Staff Qualifications

TJKM has assembled a very skilled and talented group of engineers and planners to assist with the LRSP for the City of Isleton. We are confident in our teams' ability to provide high quality deliverables in a timely manner to the City. TJKM will be able to provide additional support staff as needed if necessary to complete the project. The table below shows the staff members that have been assigned to this project and a summary of their role, qualifications and experience. Full resumes are included in the Appendix.

Name, Role, & Years of Experience	Registration Number	Specialized Expertise	Qualifications & Experience
<p>Ruta Jariwala, PE, TE</p> <p>Principal-In-Charge, & Stakeholder Engagement Task Lead</p> <p>22 Years of Experience</p>	<p>CE 73840</p> <p>TE 2465</p>	<ul style="list-style-type: none"> ▪ Traffic Planning ▪ Safety Studies ▪ Project Management ▪ Signal Coordination ▪ Traffic Impact Studies ▪ Traffic Operations 	<ul style="list-style-type: none"> ▪ Kern Council of Governments Local Road Safety Plan ▪ Mendocino Council of Governments Local Road Safety Plan ▪ Local Roadway Safety Plan, Millbrae ▪ Local Roadway Safety Plan, Chowchilla ▪ Local Roadway Safety Plan, Glendale ▪ Local Roadway Safety Plan, Folsom ▪ Local Roadway Safety Plan, Culver City ▪ Local Roadway Safety Plan, Antioch ▪ Local Roadway Safety Plan, Farmersville ▪ Systemic Safety Analysis Report, Yuba City ▪ Systemic Safety Analysis Report Program, County of Yuba ▪ Regional Systemic Safety Analysis Report, Del Norte ▪ Rural Road System Safety Analysis Report, San Luis Obispo ▪ Systemic Safety Analysis Report Program, Pittsburg ▪ Systemic Safety Analysis Report, Dinuba

Name, Role, & Years of Experience	Registration Number	Specialized Expertise	Qualifications & Experience
Ian Lin, PTP Project Manager 7 Years of Experience	PTP 601	<ul style="list-style-type: none"> ▪ Safety Programs/Studies ▪ Transportation Planning ▪ Transit Service ▪ Traffic Impact Studies ▪ Parking Operation ▪ Parking Studies 	<ul style="list-style-type: none"> ▪ Kern Council of Governments Local Road Safety Plan ▪ Mendocino Council of Governments Local Road Safety Plan ▪ Local Roadway Safety Plan, Millbrae ▪ Local Roadway Safety Plan, Chowchilla ▪ Local Roadway Safety Plan, Glendale ▪ Local Roadway Safety Plan, Folsom ▪ Local Roadway Safety Plan, Culver City ▪ Local Roadway Safety Plan, Antioch ▪ Local Roadway Safety Plan, Farmersville ▪ Systemic Safety Analysis Report, Yuba City ▪ Systemic Safety Analysis Report Program, County of Yuba ▪ Regional Systemic Safety Analysis Report, Del Norte ▪ Rural Road System Safety Analysis Report, San Luis Obispo ▪ Systemic Safety Analysis Report Program, Pittsburg ▪ Systemic Safety Analysis Report, Dinuba
Sayed Fakhry, PE, TE QA/QC Manager 34 Years of Experience	TE 2237 CE 48249	<ul style="list-style-type: none"> ▪ Roadway Safety & Complete Street ▪ Pedestrian & Bicycle Safety Improvements ▪ Neighborhood Traffic Management Plan ▪ General Plan & Precise Plan Mobility ▪ Traffic Circulation 	<ul style="list-style-type: none"> ▪ Local Roadway Safety Plan, Folsom ▪ Local Roadway Safety Plan, Culver City ▪ Local Roadway Safety Plan, Antioch ▪ Local Roadway Safety Plan, Chowchilla ▪ Castro Street Complete Streets/Roadway Safety, Mountain View ▪ Pedestrian & Bicycle Safety Improvements, Santa Clara

Name, Role, & Years of Experience	Registration Number	Specialized Expertise	Qualifications & Experience
<p>Rutvij Patel, EIT</p> <p>Countermeasures, Safety Projects, & BCR Analysis Task Lead</p> <p>14 Years of Experience</p>	EIT 154117	<ul style="list-style-type: none"> ▪ Safe Routes to School ▪ Bicycle & Pedestrian Implementation ▪ Complete Streets ▪ Traffic Operations ▪ Traffic Handling ▪ Signage Plans ▪ Traffic Signal Design ▪ Intelligent Transportation Design ▪ ITS Planning 	<ul style="list-style-type: none"> ▪ Mendocino Council of Governments Local Road Safety Plan ▪ Kern Council of Governments Local Road Safety Plan ▪ Local Road Safety Plan, Glendale ▪ Local Roadway Safety Plan, Folsom ▪ Local Road Safety Plan, Culver City ▪ Local Road Safety Plan, Antioch ▪ Local Roadway Safety Plan, Farmersville ▪ Systemic Safety Analysis Report Program, County of Yuba ▪ Systemic Safety Analysis Report Program, Del Norte ▪ Rural Road System Safety Analysis Report, San Luis Obispo ▪ Systemic Safety Analysis Report Program, Pittsburg ▪ Systemic Safety Analysis Report Program, Dinuba
<p>Divya Gandhi</p> <p>Review of Local Roadway System, & Systemic Safety Analysis, & High-Risk & Emphasis Areas Task Lead</p> <p>4 Years of Experience</p>	N/A	<ul style="list-style-type: none"> ▪ Transportation Planning ▪ Active Transportation Plans ▪ Complete Streets ▪ Safety Studies 	<ul style="list-style-type: none"> ▪ Kern Council of Governments Local Road Safety Plan ▪ Mendocino Council of Governments Local Road Safety Plan ▪ Local Road Safety Plan, Glendale ▪ Local Road Safety Plan, Culver City ▪ Local Road Safety Plan, Antioch ▪ Local Roadway Safety Plan, Farmersville ▪ Systemic Safety Analysis Report Program, Yuba City ▪ Systemic Safety Analysis Report Program, Yuba County ▪ Systemic Safety Analysis Report Program, Del Norte ▪ Rural Road System Safety Analysis Report, San Luis Obispo ▪ Systemic Safety Analysis Report Program, Pittsburg

Name, Role, & Years of Experience	Registration Number	Specialized Expertise	Qualifications & Experience
Jasmine Stitt, AICP, EIT Assistant Transportation Planner 6 Years of Experience	CA EIT 138033 APA AICP 32111	<ul style="list-style-type: none"> Bicycle & Pedestrian Planning Traffic Safety Complete Streets Signage Plans 	<ul style="list-style-type: none"> Marin Systemic Safety Analysis Report, Marin County Fremont Systemic Safety Analysis, Fremont San Pablo Avenue Complete Streets, Rodeo Otis Drive Traffic Calming Project, Alameda
Cory Peterson Transportation Planner 5 Years of Experience	N/A	<ul style="list-style-type: none"> Safety Studies Transportation Planning Complete Streets Bicycle & Pedestrian Planning Grant Writing & Administration 	<ul style="list-style-type: none"> Local Roadway Safety Plan, Dinuba Local Roadway Safety Plan, Farmersville Systemic Safety Analysis Report & HSIP Cycle 10 Grant Writing, Yuba City Dinuba Complete Streets Program, Dinuba Active Transportation Program Cycle 5 Grant Writing, Dinuba
Anna Highsmith, EIT Assistant Transportation Engineer 4 Years of Experience	CA EIT 164696	<ul style="list-style-type: none"> Traffic Signal Design Traffic Handling Pavement Delineation Signage Plans 	<ul style="list-style-type: none"> Central Corridor Bicycle & Pedestrian Safety Improvements, Daly City Stanton Ave Sidewalk Improvements, Alameda County Castro Street Bikeway Feasibility Study, Mountain view Oakland Safe Routes to School, Oakland

Level of Effort

The following table includes the approximate number of hours each staff member will devote to the project.

Task	Reto Jaramila	Soyed Feldry	Jan Lin	Divya Gandhi	Rutvij Patel	Cory Peterson	Anna Highsmith	Jasmine Stitt	Hours by Task
	PC	QA/QC	Project Manager	Task Lead	Task Lead	Project Planner	Assistant Engineer	Assistant Planner	
Task 0. Project Management & Coordination	9	0	14	16	0	0	0	0	19
Subtask 0.1 Kick-Off Meeting	1	0	2	4					7
Subtask 0.2 Monthly Meetings & Schedule Updates	8	0	12	12					32
Task 1. Identify & Engage Stakeholders	1	1	13	20	0	12	0	10	56
Subtask 1.1 Stakeholder Meetings	1	0	8	12		12			33
Subtask 1.2 Project Website & Map Input	0	1	4	8				10	23
Task 2. Data Collection & Review	6	4	20	34	0	45	0	44	175
Subtask 2.1 System Review	2	1	4	4		8		8	27
Subtask 2.2 Data Collection	0	0	4	2		2		8	16
Subtask 2.3 Systemic Safety Analysis & Trend Analysis	2	2	4	16		20		30	74
Subtask 2.4 Identify High-Risk Network	2	1	8	12		15		20	58
Task 3. Proposed Countermeasures	2	7	40	16	16	24	15	16	116
Subtask 3.1 Emphasis Areas	0	1	8	16		16		16	57
Subtask 3.2 Countermeasure Toolbox	0	2	12		8	8	35	20	85
Subtask 3.3 Safety Projects & Cost Estimate	2	4	20		8		20	20	74
Task 4. Development of Final LRSP	3	5	28	40	4	20	0	24	124
Subtask 4.1 Implementation Plan	0	1	8	16	2	4		8	39
Subtask 4.2 LRSP Report (Includes Grant Ready Materials)	3	4	20	24	2	16		16	85
Sub-Total	21	17	114	126	20	101	51	154	610

C. Project Understanding & Scope of Work

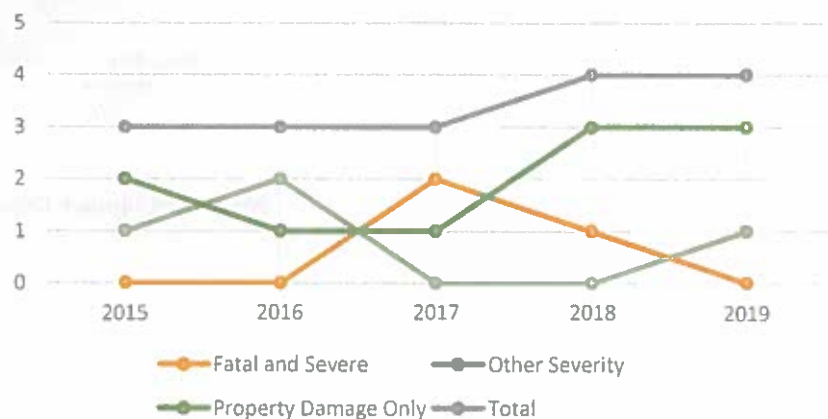
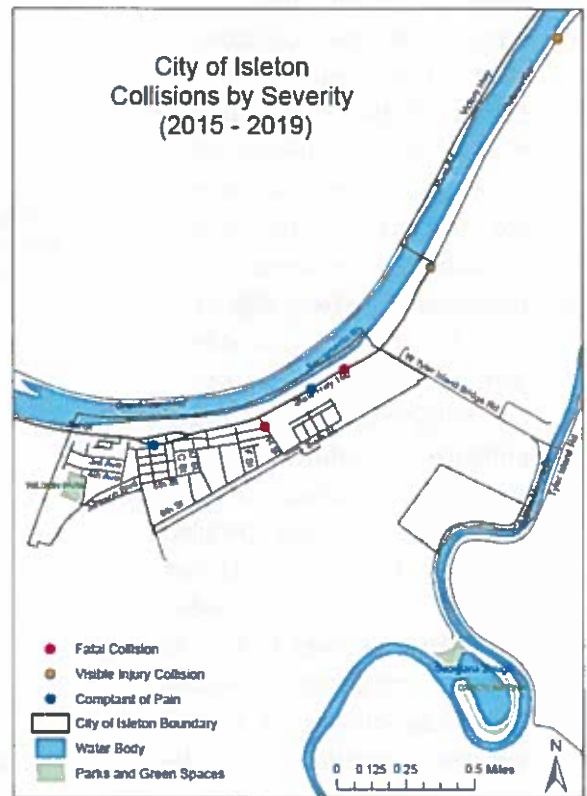


C. PROJECT UNDERSTANDING & SCOPE OF WORK

TJKM understands that the City of Isleton is seeking a comprehensive services to develop a LRSP. We understand that, as per Caltrans Highway Safety Improvement Program, a LRSP will be required for applying Cycle 11 Call-for-Projects and on. The overarching goal of a LRSP is to reduce fatalities and severely injured cases attributed to roadway collisions. The LRSP will include at a minimum the literature review, safety (collision) analysis, countermeasures and toolbox, viable safety projects, and an implementation plan. The LRSP is implemented through a holistic approach through the E's strategies that will enhance safety for all modes of transportation. A successful LRSP will also identify viable safety projects with reasonable cost estimate and phasing. It will also contain a monitoring mechanism to evaluate effectiveness of the plan itself. While LRSP's typically focus on roadways owned by the local jurisdiction, many communities across California have Caltrans highways forming part or all of their "main street." State Route 160 is the main thoroughfare through Isleton and is a vital link to the community. Our analysis will include collisions on SR-160 in order to provide a complete picture.

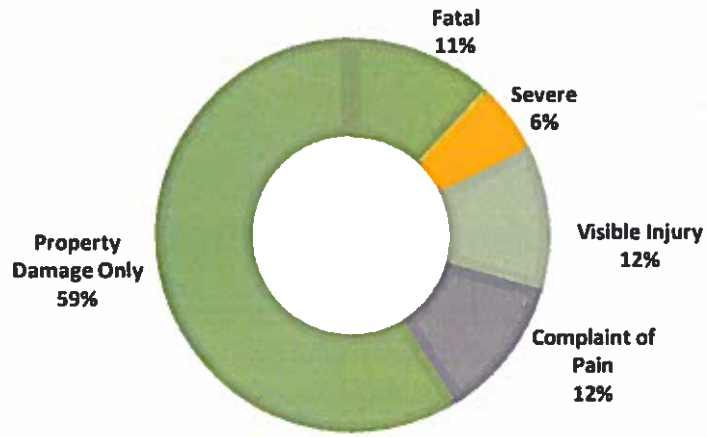
TJKM has done a preliminary assessment of collisions in Isleton from the most recently available five years (2015-2019). Our findings show an overall slight increase in the total number of fatal, severe, other injury and property damage only collisions over time.

During this period, a total of 17 collisions occurred in the City of Isleton, including Property Damage Only (PDO) collisions.

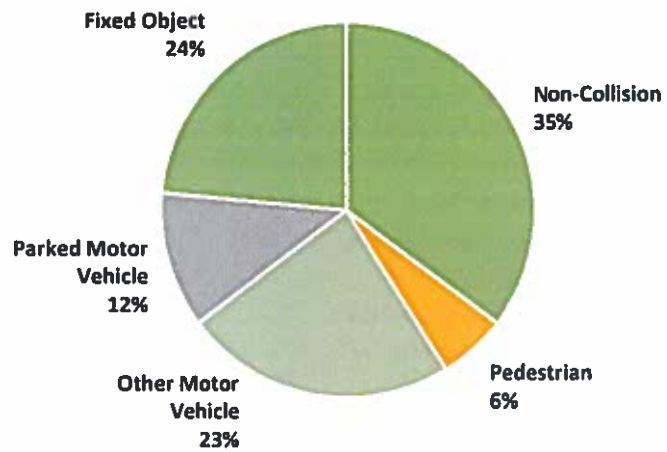


Collision by Year. Data Source: TIMS (2015-2019)

Modal Distribution: It has been observed that 35 percent of the collisions have occurred due to non-collision (however, several of these were overturned collisions). A high percent (24 percent) of the total collisions are occurred due to collision with fixed objects and 12 percent collisions with parked motor vehicles, which highlights the need to enhance safety for motorized roadway users and hence a more detailed assessment of risk factors leading to non-collision/overtuned factors as well as motorized collisions with fixed objects or parked vehicles needs to be conducted.

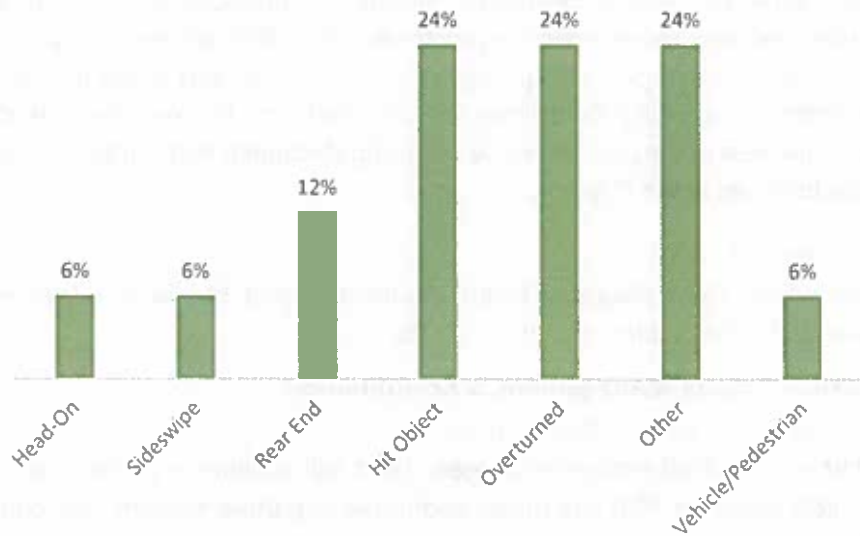


Collisions by Severity. Data Source: TIMS (2015-2019)



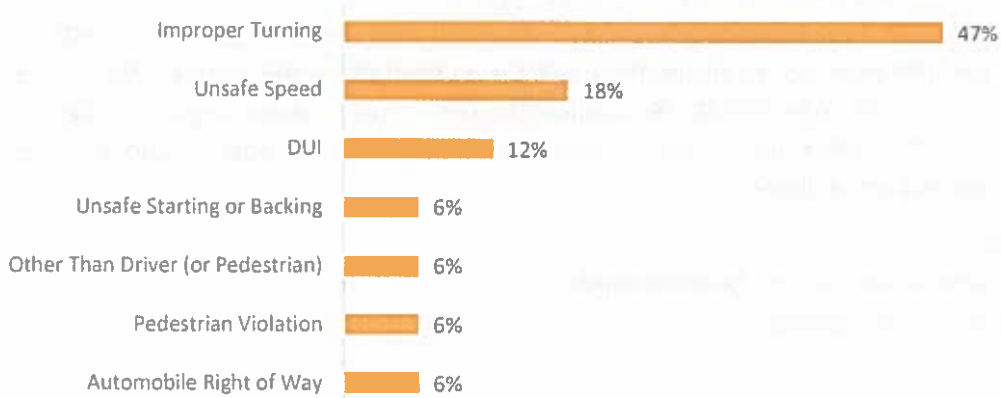
Modal Distribution. Data Source: TIMS (2015-2019)

Hit Object Collisions: Hit object collisions often occur due to excessive speeds, falling asleep, inattention, poor visibility or DUI. About 24 percent of all collisions are hit object collisions. This is followed by overturned and rear end collisions, which account for about 24 percent and 12 percent of the total collisions respectively. Causes for overturned collisions could also vary from speeding, reckless driving, equipment failure, car defects, etc. About 6 percent of the total collisions are pedestrian collisions.



Collisions by Type. Data Source: TIMS (2015-2019)

Primary Collision Factors: Improper turning (47 percent), unsafe speed (18 percent) and DUI (12 percent) were observed to be the most common violations leading to collisions. Other violations observed were unsafe starting or backing (6 percent), pedestrian violation (6 percent) and automobile right of way (6 percent).



Collisions by Primary Collision Factor. Data Source: TIMS (2015-2019)

Project Approach

The Isleton LRSP will be developed through a combination of a data-driven process, stakeholder and public insights, and engineering judgement. The LRSP will identify Education, Enforcement, EMS, and Engineering strategies with proven countermeasures and phasing. It also consists of a monitoring mechanism, a policy guidelines for City staff and the members of the community to evaluate effectiveness of the plan and serve as a living document that can be updated to reflect changing needs and priorities in the City.

Scope of Work

The scope TJKM proposes builds on the RFP and has been expanded based on our extensive experience developing numerous LRSP's.

Task 0. Project Management & Coordination

Subtask 0.1 Kick-Off Meeting

Within a week of notice-to-proceed, TJKM will facilitate a project Kick-off meeting with the City's Project Manager (PM) and others suggested departmental staff. The purpose of the meeting will be to:

- Discuss and define specific goals of the LRSP with respect to crash reduction;
- Discuss and finalize the tasks to perform, timeline, and project milestones;
- Discuss critical data needs and data analysis; and
- Discuss potential list of stakeholders.

TJKM will prepare meeting materials including agenda, sign-in sheets, and related handouts, PowerPoint presentations (if necessary), and summarize meeting notes and action items.

Subtask 0.2 Monthly Meetings & Schedule Updates

TJKM expects constant correspondence with City's PM during the development of the LRSP. We will also facilitate monthly meetings to ensure the project is on track and within budget. We assume that the meetings will be held, under COVID-19 situation, through virtual conferencing with screen sharing capability (Zoom or GoToMeeting). For each meeting, TJKM will prepare an agenda, updated schedule, meeting minutes and action items.

Task 0 Deliverables

- ✓ *Meeting agendas and minutes for all meetings*
- ✓ *Project schedule and updates*

Task 1. Identify & Engage Stakeholders

Subtask 1.1 Stakeholder Meetings

This task includes identifying and meeting with stakeholders whom should be involved in the development of the LRSP. We have scoped for two virtual meetings for the duration of the LRSP development.

The intent of the meetings and ongoing interactions is to solicit input with regard to transportation safety concerns associated with the E's (i.e., Education, Enforcement, EMS, and Engineering). It also ensures LRSP visions are aligned across departments and community members. TJKM proposes to meet with the group twice:

- Virtual Meeting #1 (At the onset of project): Establish LRSP vision and goals; express traffic safety concerns; and identify preliminary emphasis areas and priorities.
- Virtual Meeting #2: Provide feedback and input on draft high-risk locations and the potential countermeasures; and prioritize safety projects for implementation.

At the kick-off meeting TJKM will work with City's PM to obtain a roster of potential stakeholders and begin the recruitment process of the stakeholder group. This could include community residents, businesses, schools, and first responders.

Subtask 1.2 Project Website & Map Input

Outside of the meetings, the stakeholders will still have the opportunities to express their concerns and provide input. TJKM proposes a virtual input experience in response to limitations under COVID-19. This will include a project website and an interactive map input.

The project website will consists of 1) project overview; 2) progress update; 3) upcoming events; and 4) **interactive map input**. We will generate city specific URLs, e.g., [Isletonsafeststreets.com](https://isletonsafeststreets.com).

We will work with city staff to promote the project website on city's official website and social media (e.g., Facebook, Instagram, and Twitter) pages with graphics and verbiages. We will maintain and frequently update the website with latest project information.



Example of project website and interactive map input. Project website and interactive map input provide citizens with a platform to express their concerns and feedback anywhere, anytime via smartphones, tablets, laptops and desktops. It allows project team in monitoring and compiling responses. Sample: Culver City LRSP, 2020

Task 1 Deliverables

- ✓ Stakeholder meetings (up to two virtual meetings), meeting agendas and minutes for all meetings
- ✓ Project website and interactive map input

Task 2. Data Collection & Review

Subtask 2.1 System Review

The purpose of this task is to ensure the LRSP visions and goals are aligned with prior planning efforts and that the potential E's strategies are consistent with local and regional policies, guidelines, and programs. TJKM will first collect and review documents pertaining to the LRSP. We will review at a minimum the following documents:

- General Plan
- Transportation Master Plans
- Transit Plans
- Design Guidelines
- Capital Improvement Programs
- Tulare County Active Transportation Plan
- Safe Routes to Schools Initiatives

We will summarize contents and key transportation projects of the aforementioned documents in a technical memorandum. Based on our firm's past experience we ensure the LRSP is developed in consistence with the following documents:

- Caltrans Local Roadway Safety Manual (LRSM) (April 2020)
- National Association of County Engineers (NACE) – A Template for Local Roadway Safety Plan
- FHWA – Local and Rural Road Safety Briefing Sheets: Local Road Safety Plans
- FHWA – Developing Safety Plans: A Manual for Local and Rural Road (2012)
- FHWA – Systemic Safety Project Selection Tool (2013)
- FHWA – Local and Rural Road Safety Program
- California’s Strategic Highway Safety Plan (SHSP)
- Caltrans SSARP Guidelines
- Highway Safety Manual
- NACTO, AASHTO, California MUTCD

Subtask 2.2 Data Collection

Collision Data. TJKM will obtain the latest five years of collision data from the Transportation Injury Mapping System (TIMS) and the Statewide Integrated Traffic Records System (SWITRS) for cross-checking. We will reference supplemental information from the City, such as complaint database, if available.

Volume Data. We will work closely with City staff to obtain Average Daily Traffic (ADT) volumes and intersection turning movement counts available from City’s recent studies, e.g., Engineering and Traffic Survey, traffic impact studies, etc. We will organize data in Excel and GIS formats and develop, as needed, a traffic count data plan, scheduling to collect any new traffic data agreed among project team and stakeholders. Alternatively, we will reference volumes built as part of the Contra Costa County travel demand model, in Cube or TransCAD, if made available, to understand regional traffic patterns and demand on City’s roadway system.

Field Observation. TJKM will conduct field reconnaissance for verifying roadway configurations and infrastructure deficiencies and opportunities for improvements. We will identify major *risk factors* attributed to historical collisions. The following are roadway features that we will record:

- Multimodal activity, demand, and behavior
- Right-of-way information, including number of lanes, lane width, median type and width, shoulder type and width (if any)
- Pavement markings and signage
- Horizontal and vertical curvature, super-elevation, delineation or advance warning devices
- Presence of lighting
- Sight Distance
- Intersection traffic control device, including number of signal heads vs. number of lanes, presence of back plates, etc.
- Intersection skew angle
- Intersection located in or near horizontal curve
- Presence of left-turn or right-turn lanes
- Left-turn phasing
- Allowance of right-turn-on-red
- Overhead versus pedestal mounted signal heads
- Pedestrian crosswalk presence, crossing distance, signal head type
- Posted speed limit or operating speed
- Presence of nearby railroad crossing
- Location and presence of bus stops

Subtask 2.3 Systemic Safety Analysis & Trend Analysis

TJKM will conduct a citywide collision analysis with an emphasis on fatal and severe injury (FSI) collisions. Particular attention will be given to trends occurring on SR-160. This will be a data-driven process including the following steps:

- Collision Trend: analyzing and summarizing collision distribution including severity, travel mode, trend over time, lighting conditions, weather conditions, time of day, demographics of the victims and parties at-fault, collision type and violation category.
- Collision Profile: combining collision factors to identify prominent collision types.

We will produce GIS-based mappings, charts, and other visualizations to help inform decision making. We will summarize the collision analysis and maps in a technical memorandum.

Subtask 2.4 Identify High-Risk Network

This is a critical step to identify collision-prone locations throughout the City such that future incidents can be prevented. Primarily, TJKM will identify a high-risk network which will include a list of high-risk intersections and roadway segments of the City.

Location Ranking: EPDO and Crash Rates. TJKM proposes a weighted average of the two collision measures – Equivalent Property Damage Only (EPDO) and Crash Rates, from the Highway Safety Manual (HSM), to identify and rank the locations from most needing safety improvement to the least.

GIS Coding and Processing. TJKM will identify collisions within 250 feet of an intersection for calculating EPO and Crash Rate. For roadway segments, we will employ the Sliding Window Algorithm as per the HSM to partition a city’s roadway system into equal segments (0.3 mile). A 0.3-mile “window” then slides by an increment of 0.1 mile to identify the segments of roadways for safety improvements.

Task 2 Deliverables

- ✓ Draft and Final memorandum summarizing Task 2
- ✓ GIS shapefiles and Excel sheets of the collision database, high-risk network database



Collision Rate Analysis - Roadway Segment Collisions

Collision Rate	
0.046799 - 0.098509	F+SI Collisions on Roadway Segments
0.098510 - 0.340508	Parks and Open Space
0.340509 - 1.503279	City of Folsom

Data Source: Crossroads Software's Traffic Collision Database

Example of High-Risk Segments: 0.3-mile segments identified through the Sliding Window Algorithm. City of Folsom LRSP 2020.

Task 3. Proposed Countermeasures

Subtask 3.1 Emphasis Areas

Based on the collision history analyzed, high-risk network identified, and stakeholder input, TJKM will identify up to **10 emphasis areas**. The emphasis areas could include infrastructure deficiencies, collision types, and human factors. Each emphasis area will include a description, objective, target outcome, the potential E's strategies (Engineering, Education, Enforcement, and EMS) and performance indicators.

Subtask 3.2 Countermeasure Toolbox

As we determine emphasis areas for enhancing safety for all roadway users in the City, TJKM will build a toolbox of E's strategies for each of the aforementioned emphasis areas. This toolbox will inform City engineers, other staff, elected officials and the general public about the safety issue highlights in the City and what the corresponding measures are to address them.

TJKM will leverage our expertise in traffic calming, Complete Streets, active transportation, and traffic operations, and active transportation. We will also consider the safety improvements identified as part of other studies within the City at high-risk locations, and will review the effectiveness of any improvements that have previously been implemented by comparing collision trends.

TJKM will utilize a spreadsheet-based automated countermeasure selection tool developed in-house for selecting feasible and HSIP-eligible countermeasures based on numerous data attributes, e.g., roadway characteristics: number of lanes, pavement conditions, and traffic control types; collision information: collision types, collision locations, and primary collision factors.

The tool has successfully assisted the project team to narrow down lists of countermeasures proposed for numerous jurisdictions. We will use the FHWA Crash Modification Factor Clearinghouse and other published research papers to further evaluate Crash Reduction Factor and effectiveness of each countermeasure.

Subtask 3.3 Safety Projects, Cost Estimate, & BCR Analysis

Based on previously completed tasks, TJKM will identify viable safety projects (engineering) in accordance with Caltrans LRSM. This will include combinations of HSIP-eligible countermeasures identified in previous tasks. We will first develop detailed cost estimates for the identified projects. At the time, we will submit the first draft of projects for City review. Upon receiving comments, TJKM will finalize the list of projects and conduct a BCR analysis on all the identified projects for ranking. We will utilize LRSM approved BCR formula, crash costs in 2021 dollars, as well as the HSIP BCR Analyzer for verification purposes.

Example of BCR Analysis for developing viable safety projects. Solano Transportation Authority HSIP Grant Preparation for Cycle 10, 2020.

Our design team and planners have extensive experience in preparing safety programs and design plan cost estimates. The team will develop a robust cost estimate sheet per project in construction, design, environmental, mobility, administrative and with reasonable contingency.

Task 3 Deliverables

- ✓ Draft and Final Countermeasure Development memos summarizing emphasis areas and countermeasure toolbox
- ✓ Draft and Final Safety Projects, Cost Estimate, and BCR Analysis

Task 4. Development of Final LRSP

Subtask 4.1 Implementation Program

The implementation program will phase safety strategies and engineering projects in a five to 10-year span. It will also categorize projects into maintenance versus capital improvements with associated timing and responsible departments, which will inform budgeting of the City's Capital Improvement Program.

Potential funding sources for each project depend on types of improvements and travel modes. TJKM will first develop a matrix of pursuable Federal and State grant fact sheets that instructs City staff with materials and timeline for each funding opportunity.

Subtask 4.2 LRSP Report

Based on the work completed under previous tasks, TJKM will prepare the Isleton LRSP report, first in draft format for review by City's Project Manager and stakeholders and, after receiving comments, a final report. The LRSP report will contain at a minimum the following sections (subject to adjustments):

- Introduction, Vision, Goals and Objectives
- Collision Data, Systemic Safety Analysis and Results
- Emphasis Areas, 4E Strategies, and Performance Measures
- Countermeasure Toolbox
- Safety Projects, Cost Estimate, and BCR
- Prioritization and Implementation Action Plan
- Monitoring and Ongoing Coordination

We will prepare three draft hard copies and a PDF version of the report for City staff comment. Once comments are received, we will address them and produce a final document along with ten bound copies and one unbound copy (as well as a digital PDF version).



TJKM will prepare for the City Grant Ready Materials for up to two viable grant applications. This could include narrative, collision list, collision diagrams, existing/proposed plan (cross sections, plan views, and 3D renderings or photo simulations), BCR Analyzer, etc.

Task 4 Deliverables

- ✓ Draft and Final LRSP
- ✓ Grant Ready Materials (for up to two viable applications)



Example Grant Ready Materials: HSIP required attachments. \$1.6 million awarded. Dinuba Corridor Safety Improvements HSIP Application, 2018.

Schedule

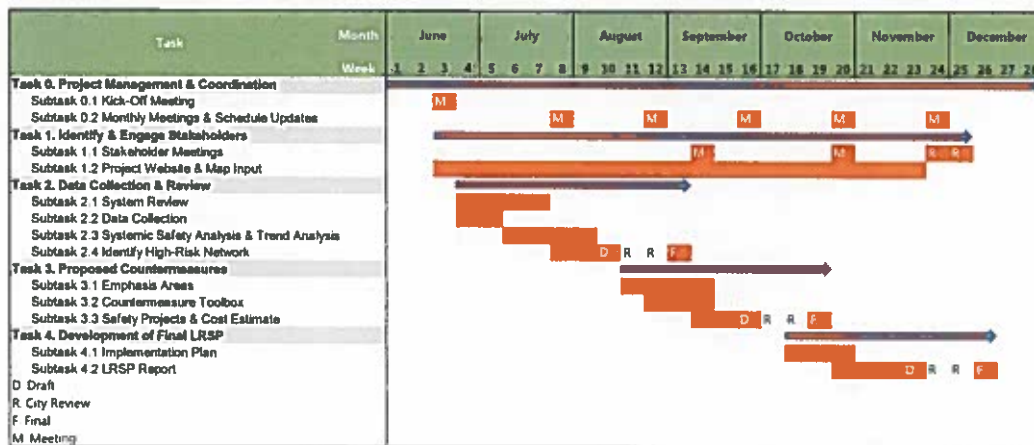
Our proposed team is an experienced team with specific strengths in each of the areas required to deliver this project on schedule and within budget to the satisfaction of City of Isleton. Our proposed team has a proven track record of successful similar projects and is dedicated to providing high-quality products. With our available resources and experience, TJKM is equipped to provide the level of responsiveness required by the City, all while providing professional and quality services. We have developed an individualized approach for each task that, combined with an active project management and team-oriented approach, will ensure the delivery of timely, high-quality services.

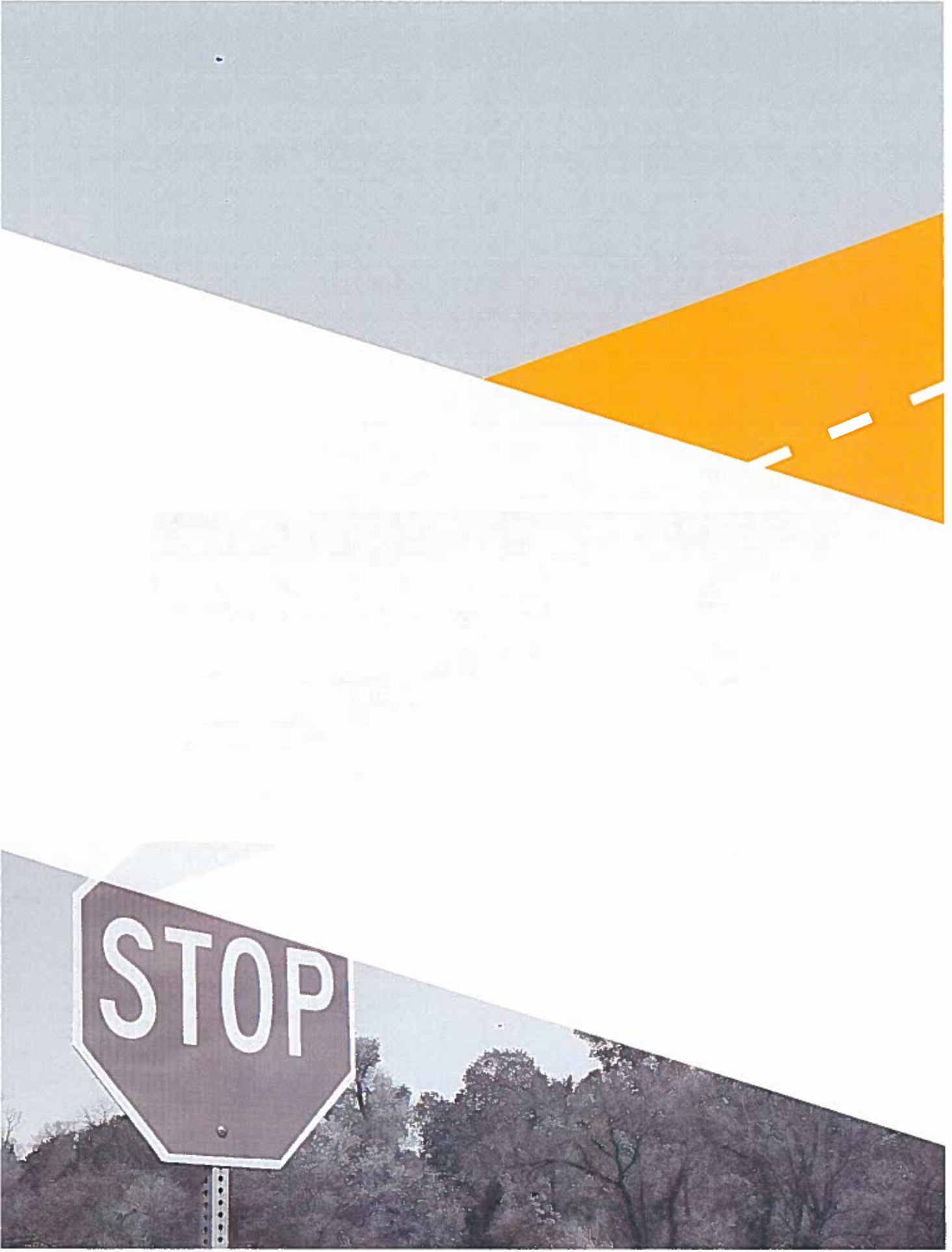
The personnel listed in our organization chart are available to work on the project for the entire duration of the project. Our proposed staff has the availability to accept and complete this key project on schedule and within budget.

TJKM will complete this project in accordance with the schedule shown on the following page.



City of Isleton
 Schedule for LRSP
 Prepared by TJKM Transportation Consultants





D. COST

Per the RFP, the cost proposal has been included separately.



Appendix A

Resumes



AREAS OF EXPERTISE

- Signal Coordination
- Project Management
- Traffic Impact Studies
- Freeway Operations
- Traffic Operations
- Traffic Planning

YEARS OF EXPERIENCE

22

REGISTRATIONS & CERTIFICATIONS

CA CE 73840 (Civil)
 CA TR 2465 (Traffic)
 TX CE 135281 (Civil)

PROFESSIONAL HISTORY

TJKM	2012 - Present
URS	2004 - 2012
Bucher, Willis & Ratliff	2001 - 2003
Autodesk	1999 - 2001

EDUCATION

M.S., Civil Engineering, San Jose State University, San Jose, CA
 B.S., Civil Engineering, Bombay University, Mumbai, Maharashtra, India

Ms. Jariwala has 22 years of professional experience in the areas of traffic operations, transportation planning, freeway and arterial management studies, signal coordination, traffic signal systems, traffic impact studies/EIRs and intelligent transportation systems planning, design and construction oversight. She has extensive experience in macro and microscopic model development and application for analysis of traffic operations for express lane studies as well as multimodal operations, light-rail, bus rapid transit, pedestrian, bicyclists, and traffic safety studies.

Ruta Jariwala, PE, TE

PRINCIPAL

Project Role: Principal-In-Charge & Stakeholder Engagement Task Lead

Project Experience

Local Roadway Safety Plan, Kern County, CA, Kern Council of Governments, 2021-Ongoing, \$562K:

Project Manager responsible for preparing LRSPs for nine cities in Kern County as one single contract, including cities of Arvin, Bakersfield, California City, Delano, Maricopa, Shafter, Taft, Tehachapi, and Wasco. Scope includes two HSIP application preparations for each city

Local Roadway Safety Plans, Mendocino County, CA, Mendocino Council of Governments, 2021-Ongoing, \$200K:

Project Manager currently preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg, Point Arena, and the unincorporated County area. Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.

Local Roadway Safety Plan, Glendale, CA, City of Glendale, 2020-Ongoing, \$72K:

Task Lead on TJKM Team who will be assisting the City of Glendale in developing a LRSP. The Glendale LRSP will be a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4E's strategies, a countermeasure toolbox, and priority safety projects viable to be phased in short, near, and long-term implementation. As part of the scope,

TJKM will prepare and submit three HSIP applications for Cycle 11 on behalf of the City.

Local Road Safety Plan, Folsom, CA, City of Folsom, 2020-Ongoing, \$71K:

Task Lead on project for preparing the City of Folsom's LRSP comprised of data- and community-driven decision making process, with the overarching goal of reducing the number of fatal and severe injury collisions in the city using the four E's of traffic safety: Engineering, Enforcement, Education, and Emergency Services.

Local Road Safety Plan, Culver City, CA, City of Culver City, 2020-Ongoing, \$155K:

Project Manager responsible for assisting the City of Culver City with conducting a LRSP for enhancing safety on city roadways for all travel modes. She will be customizing effective measures under various E's, including Engineering, Education, Encouragement, Enforcement, Emerging Technologies, and Evaluation. She will also be preparing HSIP applications on behalf of the city aiming for Cycle 10 submission.

Local Road Safety Plan, Antioch, City of Antioch, 2020-Ongoing, \$72K:

Principal-In-Charge on project to assist the City of Antioch in developing a LRSP. The project is currently in progress of public and stakeholder outreach in order to gather public input with regard to traffic safety concerns the citizen encounters on a daily basis.



Local Road Safety Plan, Farmersville, City of Farmersville, 2020-Ongoing, \$72K: Principal-In-Charge on project for assisting the City of Farmersville in developing its LRSP. We have identified the high-risk intersections and roadway segments for determining the most feasible countermeasures. Some of the next steps include identification of countermeasures, priority safety projects, and emphasis areas.

Systemic Safety Analysis Report, Yuba, CA, City of Yuba, 2020-Ongoing, \$139K: Principal-In-Charge & QA/QC overseeing project for conducting a SSAR having an emphasis on ten of the City's arterials and collectors. In addition to providing a full scope SSAR, the TJKM Team is also helping the City in preparing 3 HSIP grant applications for Cycle 10, as well as a Vision Zero Policy document which incorporates non-engineering E's strategies and extensive community outreach. The project is currently in the process of review planning context and collecting collision data.

Systemic Safety Analysis Report Program, Yuba County, CA, County of Yuba, 2018-2020, \$155K: Task Lead assisted the County of Yuba on the SSAR aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks included collision analysis, collision rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing. As part of the agreed scope, TJKM conducted an inventory and retro reflectivity of the existing warning/regulatory signs and a pavement delineation analysis on County's rural corridors of 100 miles. These analyses played a vital role in implementing projects identified for reducing future occurrence of fatal and severity collisions.

Systemic Safety Analysis Report Program, Del Norte, CA, County of Del Norte, 2018-2019, \$69K: Task Lead assisted with the development of a SSAR funded through the state-funded SSARP, the intent of which was to assist local agencies in performing a collision analysis, identifying safety issues on

their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP. She followed the Caltrans Local Roadway Safety Manual and Caltrans SSARP Guidelines to conduct data analysis, countermeasure selection, and develop and prioritize safety projects. She also assisted in conducting stakeholder workshops and public meeting and/or outreach to gain feedback on local safety concerns and countermeasure selection. Last but not least, she developed a Safety Countermeasures Evaluation Toolbox to evaluate the effectiveness of previously implemented safety countermeasures.

Rural Road System Safety Analysis Report, San Luis Obispo, CA, County of San Luis Obispo, 2018-2020, \$90K: Task Lead assisted the County of San Luis Obispo on the SSARP aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks included crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing. As part of the agreed scope, TJKM conducted a curve rating analysis on County's pre-identified corridors, totaling 200 miles, for advisory sign update and larger capital improvements such as horizontal alignment.

Systemic Safety Analysis Report Program, Pittsburg, CA, City of Pittsburg, 2018, \$50K: Project Manager responsible for safety analysis to develop the SSARP, which is funded through the statewide SSARP. The team is currently finalizing a list of identified risk factors and safety countermeasures for locations where severe collisions have occurred in the past. Next, the team will develop safety projects based on the identified countermeasures and prioritize them through benefit-cost analysis. The top three ranked projects will be selected for developing 30% concept drawings that the City can submit for HSIP Cycle 9 grant applications. In addition, the team will develop a toolkit that documents the correlation between facility characteristics and potential

countermeasures so that the City can use it for planning citywide systemic roadway network safety enhancement.

Systemic Safety Analysis Report Program, Dinuba, CA, Yamabe & Horn Engineering, Inc., 2018-Ongoing, \$25K: Project Manager working on a safety analysis to develop the SSAR for the City of Dinuba through the SSARP. She has looked into the citywide historical collision data and identified hot spots using GIS techniques. She is currently in the process of developing lists of systemic low-cost countermeasures for hot-spot locations, based on the characteristics of both collisions and facilities. Next, she will develop safety projects based on the identified countermeasures and prioritize them through benefit-cost analysis. Preparation of 30% concept drawings for the top three ranked projects will be carried out and submitted to the City for review. These concept drawings can be used for City's HSIP Cycle 9 grant applications.

She will develop a toolkit to document the correlation between facility characteristics and potential countermeasures so that the City can use it for planning citywide systemic roadway network safety enhancement.



AREAS OF EXPERTISE

- Transportation Planning
- Transit Service
- Traffic Impact Studies
- Parking Operation
- Parking Studies

YEARS OF EXPERIENCE

7

REGISTRATION & CERTIFICATIONS

CA 601 Professional Transportation Planner

PROFESSIONAL HISTORY

TJKM 2015–Present
 Los Angeles World Airports,
 City of Los Angeles 2014 – 2015

EDUCATION

M.S., Transportation Planning, University of Southern California, Los Angeles, CA
 M.S., Financial Engineering, University of Michigan, Ann Arbor, MI
 B.S., Mathematics, Fu Jen University, Taipei, Taiwan

Mr. Lin is a transportation planner at TJKM with seven years of professional experience in the field of parking study, parking operation, transportation planning, transit planning, pedestrian and bicycle studies. Prior to joining TJKM, he served as a transportation analyst intern at the Los Angeles World Airports, assisting in the development and implementation of major parking projects and capital improvement programs.

Ian Lin, PTP

TRANSPORTATION PLANNER

Project Role: Project Manager

Project Experience

Local Roadway Safety Plan, Kern County, CA, Kern Council of Governments, 2021-Ongoing, \$562K:

Task Lead assisting in preparing LRSPs for nine cities in Kern County as one single contract, including cities of Arvin, Bakersfield, California City, Delano, Maricopa, Shafter, Taft, Tehachapi, and Wasco. Scope includes two HSIP application preparations for each city.

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Task Lead assisting in preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg, Point Arena, and the unincorporated County area. Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.

Local Roadway Safety Plan, Millbrae, CA, City Millbrae, 2021-Ongoing, \$45K:

Project Manager currently assisting the City of Millbrae in developing the City's first LRSP. As part of the scope we will prepare and submit HSIP applications for Cycle 11 on behalf of the City.

Local Roadway Safety Plan, Chowchilla, CA, City of Chowchilla, 2021-Ongoing, \$45K:

TJKM is currently assisting the City of Chowchilla in developing the City's first LRSP. State Route 233 runs through its

downtown which is considered a major thoroughfare serving local traffic. As part of the scope we will prepare and submit HSIP applications for Cycle 11 on behalf of the City.

Local Road Safety Plan, Glendale, CA, City of Glendale, 2020-Ongoing, \$80K:

Project Manager assisting the City of Glendale in developing a LRSP. The Glendale LRSP will be a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4E's strategies, a countermeasure toolbox, and priority safety projects viable to be phased in short, near, and long-term implementation. As part of the scope, TJKM will prepare and submit three HSIP applications for Cycle 11 on behalf of the City.

Local Road Safety Plan, Folsom, CA, City of Folsom, 2020-Ongoing, \$71K:

Project Manager responsible for preparing the City of Folsom's LRSP comprised of data- and community-driven decision making process, with the overarching goal of reducing the number of fatal and severe injury collisions in the city using the four E's of traffic safety: Engineering, Enforcement, Education, and Emergency Services.

Local Road Safety Plan, Culver City, CA, City of Culver City, 2020-Ongoing, \$155K:

Task Lead on project to assist the City of Culver City with conducting a LRSP for enhancing safety on city roadways for all travel modes. TJKM will be customizing effective measures under various E's, including



Engineering, Encouragement, Emerging Technologies, and Evaluation. The TJKM Team will also be preparing HSIP applications on behalf of the city aiming for Cycle 10 submission.

Local Road Safety Plan, Antioch, City of Antioch, 2020-Ongoing, \$72K: Project Manager on project to assist the City of Antioch in developing a LRSP. The project is currently in progress of public and stakeholder outreach in order to gather public input with regard to traffic safety concerns the citizen encounters on a daily basis.

Local Road Safety Plan, Farmersville, City of Farmersville, 2020-Ongoing, \$72K: Project Manager assisting the City of Farmersville in developing its LRSP. We have identified the high-risk intersections and roadway segments for determining the most feasible countermeasures. Some of the next steps include identification of countermeasures, priority safety projects, and emphasis areas.

Systemic Safety Analysis Report, Yuba, CA, City of Yuba, 2020-Ongoing, \$139K: Project Manager responsible for conducting a SSAR having an emphasis on ten of the City's arterials and collectors. In addition to providing a full scope SSAR, he is also helping the City in preparing 3 HSIP grant applications for Cycle 10, as well as a Vision Zero Policy document which incorporates non-engineering E's strategies and extensive community outreach. The project is currently in the process of review planning context and collecting collision data.

Systemic Safety Analysis Report Program, Yuba County, CA, Yuba County, 2018-Ongoing, \$155K: Task Lead Primary tasks included crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing. As part of the agreed scope, we conducted an inventory and retro reflectivity of the existing warning/regulatory signs and a pavement delineation analysis on County's rural corridors. These analyses

played a vital role in implementing projects identified for reducing future occurrence of fatal and severity crashes.

Systemic Safety Analysis Report Program, Del Norte, CA, County of Del Norte, 2018-2019, \$69K: Task Lead assisting with the development of a SSAR that is funded through the state-funded SSARP, the intent of which is to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP. He will follow the Caltrans Local Roadway Safety Manual and Caltrans SSARP Guidelines to conduct data analysis, countermeasure selection, and develop and prioritize safety projects. He will also conduct stakeholder workshops and public meeting and/or outreach to gain feedback on local safety concerns and countermeasure selection. Last but not least, he will develop a Safety Countermeasures Evaluation Toolbox to evaluate the effectiveness of previously implemented safety countermeasures.

Systemic Safety Analysis Report Program, Dinuba, CA, Yamabe & Horn Engineering, Inc., 2018, \$25K: Task Lead assisted on a safety analysis to develop the SSAR for the City of Dinuba through the SSARP. He looked into the citywide historical collision data and identified hot spots using GIS techniques. Assisted in developing a list of systemic low-cost countermeasures for hot-spot locations based on the characteristics of both collisions and facilities. He also developed safety projects based on the identified countermeasures and prioritize them through benefit-cost analysis. Preparation of 30% concept drawings for the top three ranked projects were carried out and submitted to the City for review. These concept drawings were used for City's HSIP Cycle 9 grant applications. He assisted in developing a toolkit to document the correlation between facility characteristics and potential countermeasures so that the City can use it for planning citywide

systemic roadway network safety enhancement.

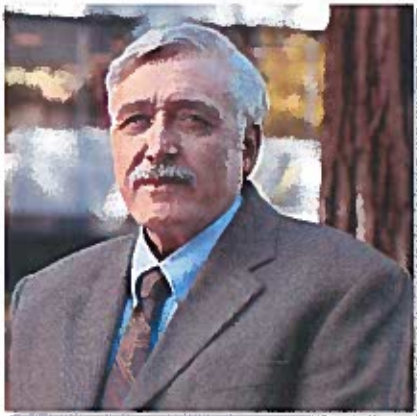
Based on the study completed, the City of Dinuba applied for funding under the Caltrans Highway Safety Improvement Program and was successful in receiving \$1.6 million in funding.

Rural Road System Safety Analysis Report, San Luis Obispo, CA, County of San Luis Obispo, 2018-2020, \$90K: Project Planner who assisted the County of San Luis Obispo on the SSARP aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks included crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing.

Systemic Safety Analysis Report Program, Pittsburg, CA, City of Pittsburg, 2018, \$50K: Task Lead He conducted a safety analysis to develop the Systemic Safety Analysis Report Program, which was funded through the statewide SSARP. He identified a list of risk factors and safety countermeasures for locations where severe collisions have occurred in the past. He also developed safety projects based on the identified countermeasures and prioritize them through benefit-cost analysis. The top three ranked projects were selected for developing 30% concept drawings that the City submitted for HSIP Cycle 9 grant applications.

In addition, he developed a toolkit that documents the correlation between facility characteristics and potential countermeasures so that the City can use it for planning citywide systemic roadway network safety enhancement.

Based on the study completed, the City of Pittsburg applied for funding under the Caltrans HSIP and was successful in receiving \$1 million in funding.



Mr. Fakhry has over 34 years of experience in civil and transportation engineering working for public sector. He has worked in different capacities for the City of Santa Ana, County of Orange, City of Santa Clara and City of Mountain View. His last position was in the City Mountain View where he worked as City Traffic Engineer. His experience is in highway design, transportation/traffic studies, signal design, land development reviews, pedestrian and bike improvements and complete street projects. He has worked closely with neighborhood groups, City Council, and Council Committees and Sub-committees. He also taught as adjunct professor at San Jose State University for over 17 years.

Sayed Fakhry, PE, TE

QUALITY ASSURANCE & QUALITY CONTROL MANAGER

Project Role: QA/QC

AREAS OF EXPERTISE

- Traffic Signal Design
- Signage Plans
- Transportation Studies/Analysis for Developments
- Traffic Circulation
- Roadway Safety & Complete Street
- Pedestrian & Bicycle Safety Improvements

YEARS OF EXPERIENCE

34

REGISTRATIONS & CERTIFICATIONS

CA TE TR 2237
CA CEC 48249

PROFESSIONAL HISTORY

TJKM	2020 - Present
City of Mountain View	2007 - 2019
City of Santa Clara	1999 - 2007
County of Orange	1988 - 1999
City of Santa Ana	1987 - 1988

EDUCATION

- M.S. Transportation Engineering
San Jose State University,
San Jose, CA
- M.S. Civil Engineering Hydraulics
University of Newcastle
upon Tyne, UK

Project Experience

Local Roadway Safety Plan, Kern County, CA, Kern Council of Governments, 2021-Ongoing, \$562K: QA/QC on project for preparing LRSPs for nine cities in Kern County as one single contract, including cities of Arvin, Bakersfield, California City, Delano, Maricopa, Shafter, Taft, Tehachapi, and Wasco. Scope includes two HSIP application preparations for each city.

Local Roadway Safety Plans, Mendocino County, CA, Mendocino Council of Governments, 2021-Ongoing, \$200K: QA/QC on project for preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg, Point Arena, and the unincorporated County area. Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.

Local Roadway Safety Plan, Glendale, CA, City of Glendale, 2020-Ongoing, \$72K: QA/QC on project for developing a LRSP for the City of Glendale. The Glendale LRSP will be a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4Es strategies, a countermeasure toolbox, and priority safety projects viable to be phased in short, near, and long-term implementation. As part of the scope, TJKM will prepare and submit three HSIP applications for Cycle 11 on behalf of the City.

Local Road Safety Plan, Folsom, CA, City of Folsom, 2020-Ongoing, \$71K: QA/QC on project for preparing the City of Folsom's LRSP comprised of data- and community-driven decision making process, with the overarching goal of reducing the number of fatal and severe injury collisions in the city using the four E's of traffic safety: Engineering, Enforcement, Education, and Emergency Services.

Local Road Safety Plan, Culver City, CA, City of Culver City, 2020-Ongoing, \$155K: QA/QC responsible for assisting the City of Culver City with conducting a LRSP for enhancing safety on city roadways for all travel modes. The TJKM Team will be customizing effective measures under various E's, including Engineering, Education, Encouragement, Enforcement, Emerging Technologies, and Evaluation. TJKM will also be preparing HSIP applications on behalf of the city aiming for Cycle 10 submission.

Local Road Safety Plan, Antioch, City of Antioch, 2020-Ongoing, \$72K: QA/QC on project to assist the City of Antioch in developing a LRSP. The project is currently in progress of public and stakeholder outreach in order to gather public input with regard to traffic safety concerns the citizen encounters on a daily basis.





AREAS OF EXPERTISE

- Traffic Operations
- Traffic Handling
- Pavement Delineation
- Signage Plans
- Bicycle & Pedestrian Implementation
- Complete Streets
- Safe Routes to School
- Traffic Signal Design
- Intelligent Transportation Design
- ITS Planning

YEARS OF EXPERIENCE

14

REGISTRATIONS & CERTIFICATIONS

CA EIT 154117

PROFESSIONAL HISTORY

TJKM	2013 – Present
URS	2007 – 2012

EDUCATION

B.S., Civil Engineering, San Jose State University, San Jose, CA

Mr. Patel has 14 years of professional experience in transportation/traffic engineering and design. He has provided support on traffic impact studies, highway operation analysis, signal coordination projects and highway design plans, specifications and estimates (PS&E) packages. Mr. Patel has worked on various electrical design projects which include street lighting, traffic signal, and intelligent transportation system design plans, as well as the preparation of traffic handling, signage, and striping plans

Mr. Patel has worked with various jurisdictions in the San Francisco Bay Area, Tri-Valley, Central Valley, and Northern California and is very familiar with their different standards and requirements. This knowledge often leads to minimal need for plan check comments during the design phase. For all projects, Mr. Patel has developed project estimates, specifications to accompany the full plan set. He has met with clients for comment review meetings, assisted cities on answering contractor Requests for Information (RFIs) on design work, and have met with them onsite to resolve any design questions.

Rutvij Patel, EIT

PROJECT ENGINEER

Project Role: Countermeasures, Safety Projects, & BCR Analysis Task Lead

Project Experience

Local Roadway Safety Plan, Kern County, CA, Kern Council of Governments, 2021-Ongoing, \$562K:

Project Engineer assisting in preparing LRSPs for nine cities in Kern County as one single contract, including cities of Arvin, Bakersfield, California City, Delano, Maricopa, Shafter, Taft, Tehachap, and Wasco. Scope includes two HSIP application preparations for each city.

Local Roadway Safety Plans, Mendocino County, CA, Mendocino Council of Governments, 2021-Ongoing, \$200K:

Project Engineering assisting in preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg, Point Arena, and the unincorporated County area. Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.

Local Road Safety Plan, Glendale, CA, City of Glendale, 2020-Ongoing, \$80K:

Project Engineer assisting the City of Glendale in developing a LRSP.

The Glendale LRSP will be a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4E's strategies, a countermeasure toolbox, and priority safety projects viable to be phased in short, near, and long-term implementation. As part of the scope, TJKM will prepare and submit three HSIP applications for Cycle 11 on behalf of the City.

Local Road Safety Plan, Folsom, CA, City of Folsom, 2020-Ongoing, \$71K:

Project Engineer on project for assisting the City of Folsom's LRSP comprised of data and community-driven decision making process, with the overarching goal of reducing the number of fatal and severe injury collisions in the city using the four E's of traffic safety: Engineering, Enforcement, Education, and Emergency Services.

Local Road Safety Plan, Culver City, CA, City of Culver City, 2020-Ongoing, \$155K:

Task Lead on project to assist the City of Culver City with conducting a local roadway safety plan for enhancing safety on city roadways for all travel modes. TJKM will be customizing effective measures under various E's, including Engineering,



Education, Encouragement, Enforcement, Emerging Technologies, and Evaluation. The team will also be preparing HSIP applications on behalf of the city aiming for Cycle 10 submission.

Local Road Safety Plan, Antioch, City of Antioch, 2020-Ongoing, \$72K:

Project Engineer on project to assist the City of Antioch in developing a LRSP. The project is currently in progress of public and stakeholder outreach in order to gather public input with regard to traffic safety concerns the citizen encounters on a daily basis.

Local Road Safety Plan, Farmersville, City of Farmersville, 2020-Ongoing, \$72K:

Task Lead on project for assisting the City of Farmersville in developing its LRSP. We have identified the high-risk intersections and roadway segments for determining the most feasible countermeasures. Some of the next steps include identification of countermeasures, priority safety projects, and emphasis areas.

Systemic Safety Analysis Report Program, Yuba, CA, Yuba County, 2018-Ongoing, \$155K:

Project Engineer. Primary tasks include crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing. As part of the agreed scope, we are conducting an inventory and retro reflectivity of the existing warning/regulatory signs and a pavement delineation analysis on County's rural corridors. These analyses play a vital role in implementing projects identified for reducing future occurrence of fatal and severity crashes.

Systemic Safety Analysis Report Program, Del Norte, CA, County of Del Norte, 2018-2019, \$69K:

Task Lead assisted with the development of a SSAR funded through the state-funded SSARP, the intent of which is to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP. He followed the Caltrans Local Roadway Safety Manual and Caltrans SSARP Guidelines to

conduct data analysis, countermeasure selection, and develop and prioritize safety projects. He also conducted stakeholder workshops and public meeting and/or outreach to gain feedback on local safety concerns and countermeasure selection. Last but not least, he developed a Safety Countermeasures Evaluation Toolbox to evaluate the effectiveness of previously implemented safety countermeasures.

Rural Road System Safety Analysis Report, San Luis Obispo, CA, County of San Luis Obispo, 2018-2020, \$90K:

Project Engineer who assisted the County of San Luis Obispo on the SSARP aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks included crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing.

Systemic Safety Analysis Report Program, Pittsburg, CA, City of Pittsburg, 2018, \$50K:

Project Engineer assisting with conducting a safety analysis to develop the SSAR, which is funded through the statewide SSARP. He is currently finalizing a list of identified risk factors and safety countermeasures for locations where severe collisions have occurred in the past. He will develop safety projects based on the identified countermeasures and prioritize them through benefit-cost analysis. The top three ranked projects will be selected for developing 30% concept drawings that the City can submit for HSIP Cycle 9 grant applications.

In addition, he will develop a toolkit that documents the correlation between facility characteristics and potential countermeasures so that the City can use it for planning citywide systemic roadway network safety enhancement.

Systemic Safety Analysis Report Program, Dinuba, CA, Yamabe & Horn Engineering, Inc., 2018-Ongoing, \$25K:

Task Lead assisting on a safety analysis to develop the SSAR for the City of Dinuba through the SSARP. The team has looked into the citywide historical

collision data and identified hot spots using GIS techniques. We are currently in the process of developing lists of systemic low-cost countermeasures for hot-spot locations, based on the characteristics of both collisions and facilities. Safety projects will be developed based on the identified countermeasures and prioritize them through benefit-cost analysis. He will prepare 30% concept drawings for the top three ranked projects will be carried out and submitted to the City for review. These concept drawings can be used for City's HSIP Cycle 9 grant applications.

A toolkit will be developed to document the correlation between facility characteristics and potential countermeasures so that the City can use it for planning citywide systemic roadway network safety enhancement.



AREAS OF EXPERTISE

- Transportation Planning
- Active Transportation Plans
- Complete Streets
- Safety Studies

YEARS OF EXPERIENCE

4

PROFESSIONAL HISTORY

TJKM 2018 – Present
 Nelson/Nygaard 2017

EDUCATION

M.S. Environmental Policy and Planning,
 Tufts University, Medford, MA
 B.S. Urban and Regional Planning,
 Center for Environmental Planning
 and Technology (CEPT) University,
 Ahmedabad, Gujarat, India

Ms. Gandhi is an Assistant Transportation Planner at TJKM with four years of professional experience in the development of various systemic safety studies, transit studies, bike and pedestrian plans, complete street programs, neighborhood traffic calming programs and parking studies. She is also involved in organizing and conducting public outreach events which were key to the planning projects she was working on. Ms. Gandhi is a graduate of Transportation Planning from Tufts University

Divya Gandhi

ASSISTANT TRANSPORTATION PLANNER

Project Role: Review of Local Roadway System, & Systemic Safety Analysis, & High-Risk & Emphasis Areas Task Lead

Project Experience

Local Roadway Safety Plan, Kern County, CA, Kern Council of Governments, 2021-Ongoing, \$562K: Task Lead assisting in preparing LRSPs for nine cities in Kern County as one single contract, including cities of Arvin, Bakersfield, California City, Delano, Maricopa, Shafter, Taft, Tehachap, and Wasco Scope includes two HSIP application preparations for each city.

Local Roadway Safety Plans, Mendocino County, CA, Mendocino Council of Governments, 2021-Ongoing, \$200K: Task Lead assisting in preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg Point Arena, and the unincorporated County area Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.

Local Road Safety Plan, Glendale, CA, City of Glendale, 2020-Ongoing, \$80K: Task Lead assisting the City of Glendale in developing a LRSP. The Glendale LRSP will be a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4E's strategies, a countermeasure toolbox, and priority safety projects viable to be

phased in short, near, and long-term implementation. As part of the scope, TJKM will prepare and submit three HSIP applications for Cycle 11 on behalf of the City

Local Road Safety Plan, Culver City, CA, City of Culver City, 2020-Ongoing, \$66K: Project Planner/Task Lead on project to assist the City of Culver City with conducting a local roadway safety plan for enhancing safety on city roadways for all travel modes. TJKM will be customizing effective measures under various E's, including Engineering, Education, Encouragement, Enforcement, Emerging Technologies, and Evaluation. The team will also be preparing HSIP applications on behalf of the city aiming for Cycle 10 submission.

Local Road Safety Plan, Antioch, City of Antioch, 2020-Ongoing, \$72K: Task Lead on project to assist the City of Antioch in developing a LRSP. The project is currently in progress of public and stakeholder outreach in order to gather public input with regard to traffic safety concerns the citizen encounters on a daily basis.

Local Road Safety Plan, Farmersville, City of Farmersville, 2020-Ongoing, \$72K: Task Lead on project for assisting the City of Farmersville in developing its LRSP. We have identified the high-risk intersections and roadway segments for determining the most feasible



countermeasures. Some of the next steps include identification of countermeasures, priority safety projects, and emphasis areas.

Systemic Safety Analysis Report, Yuba, CA, City of Yuba, 2020-Ongoing, \$139K: Transportation Planner on project for conducting a Systemic Safety Analysis Report having an emphasis on ten of the City's arterials and collectors. In addition to providing a full scope SSAR, TJKM is also helping the City in preparing three HSIP grant applications for Cycle 10, as well as a Vision Zero Policy document which incorporates non-engineering E's strategies and extensive community outreach.

Systemic Safety Analysis Report Program, Yuba County, CA, Yuba County, 2018-Ongoing, \$155K: Project Planner. Primary tasks included crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing.

As part of the agreed scope, we are conducting an inventory and retro reflectivity of the existing warning/regulatory signs and a pavement delineation analysis on County's rural corridors. These analyses play a vital role in implementing projects identified for reducing future occurrence of fatal and severity crashes.

Rural Road System Safety Analysis Report, San Luis Obispo, CA, County of San Luis Obispo, 2018-2020, \$90K: Project Planner assisting the County of San Luis Obispo on the Systemic Safety Analysis Report Program aimed at enhancing County roadway safety and identifying projects eligible for the HSIP grant. Primary tasks include crash analysis, crash rate calculation, countermeasure selection, high-risk corridor identification, capital project development, project cost estimate and phasing.

Regional Systemic Safety Analysis Report, Del Norte County, CA, County of Del Norte, 2018-2020, \$69K: Assistant Transportation Planner assisting the County of Del Norte to develop a Systemic Safety Analysis Report. The development of a SSAR is funded through the state-funded Systemic Analysis Report Program, the intent of which is to assist local agencies in performing a collision analysis, identifying safety issues on their roadway networks, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP. She assisted in following the Caltrans Local Roadway Safety Manual and Caltrans SSARP Guidelines to conduct data analysis, countermeasure selection, and develop and prioritize safety projects. She also assisted in conducting stakeholder workshops and public meeting and/or outreach to gain feedback on local safety concerns and countermeasure selection. Last but not least, she also assisted in developing a Safety Countermeasures Evaluation Toolbox to evaluate the effectiveness of previously implemented safety countermeasures.

Systemic Safety Analysis Report Program, Pittsburg, CA, City of Pittsburg, 2018, \$50K: Assistant Transportation Planner Assisted with conducting a safety analysis to develop the SSARP, which was funded through the statewide SSARP. She assisted with identifying a list of risk factors and safety countermeasures for locations where severe collisions have occurred in the past. Safety projects were developed based on the identified countermeasures and prioritized through benefit-cost analysis. The top three ranked projects were selected for developing 30% concept drawings that the City submitted for HSIP Cycle 9 grant applications.

In addition, She assisted with the development of a toolkit that documents the correlation between facility characteristics and potential countermeasures so that the City can

use it for planning citywide systemic roadway network safety enhancement.

Based on the study completed, the City of Pittsburg applied for funding under the Caltrans HSIP and was successful in receiving \$1 million in funding.



Ms. Highsmith has four years of professional experience in transportation engineering and design. She provides support on signal design plans, traffic handling plans, striping plans, and estimate (PS&E) packages.

Anna Highsmith, EIT

ASSISTANT TRANSPORTATION ENGINEER

Project Role: Assistant Transportation Engineer

AREAS OF EXPERTISE

- Traffic Signal Design
- Traffic Handling
- Pavement Delineation
- Signage Plans

YEARS OF EXPERIENCE

4

REGISTRATIONS & CERTIFICATIONS

CA EIT 164696

PROFESSIONAL HISTORY

TJKM	2018 – Present
HMH	2017 - 2018

EDUCATION

B.S. Civil Engineering, San Jose State University, San Jose, CA

Project Experience

Local Roadway Safety Plans, Mendocino County, CA, Mendocino Council of Governments, 2021-Ongoing, \$200K: Assistant Transportation Engineer on team for preparing LRSPs for four local agencies in Mendocino County as one single contract, including cities of Ukiah, Willits, Fort Bragg, Point Arena, and the unincorporated County area. Scope includes HSIP application preparations for each local agency and a joint online interactive safety platform for ongoing data sharing and public outreach.

Central Corridor Bicycle & Pedestrian Safety Improvements, Daly City, CA, City of Daly City, 2018-2020, \$89K: Assistant Transportation Engineer assisting in preparation of PS&E for signal modifications at the intersections of Junipero Serra/John Daly Boulevard and Washington/Junipero Serra and design of Class II bicycle facilities along Eastmoor Avenue, between Baldwin Avenue and Sullivan Avenue as well as two solar radar feedback signs along Eastmoor Avenue.

Stanton Avenue Sidewalk Improvements, Castro Valley, CA, Alameda County, 2018-2019, \$30K: Assistant Transportation Engineer assisting in preparation of PS&E for signing and striping plans along a 0.9 mile stretch of Stanton Avenue from Castro Valley Boulevard to Miramar Avenue. Plans included installation of Class II and Class III bike lanes as well as RRFBs at Carlton Avenue.

Castro Street Bikeway Feasibility Study, Mountain View, CA, City of Mountain View, 2019-Ongoing, \$71K: Assistant Transportation Engineer assisting in preparation of conceptual design alternatives and evaluation for the installation of different bicycle facilities within the city of Mountain View's Downtown corridor of Castro Street. Concept preparation included development of conceptual design and plans and order of magnitude cost estimates to accompany feasibility study report.

Safe Routes to School, Oakland, CA City of Oakland, 2018-Ongoing, \$142K: Assistant Transportation Engineer assisting with preparation of the PS&E for six schools in Oakland. TJKM's design plans involve signage and striping improvements, identifying and designing bulbout and curb ramp locations, new roundabout installation, traffic signal modifications for the removal of a pork chop island, and installation of driver speed feedback signs for traffic calming. This project also calls for evaluating the need for speed humps at three locations and recommending placements.





AREAS OF EXPERTISE

- Bicycle & Pedestrian Planning
- Traffic Safety
- Complete Streets
- Signage Plans

YEARS OF EXPERIENCE

6

REGISTRATIONS & CERTIFICATIONS

CA EIT 138033
 American Institute of Certified
 Planners 32111

PROFESSIONAL HISTORY

TJKM	2020 – Present
Parisi	2018 – 2020
Arup	2015 - 2018
Jacobs Engineering	2009 - 2011

EDUCATION

MCRP/M.S., City & Regional Planning,
 Transportation Engineering,
 California Polytechnic State
 University, San Luis Obispo, CA
 B.S., Civil Engineering, California State
 University, Long Beach, CA

Ms. Stitt has six years of transportation planning/engineering experience. She has supported systemic safety reports, grants, complete streets and traffic calming projects. She focuses on multi modal analysis, safety studies and design solutions. Ms. Stitt has worked on all stages of complete street projects, from public outreach, conceptual design, grant writing, long range planning and 100% striping and signage plans.

Ms. Stitt has worked with various jurisdictions in the San Francisco Bay Area, Tri-Valley, and Northern California and is very familiar with their different standards and requirements.

Jasmine Stitt, AICP, EIT

ASSISTANT TRANSPORTATION PLANNER

Project Role: Assistant Transportation Planner

Project Experience

Local Road Safety Plan, Glendale, CA, City of Glendale, 2020-Ongoing, \$80K: Transportation Planner assisting the City of Glendale in developing a LRSP. The project is anticipated to commence the last week of October, 2020. The Glendale LRSP will be a living document including systemic safety analysis, identification of high-risk roadway segments and intersections, emphasis areas and 4E's strategies, a countermeasure toolbox, and priority safety projects viable to be phased in short, near, and long-term implementation. As part of the scope, TJKM will prepare and submit three HSIP applications for Cycle 11 on behalf of the City.

Local Road Safety Plan, Antioch, City of Antioch, 2020-Ongoing, \$72K: Transportation Planner on project to assist the City of Antioch in developing a LRSP. The project is currently in progress of public and stakeholder outreach in order to gather public input with regard to traffic safety concerns the citizen encounters on a daily basis.

Marin Travel Safety Plan, Marin, CA, Parisi Transportation Consulting 2018-2019: Transportation Planner assisting the County to prepare a Travel Safety Report. Assisted with the

stakeholder meetings, worked with cities to identify countermeasures for high collision corridors and assisted in the preparation of the final report. Wrote and won three HSIP grants totaling 3 million in funding.

San Pablo Avenue Complete Streets, Rodeo, CA, Arup, 2015-2018: Transportation Planner assisting the County to provide an assessment of the design options for a street redesign of a section of the Bay Trail. Different design options were created and analysis of the traffic impacts for each one were conducted. Contributed to the design, generated the engineering drawings, and collaborated with the client and transit agency to ensure the mitigation of bus-bike conflicts.

Milvia Bikeway Project, Berkeley, CA, Parisi Transportation Consulting 2019-2020: Transportation Planner assisting the City to prepare 30% designs for a protected bikeway. Assisted in two public workshops.





Mr. Peterson serves as a Transportation Planner for TJKM in the Austin, Texas area. He has five years of experience in transportation planning and GIS work, specializing in bicycle and pedestrian planning, safety studies, long range transportation plans and studies, and grant writing/administration. Mr. Peterson comes to TJKM from the public sector, where he served nearly two years as a Planning Assistant for the Solano Transportation Authority in the San Francisco Bay Area. Prior to that, he held two GIS internships while in college, one in the private sector and the other with the California Department of Transportation. He holds a Bachelor's degree in Geography with a Metropolitan Planning concentration from California State University, Sacramento.

Cory Peterson

TRANSPORTATION PLANNER

Project Role: Transportation Planner

AREAS OF EXPERTISE

- Transportation Planning
- Complete Streets
- Bicycle & Pedestrian Planning
- Safety Studies
- Grant Writing & Administration

YEARS OF EXPERIENCE



PROFESSIONAL HISTORY

TJKM	2019–Present
Solano Transportation Authority	2016–2019
Caltrans	2014–2015
Land IQ	2014–2015

EDUCATION

B.A., Geography & Metropolitan Planning, California State University, Sacramento, CA

Project Experience

Systemic Safety Analysis Report, Yuba, CA, City of Yuba, 2020–Ongoing, \$139K: Transportation Planner on project for conducting a Systemic Safety Analysis Report (SSAR) having an emphasis on ten of the City's arterials and collectors. In addition to providing a full scope SSAR, TJKM is also helping the City in preparing 3 HSIP grant applications for Cycle 10, as well as a Vision Zero Policy document which incorporates non-engineering E's strategies and extensive community outreach. The project is currently in the process of review planning context and collecting collision data.

Dinuba Complete Streets Program, Dinuba, CA, City of Dinuba, 2019, \$58K: Helped write a document detailing recommended policies, treatments, and cross-sections for implementation of complete streets, a rural community in California's Central Valley. This project follows up a Pedestrian and Bicycle Connectivity and Safety Study, completed by TJKM.

Dixon Green Bike Lanes Project, Dixon, CA, City of Dixon, 2017, \$20K: Assisted the City of Dixon in securing funding for Solano County's first green painted bike lanes. Worked with City

engineers to calculate cost of paint and securing subsequent funding.

Bay Trail/Vine Trail Gap Closure Project, Vallejo, CA, City of Vallejo, 2018–2019, \$200K: Assisted STA Projects staff and City of Vallejo staff in the implementation of this vital bike and pedestrian connection within the City of Vallejo, including securing an additional \$200k in funding for the design process.

Solano Active Transportation Plan, Solano County, CA, Solano Transportation Authority, 2018–2019, \$600K: Served as Project Manager for the Solano ATP, which aimed to merge together several bike and pedestrian planning processes. Secured \$350k in additional grant funding from Caltrans, and worked with each Solano jurisdiction to begin development of the plan. Led a team of staff to conduct seven outreach events. Plan is expected to be completed in early 2020 and will include a new vision for active transportation in Solano County.

Comprehensive Modal Plan, Mountain View, CA, City of Mountain View, 2019–Ongoing, \$295K: Assisting with literature review and mapping tasks for a City of Mountain View study that combines vehicle, transit, bicycle, and pedestrian improvements into one citywide comprehensive document.





CALIFORNIA | FLORIDA | TEXAS
Corporate Office 4305 Hacienda Drive, Suite 550, Pleasanton, CA 94588
925.463.0611 | www.TJKM.com

City of Isleton
 Cost Proposal for Local Roadway Safety Plan
 Prepared by TKM Transportation Consultants

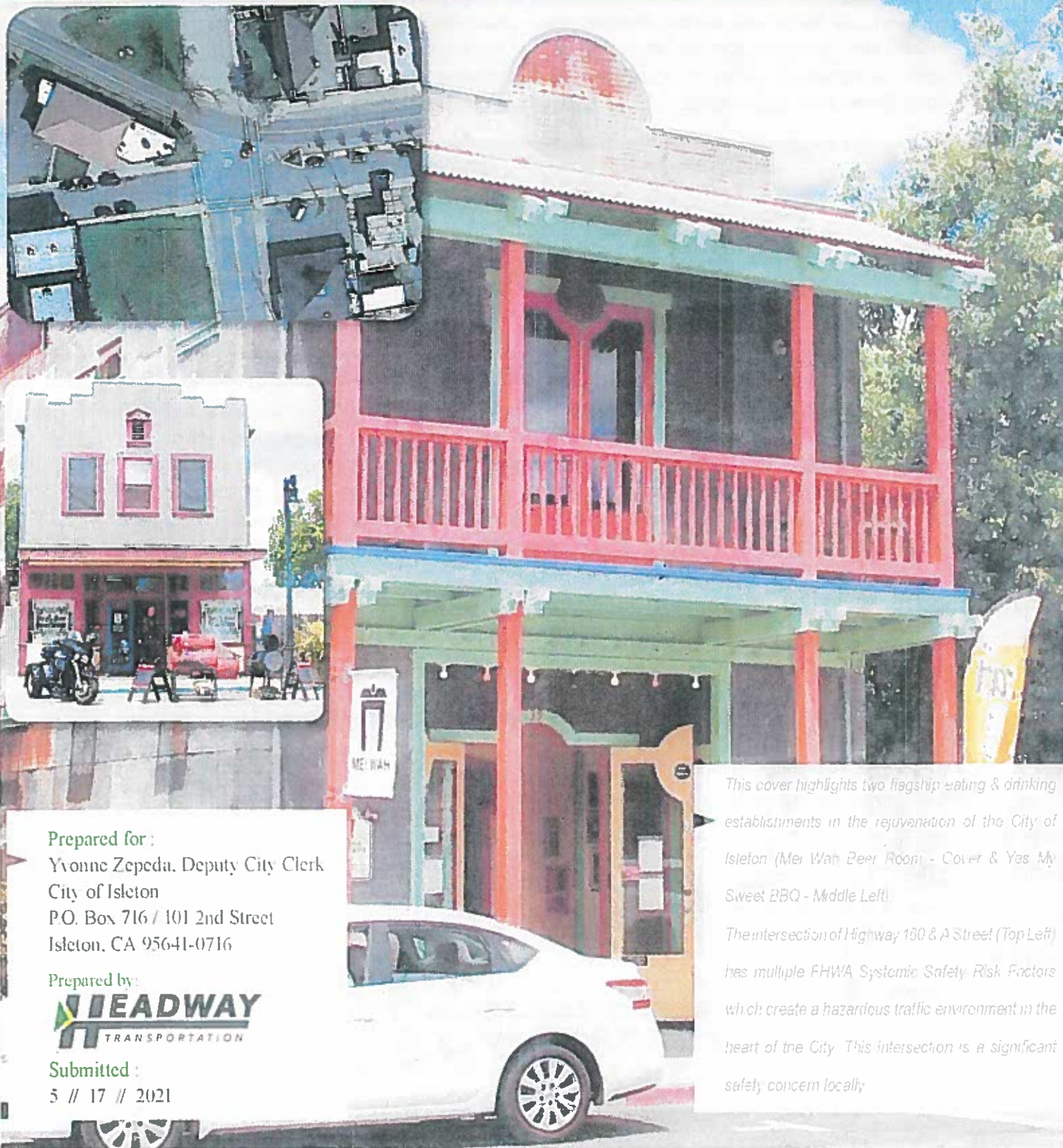
Task	Rita Jarhwa	Sayed Fahmy	Ian Lin	Dirya Ganteh	Nurvi Patel	Cory Peterson	Anna Highsmith	Jasmine Stitt	Cost by Task	TKM DDCL	TKM Total Fee
Direct Salary	\$91.54	\$81.73	\$53.13	\$35.16	\$65.10	\$40.55	\$36.67	\$37.50	\$	\$	\$
Overhead	103.28%	103.28%	103.28%	103.28%	103.28%	103.28%	103.28%	103.28%	\$	\$	\$
Fringe	47.36%	47.36%	47.36%	47.36%	47.36%	47.36%	47.36%	47.36%	\$	\$	\$
Profit	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	\$	\$	\$
Billing Rate	\$252.38	\$225.33	\$146.48	\$96.94	\$178.48	\$111.80	\$101.10	\$103.39	\$	\$	\$
Task 0. Project Management & Coordination	9	0	14	16	0	0	0	0	\$ 5,873.16	\$	\$ 5,873.16
Subtask 0.1 Kick-Off Meeting	1	0	2	4					\$ 933.09	\$	\$ 933.09
Subtask 0.2 Monthly Meetings & Schedule Updates	8	0	12	12					\$ 4,940.06	\$	\$ 4,940.06
Task 1. Identify & Engage Stakeholders	1	1	12	20	0	12	0	10	\$ 6,549.71	\$	\$ 6,549.71
Subtask 1.1 Stakeholder Meetings	1	0	8	12		12			\$ 3,929.06	\$	\$ 3,929.06
Subtask 1.2 Project Website & Map Input	0	1	4	8					\$ 2,620.65	\$	\$ 2,620.65
Task 2. Data Collection & Review	6	4	20	34	0	45	0	66	\$ 20,495.70	\$ 150.00	\$ 20,645.70
Subtask 2.1 System Review	2	1	4	4		8		8	\$ 3,425.26	\$	\$ 3,425.26
Subtask 2.2 Data Collection	0	0	4	2		2		8	\$ 1,830.51	\$	\$ 1,830.51
Subtask 2.3 Systemic Safety Analysis & Trend Analysis	2	2	4	16		20		30	\$ 8,429.98	\$	\$ 8,429.98
Subtask 2.4 Identify High-Risk Network	2	1	8	12		15		20	\$ 6,809.94	\$	\$ 6,809.94
Task 3. Proposed Countermeasures	2	7	40	16	16	24	55	56	\$ 26,397.56	\$	\$ 26,397.56
Subtask 3.1 Emphasis Areas	0	1	8	16		16		16	\$ 6,391.18	\$	\$ 6,391.18
Subtask 3.2 Countermeasure Toolbox	0	2	12	8	8	8	35	20	\$ 10,145.00	\$	\$ 10,145.00
Subtask 3.3 Safety Projects & Cost Estimate	2	4	20	8	8	20	20	20	\$ 9,861.38	\$	\$ 9,861.38
Task 4. Development of Final LRSP	3	5	28	40	4	20	0	24	\$ 15,298.02	\$	\$ 15,298.02
Subtask 4.1 Implementation Plan	0	1	8	16	2	4		8	\$ 4,581.46	\$	\$ 4,581.46
Subtask 4.2 LRSP Report (Includes Grant Ready Materials)	3	4	20	24	2	16		16	\$ 10,716.56	\$	\$ 10,716.56
Sub-Total	21	17	114	126	20	101	55	156	\$ 74,614.13	\$ 150.00	\$ 74,764.13

RECEIVED

Lauren

1:42 PM
 10/18/21

Proposal for: Isleton Local Road Safety Plan RFP



Prepared for:
Yvonne Zepeda, Deputy City Clerk
City of Isleton
P.O. Box 716 / 101 2nd Street
Isleton, CA 95641-0716

Prepared by:
LEADWAY
TRANSPORTATION

Submitted:
5 // 17 // 2021

This cover highlights two flagship eating & drinking establishments in the rejuvenation of the City of Isleton (Mer Wah Beer Room - Cover & Yes My Sweet BBQ - Middle Left)

The intersection of Highway 160 & A Street (Top Left) has multiple FHWA Systemic Safety Risk Factors which create a hazardous traffic environment in the heart of the City. This intersection is a significant safety concern locally.



May 17, 2021

Yvonne Zepeda,
Deputy City Clerk

City of Isleton
P.O. Box 716 / 101 2nd St
Isleton, CA 95641-0716

Proposal for the City of Isleton Local Road Safety Plan

The City of Isleton faces a unique challenge in competing for future HSIP funding: only 17 crashes occurred in the City between 2015 – 2019. With so few crashes throughout the City, developing a traditional HSIP application for a specific location may not result in a high enough Benefit-Cost Ratio to be competitive for funding. But we have a solution!

For the City, rather than a standard HSIP application, specific locations throughout the City with multiple systemic safety risk factors may be strong candidates for systemic HSIP applications. Our approach will focus on identifying systemic safety risk factors at high-risk areas including the intersections of SR 160 / A St / 2nd St and Jackson Slough Rd / Terminus Rd. This approach will help make the City's HSIP applications competitive and help address multiple safety issues throughout the City. Headway is experienced in partnering directly with local staff to advise and guide agencies through the best approach to compete for funding while accommodating various public agency staffing levels. We will provide technical support and expert guidance to the City of Isleton every step of the way.

Why hire Headway?

- FHWA Risk Factor Experience
- Nimble Public Outreach
- Tailored Approach

2 Complete HSIP Applications

We understand the rebirth which the City is currently going through. With new eating and drinking establishments and annual events, the "Little Paris in the Delta" is starting its own economic development by improving safety and reducing speeds on roadways through commercial areas and *highlighting Isleton as a place to drive to and not through.*

Our project plan also incorporates strategic enhancements to the typical LRSP approach including a nimble public outreach process and Focus Area Strategy Tables which facilitate easy review by

Caltrans, Stakeholders, and the general public. The experts at Headway have extensive experience conducting safety analysis across California, Nevada, and Louisiana. We will apply our wealth of knowledge and lessons learned from past and on-going projects such as the on-going Local Road Safety Plans in the City of Chico, Lakeport, Clearlake, and Town of Paradise which we are currently implementing. Our team will be led by Lauren Picou, PE, PTOE, who has nearly two decades of experience and specializes in conducting safety studies and operational analyses and is intimately familiar with the application of FHWA Systemic Safety Risk Factors. Furthermore, our team is highly efficient and capable of completing all project tasks in-house without the need for sub-consultants.

Thank you in advance for considering our team's exceptional approach and outstanding qualifications. We will perform all services contained in this proposal and adhere to the requirements described in the Request for Proposals. I will personally represent the firm as Principal-In-Charge for all contractual matters. Please do not hesitate to contact me by phone at (530) 897-0199 or email at lchilson@headwaytransportation.com with any requests for additional information.

Sincerely,
Headway Transportation, LLC



Loren E. Chilson, PE
Principal

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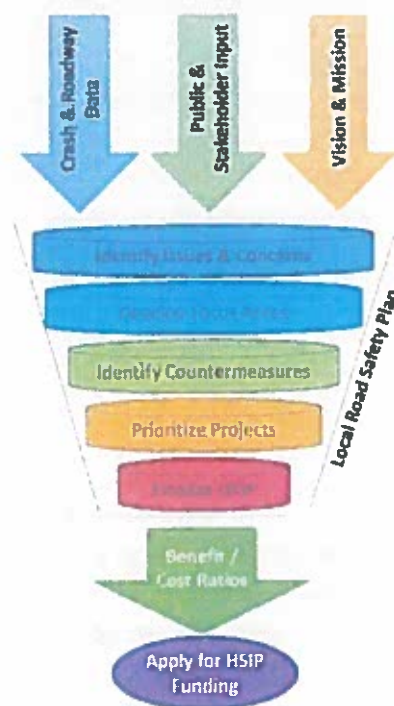
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1. Project Understanding & Approach

We understand what the City of Isleton desires to get out of an LRSP because we have in-depth knowledge of the safety planning process from years of conducting safety studies in rural communities. We also understand that this project will focus on identifying locations with systemic safety risk factors in addition to evaluating historical crash data. We know that the City desires to develop an LRSP that:

- ✓ Builds off of the existing safety components already in place.
- ✓ Identifies systemic safety concerns and focus areas to prioritize limited funding towards the most beneficial safety projects and pursue HSIP funding.
- ✓ Engages the public and stakeholders through in-person and/or virtual means if COVID-19 restrictions remain in place
- ✓ Adheres to an efficient project plan which develops comprehensive strategies to improve safety through a data-driven process.



Approach

Our approach is to listen and learn, be efficient, and develop a broad range of short-term and long-term strategies to create an integrated and intelligent plan.

Listen & Learn – We pride ourselves on listening first and acting second. Our first step in the LRSP will be to sit down and listen to the City, Caltrans, and key stakeholders in order to learn their unique safety concerns within the City. Our preliminary list of project stakeholders to include in the project working group will be verified with the City prior to engaging with any stakeholders. Concerns from the City and stakeholders along with input gathered through the public outreach process will help us develop tailored recommendations to address specific safety issues and overarching community goals.

Efficiency – Our entire project plan is built around efficiency in order to adhere to the project schedule. Developing technical memos at key stages of the project will allow the City to track the project progress throughout the entire project schedule. Additionally, collecting public input electronically through an interactive map and online survey will eliminate data-entry and digitization of dots on a map. This nimble approach is included in multiple District 3 LRSPs currently (Chico, Clearlake, and Lakeport) and will allow the City to collect public input easily for an extended period of time with minimal effort.

Methodology

Headway staff will utilize a number of tools and techniques to prepare a comprehensive LRSP for the City in compliance with federal and state guidelines as well as industry best practices. Headway's methodology includes the following tools and techniques:

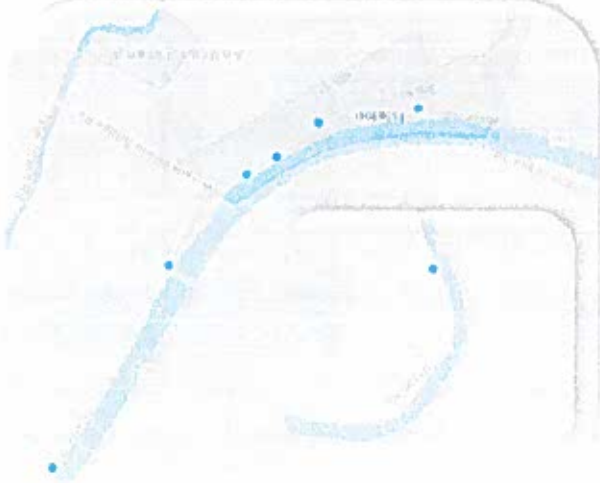
Focus Areas Strategy Tables – We will utilize easy to use custom tables to clearly identify S.M.A.R.T.² Action items for each Focus Area. Tables will help stakeholders and the public quickly identify the proposed strategies, the responsible parties, date of completion, performance measures, and strategic linkage to the state Strategic Highway Safety Plan for each Focus Area action item. These Focus Area Strategy Tables will not only make the LRSP itself easy to read for the general public and stakeholders but will make the Caltrans Local Development – Intergovernmental Review (LD-IGR) an easy and straightforward process.

Adaptive Public Outreach – ArcGIS is versatile tool which supplements in-person meetings and can be used to gather public comments in lieu of in-person gatherings. ArcGIS will be the bedrock of an efficient public outreach process with or without COVID-19 restrictions for in-person gatherings. We will develop an interactive map which allows members of the public to identify specific locations with safety concerns that fall within the identified Focus Areas. This unique approach, currently being utilized as part of the City of Chico, Lakeport, and Clearlake LRSPs, will generate a georeferenced dataset of public comments which will provide deeper insights when identifying focus areas. Headway used a similar outreach process for the South Meadows Multimodal Transportation Study in 2019 which resulted in over 4,000 individual public comments and the **NV APA Outstanding Public Outreach Award in October 2020**.

Data Analysis – We are well versed in reviewing, evaluating, and analyzing historical crash data throughout Northern California. We are experienced in managing large-scale datasets including ones with conflicting reporting schema, which is often the case in California crash databases with more than 5 years of data. Our analysis of crash trends will identify systemic safety trends as well as high-crash corridors and intersections. Our analysis will utilize the data provided by the City as well as the publicly available data through the SWITRS data portal.

² Smart, Measurable, Attainable, Relevant, Time-based

Exhibit 1. City of Isleton Crashes (2015 - 2020, TIMS)



FHWA Systemic Safety Risk Factors – We are aware of the desire to address specific locations such as the troublesome intersection of Highway 160 and A Street. However, the past five years of crash data may not reflect the true level of safety risk at this intersection. In order to assess the potential safety risks in a more holistic manner, Headway will evaluate major areas of concern based on the FHWA Systemic Safety Risk Factors. Based on our initial review of this location, this intersection includes at least the following Systemic Safety Risk Factors:



Exhibit 2. Highway 160 / A St & A St / 2nd St Intersection (Google Earth)

- ▶ Roadway Alignment
- ▶ Presence of Lighting
- ▶ Presence of on-street parking
- ▶ Intersection Skew Angle
- ▶ Intersection location in or near horizontal curve
- ▶ Presence of left-turn or right-turn lanes
- ▶ Pedestrian Crosswalk presence
- ▶ Adjacent land use type (commercial)

2. Demonstrated Competence

Firm Overview

Headway Transportation, LLC (originally Traffic Works, LLC) was founded in early 2010 to provide clients exceptional service and value in traffic engineering and transportation planning services. Headway was established by Loren Chilson, PE who has over 23 years of experience in California and Nevada. Over the past 10 years, Headway has become a locally recognized leader in traffic engineering and transportation planning. Headway specializes in all facets of traffic engineering and transportation planning including safety studies, data collection and analysis, geospatial analysis, and traffic operations analysis. Our experienced staff is skilled at combining public input with complex analysis and agency goals to successfully prepare transportation plans and designs that jurisdictions can rely on to increase safety, guide funding to the most beneficial projects, and best position the City to pursue and obtain grant funding.

At Headway, we specialize in offering a full suite of services that help solve transportation challenges while also working within the real-world monetary and staffing constraints of any public agency. As a full-service transportation specialty firm, we have the expertise to provide all necessary services to complete the LRSF, from data analytics to virtual public outreach, without the use of subconsultants. We specialize in effectively delivering improvement plans that involve comprehensive data analysis coupled with thoughtful and practical recommendations. The organizational chart illustrates our top-notch team that is committed to the City for this LRSF.

Our project manager, Lauren Pico, has over eighteen years of experience in traffic safety and is a registered Professional Traffic Operations Engineer (PTOE). Additionally, Lauren is currently pursuing the Road Safety Professional certification and anticipates certification in summer 2021.

Firm QA/QC Procedures

At Headway, sound and dependable engineering is a core value. We take great pride in producing high quality work and have developed a rigorous quality assurance/quality control standard. We use templates to ensure that designs and calculations are consistent, thorough, and adhere to the latest design standards. For quality assurance/quality control, we have developed a three-tier system to ensure that deliverables are comprehensive and live up to the high-quality workmanship that is the Headway standard. First, work is performed under the supervision of and checked by a senior staff engineer. Second, we use project-specific check lists to ensure that all aspects of the work are verified. Finally, all deliverables are reviewed by our Principal, Loren Chilson, prior to submittal.

Client Testimonial:
 "Thank you, Headway team, for a successful Safe Routes to School Master Planning effort. Really appreciated your leadership and support on this one."
 - Lucia Maloney, PMP
 Transportation Manager
 Carson City, NV



Relevant Experience

Local Road Safety Plan (LRSP), City of Chico, CA

Client: City of Chico, 411 Main Street, Chico, CA 95928
Reference: Bikramjit Kahlon, Senior Traffic Engineer, (530) 879-6940
411 Main Street, Chico, CA 95928
Dates: August 2020 – Present
Contract Amount: \$80,000
Staff Assigned: Lauren Picou, Cole Peiffer, and Loren Chilson

Description:

Headway Transportation is currently working with the City of Chico to finalize a comprehensive and data driven Local Road Safety Plan. Headway analyzed the most recent five years of crash data to identify long-term trends, high-crash corridors and intersections. Headway worked with the City of Chico and the Stakeholder Working Group to identify initial Focus Areas which include pedestrian



Exhibit 3. Screenshot of interactive public outreach map for City of Chico Local Road Safety Plan

safety, intersection safety, and distracted driving. This plan will enhance the standard process for LRSPs with unique public outreach strategies due to the impact on public in-person meetings from COVID-19. Headway Transportation also hosted all stakeholder working group meetings virtually. Headway developed an online survey and interactive map which allowed members of the public to identify specific locations with safety concerns based on the initial Focus Areas.

Supplementing a virtual survey in this way makes the process more interactive and, based on our experience, garners deeper insights into safety concerns from the public. ***Within a two-week period, the interactive map shown to the above generated nearly 360 geo-referenced comments regarding local road safety issues.***

Based on the results of the public outreach effort, Headway conducted an in-depth analysis of six years of crash data to identify high crash intersections and segments which present the greatest opportunity for reducing fatal and serious injury crashes in the City based on the societal cost of the recent crash history. Selected countermeasures from the Countermeasure Toolbox were compiled into potential projects which will address safety issues and FHWA Risk Factors at the intersections and segments with the highest societal cost from crashes.



Furthermore, the LRSF identified proven countermeasures and strategies in Education, Enforcement, and Emergency Medical Services to supplement the identified Engineering and countermeasures. To facilitate implementation on engineering and non-engineering countermeasures and strategies, Headway developed a phased implementation plan for all recommendations, which is easy to understand and follow for the City, stakeholders, and the public alike. This plan is currently in draft form and is anticipated to be completed in June 2021.

Local Road Safety Plan (LRSF), City of Clearlake, CA

Client:	Lake Area Planning Council, 525 S. Main Street, Ukiah, CA 95482
Reference:	Danielle Casey, Project Coordinator, (707) 463-1806 525 S. Main Street, Suite G, Ukiah, CA 95482
Dates:	February 2021 – Present
Contract Amount:	\$50,000
Staff Assigned:	Lauren Pico, Cole Peiffer, and Loren Chilson
Description:	

Headway recently began working with the Lake Area Planning Council (APC) and City of Clearlake to develop a comprehensive and data driven Local Road Safety Plan. Headway has conducted an initial review of crash data from the past five years and identified initial focus areas based on those findings. The initial focus areas will help frame the public outreach process and will comprise the initial focus areas available on the interactive map. Similar to the City of Chico LRSF, Headway developed a unique online public outreach map for the City of Clearlake to provide residents with an opportunity to express their concerns relating to transportation safety in their community despite COVID-19 restrictions. In addition to the online interactive map and survey, the APC and Headway developed an outreach flyer to accompany local utility bills which may be mailed back to the City of Clearlake. This helps to maintain engagement for those individuals who lack internet access or are uncomfortable accessing online content. Headway Transportation will utilize the public comments generated from this effort to identify public comment hot spots representing key locations of concern for local residents across each Focus Area. This on-going effort will be completed by December 2021.



It is important to note that the City of Clearlake and City of Lakeport LRSFs, conducted through the APC, are separate efforts which Headway is conducting simultaneously for efficiency.



Local Road Safety Plan (LRSP), City of Lakeport, CA

Client: Lake Area Planning Council, 525 S. Main Street, Ukiah, CA 95482
Reference: Danielle Casey, Project Coordinator, (707) 463-1806
 525 S. Main Street, Suite G, Ukiah, CA 95482
Dates: February 2021 – Present
Contract Amount: \$80,000
Staff Assigned: Lauren Picou, Cole Peiffer, and Loren Chilson

Description:

Headway recently began working with the Lake Area Planning Council (APC) and City of Lakeport to develop a comprehensive and data driven Local Road Safety Plan. Headway evaluated the most recent five years of crash data from SWITRS to identify initial focus areas as well as the intersections with the highest number of total crashes and fatal & serious injury crashes through the *SWITRS GIS Map* (see Exhibit 5). This resource allows agencies to easily pinpoint high crash intersections and help inform more in-depth

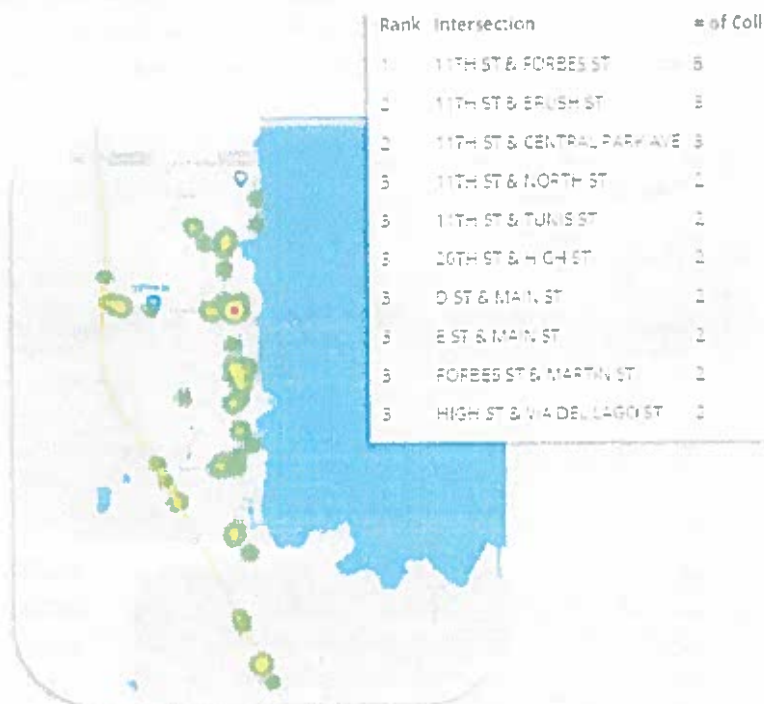


Exhibit 4. SWITRS GIS Crash Data Heat map (2015 - 2019)

analysis later in the project. Headway developed an online public outreach map for the City of Lakeport to provide residents with an opportunity to express their concerns relating to transportation safety in their community despite COVID-19 restrictions. In addition to the online interactive map and survey, the APC and Headway developed an outreach flyer to accompany local utility bills which may be mailed back to the City of Lakeport. Headway Transportation will utilize the public comments generated from this effort to identify public comment hot spots representing key locations of concern for local residents across each Focus Area. This on-going effort will be completed by December 2021.

It is important to note that the City of Clearlake and City of Lakeport LRSPs, conducted through the APC, are separate efforts which Headway is conducting simultaneously for efficiency.

Local Road Safety Plan (LRSP), Town of Paradise, CA

Client: Town of Paradise Public Works,
 Reference: Marc Mattox, Town Engineer/Director of Public Works, (530) 872-6291
 ext. 125, 5555 Skyway, Paradise, CA 95969
 Dates: April 2021 – Present
 Contract Amount: \$37,700
 Staff Assigned: Lauren Picou, Dylan Axtell, Cole Peiffer, and Loren Chilson
 Description:

Headway is currently working with the Town of Paradise to develop a comprehensive and holistic LRSP. The Camp Fire devastated the Town of Paradise in 2018. As the Town rebuilds, planning for the future based on historical crash data presents a unique challenge. This LRSP will build off the previously completed SSAR and support a larger effort to update the Town's Master Plan.



Headway Transportation is currently in the process of obtaining and evaluating historical crash data to identify preliminary focus areas and develop preliminary public outreach materials. This project will help to ensure that the safety improvements recommended now help serve this community in the most beneficial manner as the Town rebuilds. This project will include a public outreach effort with an online survey and interactive map to gather public comments similar to the Chico, Lakeport, and Clearlake LRSPs. The final document is anticipated to be completed in December 2021.



Strategic Transportation Safety Plan, Pyramid Sutter Paiute Tribe, Nixon, NV

Client: Pyramid Sutter Paiute Tribe, 208 Capitol Hill, Nixon, NV 89424
Reference: Johnnie Garcia, Transportation Planner, (775) 574-1000 ext. 1106
208 Capitol Hill, Nixon, NV 89424
Dates: July 2015 – February 2016
Contract Amount: \$15,890
Staff Assigned: Loren Chilson and Cole Peiffer

Description:

Headway Transportation was retained to work interactively with the Tribe to prepare a Strategic Transportation Safety Plan (STSP) enabling the Tribe to be eligible for and seek transportation safety funding through the Federal Lands Highway division of the US DOT-FHWA.

This STSP followed a *nearly identical process as LRSPs*. Tasks included developing goals and a vision statement, coordination with over 10 safety partner agencies, crash history and data collection, crash type and crash trend analysis for all highways through the tribal lands' boundary, *development of nine safety Focus Areas*, creation of safety strategies/projects, identification of next steps and potential funding sources.

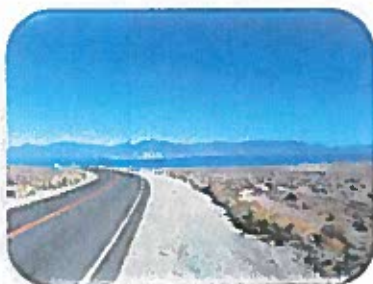


The flowchart below highlights the project process from Vision through to funding sources and next steps.



Safety analysis process used on this project is identical to the LRSP process

The final plan was *data driven, identified transportation safety issues, prioritized activities with cost estimates to address the issues, promoted a strategic approach to addressing safety needs by including all safety stakeholders from many disciplines and entities, identified potential funding sources to implement the activities*, and was completed in accordance with US DOT Federal Highway Administration standards. Additionally, the Plan was guided by Tribal staff, individuals within the Tribe, and the Tribal Council, through a community meeting and outreach efforts. The plan was ultimately created to serve as the foundation for future state and federal grant applications.



3. Project Team

Lauren Picou, PE, PTOE – Senior Associate Engineer



Project Role:	Project Manager
Education:	B.S., Civil Engineering, 2002 Louisiana State University
Years of Experience:	18 years
Completed (or In-Process) LRSPS	4
Estimated hours on project:	95
Project Selection:	Lauren has a passion for improving roadway safety through thoughtful evaluation and data-driven analysis. With nearly 20 years of experience, Lauren has extensive experience in identifying safety issues and developing packages of proven countermeasures based on the latest federal guidance. She is currently working with numerous local agencies in northern California to improve safety including conducting four Local Road Safety Plans in Caltrans District 3 which are all anticipated to be completed between June and December 2021.
Years with Headway:	1 year
Billing Rate (hourly):	\$190

Similar Experience: Lauren is a Professional Traffic Operations Engineer with over 18 years of experience leading a wide variety of safety studies including numerous Local Road Safety Plans:

Clearlake & Lakeport Local Road Safety Plans – Lake City, CA
As the project manager for both concurrent Local Road Safety Plans in Lake City, Lauren is responsible for all project aspects including identifying stakeholders, conducting working group meetings, identifying high crash locations, and developing a program of safety countermeasures across both cities of Clearlake and Lakeport. Lauren is working with both cities to develop a unique outreach method which supplements the online interactive map and survey with a paper version of the survey which can be mailed back to the Lake Area Planning Council or deposited in a designated drop-box located at the City Hall of each City. Lauren will apply her extensive knowledge and experience to identify specific locations for countermeasures as well as systemic safety improvements. Both plans are anticipated to be completed in December 2021.



City of Chico Local Road Safety Plan – Chico, CA

Lauren provided QA/QC support for this on-going Local Road Safety Plan project in the City of Chico. She reviewed all project documents for thoroughness and apply her extensive knowledge of safety analysis to maximize the benefits of selected countermeasures.

Town of Paradise Local Road Safety Plan – Paradise, CA

Lauren serves as the project manager for this Local Road Safety Plan effort. This project will help the Town of Paradise identify potential safety improvements to support the rebuilding effort following the devastating 2018 Camp Fire. The development of this LRSP is being conducted in support of an update to the Paradise Transportation Master Plan. Lauren is responsible for all project tasks under this on-going effort which is anticipated to be completed by December 2021.

Low-Cost Safety Improvements – East Baton Rouge Parish, West Baton Rouge Parish, East Feliciana Parish, West Feliciana Parish, Iberville Parish, LA

As a Project Engineer Ms. Picou was responsible for approximately 100 intersections/curves that were proactively selected based on potential safety concerns such as curve radius, intersection skew angle, etc. Each location was field inspected and plan sheets were developed with recommendations to improve safety such as oversized signage, reflective curve markers, rumble strips, updated curve warning speed, improved striping, etc. She oversaw cost estimates developed based on the thorough plan sheets.

Roadway / Intersection Safety Analysis for Interchange Modification Report (IMR) – Lake Charles, LA

Ms. Picou was the project manager and QA/QC for a subconsultant team for the Nelson IMR (Lake Charles, LA) update and revision. This analysis was large in scope, comparing the crash rates and data trends to the statewide averages both *pre* and *post* improvements. The team she led used the LADOTD Safety Section Triage Tools to summarize and analyze the crash data for interstate/roadway segments and intersections. Lauren led the comparison between the safety data and the safety analysis from the previous IJR. The safety report included over 100 tables and 18 pages of collision diagrams.


**Commitment to
 Responsiveness**

Lauren and the entire Headway Team (Exhibit 6) are committed to be available to address any and all project questions and concerns from stakeholders and our clients because we are sincerely committed to providing the highest level of communication and professionalism possible. We are experienced at keeping the entire project team up to speed, including private stakeholders and local, state, and federal agency partners. We are committed to providing the City with highly responsive and proactive communication.

Resumes for each project team member are included in Appendix A for reference.

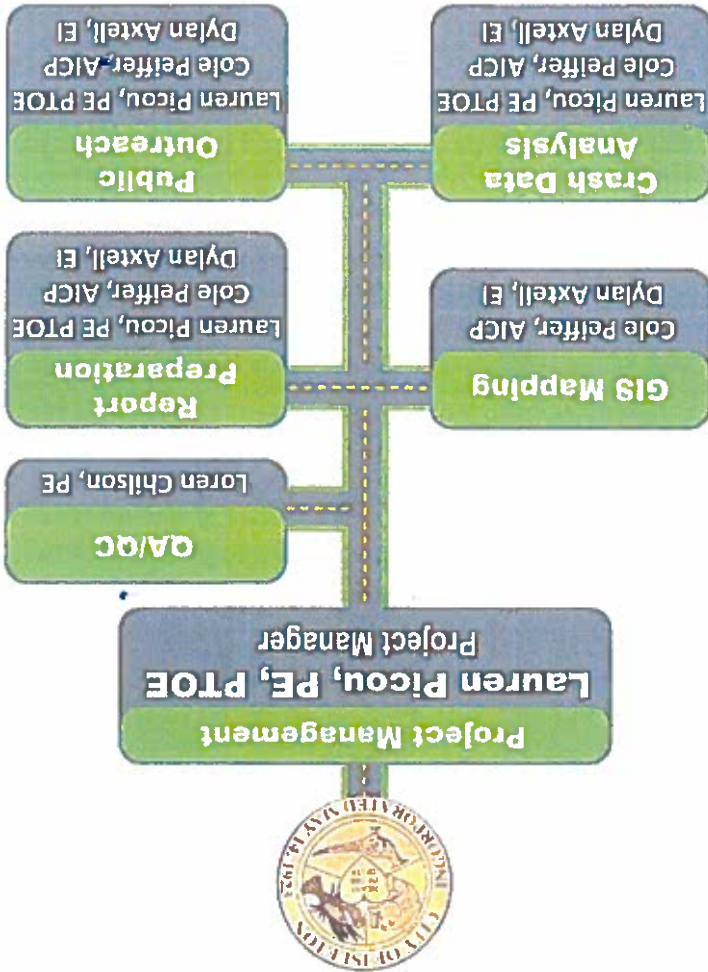
Key Staff – Resume Highlights

Loren Chilson, PE - Founder and Principal-in-Charge



Project Role: Quality Assurance / Quality Control & Project Oversight	Education: B.S., Civil Engineering, 1997 – Walla Walla University	Years of Experience: 23 years	Years with Headway: 10 years	Billing Rate (hourly): \$230	Estimated hours on project: 45
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Exhibit 5. Project Organizational Chart



Cole Peiffer, AICP – Senior Planner

Project Role:	GIS Mapping, Public Outreach, Crash Data Analysis and Reports		
Education:	B.A., Individualized Studies, 2011 – University of Minnesota Master of Urban & Regional Planning, 2015 – University of Minnesota		
Years of Experience:	7 years	Years with Headway:	4 years
Estimated hours on project:	165	Billing Rate (hourly):	\$160



Dylan Axtell, EI – Engineer I

Project Role:	GIS Mapping, Crash Data Analysis and Reports		
Education:	B.S., Civil Engineering, 2015 – Oregon Institute of Technology, Klamath Falls		
Years of Experience:	4 years	Years with Headway:	4 years
Estimated hours on project:	180	Billing Rate (hourly):	\$140



4. Scope and Schedule of Work

Reducing serious injuries and fatalities is the ultimate goal for the City. The Headway Transportation team will develop a robust, data-driven, and community specific Local Road Safety Plan to obtain critical future funding from the HSIP program. Our tailored approach will help the City create a series of strategic enhancements and project efficiencies that include:

- ▶ Two interim Technical Memorandums with distinct objectives will ultimately be fed into the final document for efficiency:

Technical Memorandum #1 – Identifying issues

Technical Memorandum #2 – Identifying solutions

- ▶ Focus Area Strategy Tables with Crash Reduction Factors for all recommendations to streamline project prioritization
- ▶ Collaborative and engaging public outreach to develop recommendations
- ▶ All with a funding-focus

Task 1 – Project Kick-Off Meeting, Establishment of Stakeholder Group, and Stakeholder meetings

- ▶ Headway will conduct a project kick-off meeting with City, Caltrans, local agency staff, and others identified by consultant and City staff.
- ▶ Work with the City to finalize members for the stakeholder working group and obtain contact information for one representative for each agency / organization
- ▶ Document a communication protocol (i.e., email group list to disseminate information and plan meetings)
- ▶ We will work with City, local agency staff, and other members of the stakeholder working group to identify meeting times throughout the life of the project during the project kick-off meeting. We anticipate up to four stakeholder working group meetings throughout the life of the project. Stakeholders will assist with developing a vision and mission statement for the LRSF to help guide development of countermeasures, project packages, and project prioritization.
- ▶ Headway will conduct on-going project management functions including invoicing and creating monthly project progress reports to accompany each invoice under this task.

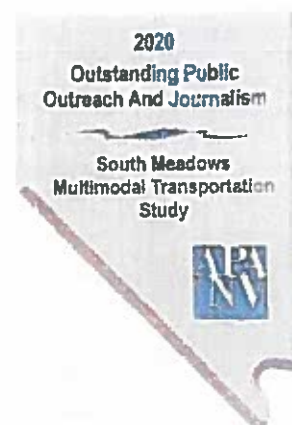
Deliverables:

Kick-Off Meeting Notes
Monthly Progress Reports
Stakeholder Working Group Roster
Stakeholder meeting agenda & meeting notes



Task 2 – Identify Local Road Areas of Concern

- ▶ In order to gather public input through efficient means, Headway will develop an online survey and interactive map just as we are doing for the LRSP in the City of Clearlake (available using this link: <https://arcg.is/vXWWm>). Headway will work with the City to include a link to the survey and interactive map on the City's website and other social media outlets.



- A similar strategy was utilized in Reno, NV, Headway which helped gather over 4,000 individual georeferenced public comments for the S. Meadows Multimodal Transportation Study, which received the *NVAPA Outstanding Public Outreach Award* in October 2020.

- ▶ Results from the public outreach survey will be summarized in Technical Memorandum #1 and reflected in the City's LRSP.
- ▶ Based on input from city staff and the completed interactive public outreach map, Headway will identify and categorize areas of greatest concern for further analysis. The finalized list of Local Areas of Concern will be approved by City staff.

ADDED VALUE:
Nimble Public
Outreach Strategy

Deliverables: Public Outreach Survey results (.shp file format)

Task 3 – Review Crash, Traffic, and Roadway Data

- ▶ Review available traffic and roadway data (provided by the City)
- ▶ Review the most recently available five (5) years of crash data from TIMS, SWITRS, City Regional Transportation Plan, and others
- ▶ Organize all crash data into a single database for simple reporting and analysis
- ▶ Identify missing data or reporting inconsistencies
- ▶ Analyze crash data to identify focus areas
- ▶ Utilize available crash data and develop exhibits highlighting crash trends and hotspots.
 - Analyze the highest crash locations to identify the contributing factors
 - Identify overlap between locations with crashes and local areas of concern

Deliverables: Technical Memorandum #1

Task 4 – Establish Goals, Priorities, and Countermeasures

- ▶ Work with City staff to identify finalize focus areas based on the crash data analysis and interactive map results.
- ▶ Identify specific strategies to address each focus area within the four "E's" of traffic engineering: Engineering, Enforcement, Education, and Emergency Response. Each crash reduction countermeasure will be included in a Focus Area Strategy Table (shown below) which highlights the responsible agencies, potential funding sources, programming efficiencies, performance measures, proposed completion date for each strategy, and applicable Crash Reduction Factor.
- ▶ Assess all recommended countermeasures and prioritize the project list based on prioritization scheme developed in coordination with the City and stakeholder working group. Available funding sources and agency staff availability will be factored into prioritizing countermeasures in order to prioritize the most immediately feasible countermeasures first.
- ▶ Develop Technical Memorandum #2 which will include a Focus Area Strategy Table for each identified focus area including specific roadway segments or intersections. Applicable countermeasures for systemic and location specific safety issues will be included in each Focus Area strategy table across the five "E's" of traffic safety. Focus area strategy tables will identify responsible parties, estimated date of completion, performance measures, monitoring & evaluation metrics, crash reduction factors (for engineering projects), and planning level cost estimates.

City of Isleton Local Road Safety Plan		Focus Area Strategy Table						
Focus Area / Location		Issue Identification						
Highway 160 & A St		Success Indicators						
Eliminate or address FHWA systemic safety Risk Factors at intersection		Lower FHWA Risk Factor rating following safety project.						
Category	Actions	Target Output	Responsible Parties	Date of Completion	Performance Measures	Monitoring & Evaluation	Crash Reduction Factors (Crash Type)	Planning Level Cost Estimate
Engineering								
Enforcement								
Educational								

Exhibit 6. Example the City of Isleton Focus Area Strategy Table for Highway 160 / A St intersection

Deliverables: Technical Memorandum #2



Task 5 – Prepare Draft HSIP Applications for 2 Projects

- ▶ Collaborate with the City to identify the combination of countermeasures which are likely to have the highest Benefit-Cost Ratios based on planning level cost estimates, recent crash history, and applicable crash reduction factors and complete an HSIP Analyzer worksheet. Alternatively, Headway will work with the City to identify up to two packages of systemic safety countermeasures which would address FHWA Risk Factors identified throughout the City.

Deliverables: Two DRAFT HSIP Applications

Task 6 – Develop Local Road Safety Plan

- ▶ Develop one DRAFT version of the Local Road Safety Plan combining elements from both technical memorandums.
- ▶ Incorporate one round of internally consistent client comments into the final LRSP.
- ▶ Develop one FINAL version the Local Road Safety Plan following comments from stakeholders and local agencies and includes strategies for implementation as well as methodology to review and update the plan every five (5) years.
- ▶ Present the FINAL Local Road Safety Plan to the City of Isleton Council

ADDED VALUE:
Efficient project
delivery through
2 Technical memos

Deliverables: Draft Local Road Safety Plan (PDF file)
Final Local Road Safety Plan (3 Hard Copies & 1 PDF file)
Final presentations of Final Local Road Safety Plans to the City of Isleton City Council (Presentation materials provided by consultant)

Schedule of Work

Headway has an outstanding project management history with every project completed on-time and 95% of our projects completed within the original budget. The other 5% of projects have included only pre-authorized increases due to requested additional scope of work. Furthermore, we have a track record of 100% of projects delivered on-time. The proposed schedule on the following page will provide the City with a completed LRSP and HSP applications prior to the HSP Cycle 1 call for projects which is scheduled for April 2022.

TASK	DESCRIPTION	2021												2022		
		June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.					
1	Project Kick-Off Meeting, Establishment of Stakeholder Group, and Stakeholder Meetings															
2	Identify Local Road Areas of Concern		S	S												
3	Review Crash, Traffic, and Roadway Data															
4	Establish Goals, Priorities, and Countermeasures															
5	Prepare DRAFT HSP Applications for 2 Projects															
6	Develop a Local Road Safety Plan															

◆	LRSP Kick-Off Meeting	#1	Technical Memo	R	City Review
□	LRSP Stakeholder Meeting	DR	Draft Report	◆	Board Presentation
S	Survey	FR	Final Report		
☑	Progress Report	H	DRAFT HSP Applications		



5. Client References

Bikramjit Kahlon

Senior Traffic Engineer

City of Chico

411 Main Street

City of Chico, CA 95928

(530) 879 – 6940

Marc Mattox

Director of Public Works / Town Engineer

Town of Paradise

5555 Skyway

Paradise, CA 95969

(530) 872 – 6291 x125

Danielle Casey

Project Coordinator

Lake Area Planning Council

525 S. Main St

Ukiah, CA 95482

(707) 463-1806



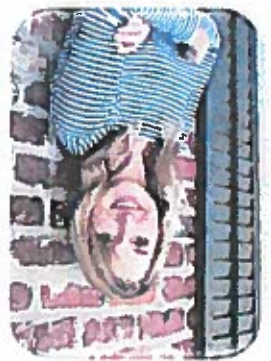
Cost Proposal

Our cost proposal is available in the attached separate sealed envelope.

5/17/2021
City of Isleton Local Road Safety Plan
Proposal

Appendix A

Project Team Resumes



Total Experience

17 Years

1 year at Headway

Transportation

Education

Louisiana State University

BS Civil Engineering

2002

Professional Registration

Licensed Civil Engineer

State of Nevada (27651)

Licensed Civil Engineer

State of Louisiana (33634)

Professional Affiliations

Institute of

Transportation Engineers

(ITE)

Lauren Picou, PE, PTOE – Senior Associate I

CORE EXPERTISE

- SAFETY STUDIES
- CORRIDOR STUDIES
- TRAFFIC OPERATIONS ANALYSIS

Lauren Picou is a Senior Associate Engineer at Headway Transportation with over 17 years of experience in traffic engineering and transportation planning services including safety studies, intersection control evaluations, traffic impact studies, traffic operations analysis and simulation, and peer review. She has extensive expertise in identifying safety emphasis areas through data analysis and developing systemic solutions and specific projects to address each. Lauren's vast array of experience across the traffic engineering spectrum make her a wealth of knowledge when developing safety countermeasures and systemic solutions.

Highlighted Project Experience:

Roadway / Intersection Safety Analysis for Interchange Modification Report (IMR)

Louisiana Department of Transportation and Development (LADOTD), 2017-2018

Mrs. Picou was the project manager for a subconsultant team for the update and revision of the Nelson Interchange Modification Report (IMR) in Lake Charles, LA. The original Nelson Road IMR, which was prepared by others, did not include the I-210 Cove Lane Interchange which was completed following the original IMR.

Lauren conducted Quality Assurance / Quality Control for the Safety Analysis portion of the project. This analysis was large in scope and included a comparison of the crash rates and data trends at the study interchange to the statewide averages both *pre* and *post* completion of the I-210 Cove Lane Interchange. The team used the LADOTD Safety Section Triage Tools to summarize and analyze the crash data for interstate/roadway segments and intersections on I-210, Nelson Road, Lake Street and Cove Lane. The team also prepared a detailed crash list to identify erroneous reports and presented the corrected crashes. The team compared the safety data to the safety analysis in the previous IMR. The final safety analysis report included over 100 tables and 18 pages of collision diagrams.

Safety Studies / Corridor Studies / Traffic Operations:

- Southwest Carson City Circulation Study, Carson City, NV (2020)
- Donner Pass Rd. at Northwoods Blvd. Intersection Control Evaluation, Truckee, CA (2020)
- I-10 Perkins/Acadian Interchange Modification Report, Baton Rouge, LA (2019)
- Zachary Speed Study, City of Zachary, LA (2019)
- Nelson Interchange Road Safety Assessment, Lake Charles, LA (2018)
- Nelson Interchange Modification Report, Lake Charles, LA (2017)
- LA 415 Stage 0 Corridor Study, Baton Rouge, LA (2015-2016)
- LA 73 Stage 0 Corridor Study, Baton Rouge, LA (2015-2016)
- Old Hammond Highway Traffic Study, New Orleans, LA (2015-2016)
- Zachary Taylor Master Plan Planning and Corridor Assessment, 8 Parishes LA (2015)
- Low Cost Safety Improvements Project, 5 Parishes, LA (2012 - 2013)





Loren Chilson, PE – Principal

CORE EXPERTISE

- SAFETY STUDIES
- TRAFFIC ENGINEERING
- TRANSPORTATION PLANNING AND TRAFFIC OPERATIONS
- CEQA TRAFFIC ANALYSIS & DATA FOR GHG AND VMT

Total Experience

23 Years
10 years at Headway
Transportation

Education

Walla Walla University
BS Civil Engineering
1997

FHWA
Road Safety Audit
2010

Design for Aging Drivers,
FHWA, 2014

Professional Registration

Licensed Civil Engineer
State of Nevada (15619)

Licensed Civil Engineer
State of California (61425)

Professional Affiliations

Institute of
Transportation Engineers
(ITE)

Loren Chilson is the founder and principal engineer of Headway Transportation, a traffic engineering and transportation planning specialty firm. Loren has over 23 years of experience in traffic engineering and transportation planning services including safety studies, traffic impact studies, intersection alternatives studies, traffic operations analysis and simulation, traffic engineering design, and construction support. He has outstanding expertise in traffic development studies, roundabouts, challenging street/intersection geometrics, traffic calming implementation, "complete streets" application, and traffic signals. Mr. Chilson is a creative problem solver by nature, has a hard working and positive attitude, and is a trusted advisor to agency staff throughout Northern Nevada and California.

Town of Truckee Projects:

- Relmagine Bridge Street (Alternatives Analysis), Town of Truckee, CA (2020)
- Church Street Extension (Glenshire Roundabout), Town of Truckee, CA (2018)
- Donner Pass Road/Church Street Roundabout/Truckee Railyard, Holliday Development (2016)
- Dorchester Drive Safe Routes to School Project, Town of Truckee, CA (2014)
- Gateway Improvements Lighting Analysis, Town of Truckee, CA (2011)
- TDRPD Cultural Arts Center Parking Analysis, Town of Truckee, CA (2010)
- SR89 South/Donner Pass Road Signal & Intersection Modifications, Town of Truckee, CA (2010)
- Brickelltown Streetscape Improvements Project, Town of Truckee, CA (2009)
- Donner Pass Rd / Pioneer Trail Roundabout, Town of Truckee, CA (2009)

Safety Studies:

- Local Road Safety Plan, City of Chico, CA (2020)
- Pyramid Lake Paiute Tribe Strategic Transportation Safety Plan, Nixon, NV (2015)
- SR 162 Corridor Plan, BCAG, CA (2016)
- Downtown Paradise Safety Project (Federal HSIP), Town of Paradise, CA (2015)

CEQA Environmental Documents (Traffic and Transportation):

- Bruce Road Widening MND, Chico, CA (2020)
- South Willows Residential CEQA Review, Willows, CA (2019)
- Black Olive Village Transportation Focused EIR, Town of Paradise, CA (2018)
- OroHealth Traffic Impact Study for CEQA Review, Oroville, CA (2017)
- Mojave Mine Life Extension CEQA Analysis, Mojave, CA (2017)
- Kidder Creek Orchard Camp MND, Siskiyou County, CA (2016)
- Cedar Grove EIR, Tahoe City, CA
- Lake Tahoe Community College Library EA/Neg Dec, South Lake Tahoe, CA
- El Dorado Ball Fields EA/Neg Dec, South Lake Tahoe, CA
- South Lake Tahoe Juvenile Justice Center EA/Neg Dec, South Lake Tahoe, CA
- Tahoe City Marina Expansion EIR, Tahoe City, CA





Total Experience

7 Years

4 Years at Headway

Education

Master of Urban and Regional Planning | May 2015 | University of Minnesota

Bachelor of Arts | May 2011 | University of Minnesota

Professional Registration

American Institute of Certified Planners | Certification #29832

Professional Affiliations

American Planning Association - NV Chapter

American Public Works Association (APWA)

Software Proficiency

ArcGIS Pro
 Custom GIS Applications
 Synchro
 Google Sketch-Up



Cole Peiffer, AICP – Senior Planner

CORE EXPERTISE

- SAFETY STUDIES
- PUBLIC PARTICIPATION
- DATA COLLECTION & ANALYSIS / GIS

Cole has over seven years of experience on a wide range of transportation planning projects. Cole has been involved with numerous planning and engineering efforts across Northern Nevada and California, including corridor studies, long-range transportation planning, large-scale data collection and analysis efforts. Cole has experience with complex grant applications including significant contributions to the FTA Small Starts grant application for the Virginia Street BRT Extension Project in Reno, NV. This successful application resulted in over \$40 million in grant funding being awarded to the Regional Transportation Commission of Washoe County for the project. Furthermore, Cole has worked with numerous public agencies to develop focused recommendations aimed at solving complex transportation problems while benefiting all stakeholders involved.

Safety Studies:

- Local Road Safety Plan, City of Chico, CA (2020)
- Pyramid Lake Paiute Tribe Strategic Transportation Safety Plan, Nixon, NV (2015)
- SR 162 Corridor Plan, BCAAG, Oroville, CA (2015)
- Downtown Paradise Safety Project (Federal HSIP), Town of Paradise, CA (2015)

Public Participation & Engagement:

- Truckee Meadows Vision Zero Outreach Survey, Reno/Sparks, NV (2018)
- Data Collection for Bike Ped Master Planning, RTC, Reno/Sparks, NV (2013 - Present)
- Bicycle & Pedestrian Master Plan Update, RTC, Reno/Sparks, NV (2016-2017)

Data Collection & Analysis / GIS

- Data Collection for Bike Ped Master Planning, RTC, Reno/Sparks, NV (2013 - Present)
- Vision Zero Truckee Meadows Pedestrian Survey, RTC, Reno/Sparks, NV (2018)
- Washoe County Regional Road Sidewalk Digitization, RTC, Washoe County, NV (2015)
- Oroville SR 162 Corridor Plan, BCAAG, Oroville, CA (2015)
- Inyo County AB 628 Classification Survey, Inyo County, CA (2015)
- See Vee Lane Extension – Traffic Circulation Study, Bishop, CA (2013)

Corridor Studies:

- SR 162 Corridor Plan, BCAAG, Oroville, CA (2015)
- Virginia Street Corridor Study, Reno, NV (2013)
- Sparks Boulevard Corridor Study, Sparks, NV (2013)
- Keystone Avenue Corridor Study, Reno, NV (2013)
- Sun Valley Corridor Study, Sun Valley, NV (2013)



Dylan Axtell, EI - Engineer I

CORE EXPERTISE

- TRAFFIC OPERATIONS
- TRAVEL DEMAND STUDIES
- FOCUSED DATA COLLECTION
- GIS

Total Experience

4 Years
4 Years at Headway

Education

Oregon Institute of
Technology, Klamath Falls
Bachelor of Science
Civil Engineering, 2015

Professional Registration

Engineering Intern,
State of Nevada
(0T7641)

Software Proficiency

PTV Vissim
PTV Vistro
Synchro
SimTraffic
SIDRA
ArcGIS
AutoCAD
Adobe Creative Suites

Dylan Axtell has provided a wide variety of professional support services on numerous traffic engineering and transportation projects throughout Northern California. Dylan specializes in travel demand, traffic forecasting, and intersection safety. He is well versed in conducting travel demand modeling and simulation for specific areas by utilizing industry standard software (PTV Vistro & Vissim, and Synchro & SimTraffic). He also has diverse professional experience in traffic operations, Geographic Information Systems (GIS), and focused data collection methods.

Traffic Engineering and Traffic Operations:

- TownePlace Suites, Chico, CA (2020)
- Reimagine Bridge Street, Truckee, CA (2018-2019)
- Neal Road Asphalt Plant, Butte County, CA (2019)
- Tuscan Ridge Worker Camp, Butte County, CA (2019)
- Plumas Charter School – Quincy Junction, Quincy, CA (2018)
- Pearson Road/Clark Road Intersection Analysis, Paradise, CA (2018)
- Leen Subdivision, Butte County, CA (2018)
- Truckee Railyard Roundabout SSD & ISD Calculations, Truckee, CA (2017)
- Courtesy Auto, Chico, CA (2017)
- Plumas Charter School Relocation, Quincy, CA (2017)
- OroHealth Parking Evaluation, Oroville, CA (2017)
- Riverfront Mixed-Use Parking Analysis, Petaluma, CA (2017)

Data Collection/GIS:

- Enloe Medical Office Building (GIS), Chico, CA (2018)
- Amber Lynn Estates (GIS), Chico, CA (2018)
- Bruce Road TAZ Model, Chico, CA (2017-2018)
- Grizzly Ranch Speed Data Analysis, Portola, CA (2016)
- Lake Tahoe Region Bicycle and Pedestrian Monitoring Program, TRPA, Stateline, CA & NV (2016)



Cost Proposal

5/1/2021

Cost Proposal for:
City of Isleton - Local Road Safety Plan



Tasks	HEADWAY TRANSPORTATION					Hours	ODC	Task Total
	CHILSON Principal	PICOU Senior Associate	PEIFFER Senior Planner	AXTELL Engineer I	S. CHILSON Admin Support			
1 - Project Kick-Off Meeting, Establishment of Stakeholder Group, and Stakeholder Meetings	4	20	30	10	12		\$ 1,000	\$12,880
2 - Identify Local Road Areas of Concern	4	20	30	20				\$12,320
3 - Review Crash, Traffic, and Roadway Data	4	10	20	20				\$8,820
4 - Establish Goals, Priorities, and Countermeasures	4	20	10	30				\$10,520
5 - Prepare DRAFT HSIP Applications for 2 Projects	8	30	50	40		\$ 500		\$21,640
6 - Develop a Local Road Safety Plan	4	20	30	30				\$13,720
Total Project Hours	28	120	170	150	12			
Total Project Budget	\$6,440	\$22,800	\$27,200	\$21,000	\$960	\$1,500		\$79,900

TOTAL NOT TO EXCEED AMOUNT: \$79,900

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1:47pm Unsealed
5/18/21

City of Isleton

City Council Staff Report

DATE: June 8, 2021

ITEM#: 7.C

CATEGORY: New Business

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISLETON INITIATING ASSESSMENT PROCEEDINGS, INDICATING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, AND SETTING A PUBLIC HEARING DATE FOR THE CITY OF ISLETON VILLAGE ON THE DELTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 2007-1, FISCAL YEAR 2021-22

BACKGROUND

Village on the Delta Landscaping and Lighting Assessment District (LLAD) was created in 2007 as a means to provide the maintenance for the landscaping and lighting for the Village on the Delta development. The assessments began in 2017. Assessments and costs are reviewed annually. Council is requested to initiate assessment proceedings, to declare its intent to levy the District Assessments, and set the public hearing for the Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 for Fiscal Year 2021-22.

DISCUSSION

Council is being requested to take the appropriate actions to update the Landscaping and Lighting District assessments for this District for the Fiscal Year 2021-22. This recommended action are: to initiate proceedings, to indicate Council's intention to levy and collect annual assessments, and set a public hearing date - Tuesday, June 22, 2021. Revenues collected amount to approximately \$24,000 annually. Last year's revenues were \$23,046.

The main increase to this year's assessment is due to water supply. The City water supply was initially installed to include providing service to private properties. Last year Council directed that the LLAD is not to provide maintenance of private properties. This increase reflects shifting the water annual water charge onto the LLAD.

FISCAL IMPACT


This Assessment will generate the funds necessary to landscape and light the Village on the Delta development by properly assessing the properties and allocating the appropriate funds. The level of revenue to be generated for the upcoming fiscal year is approximately \$24,000. The US Department of Labor 2019 Consumer Price Index for the past twelve months, Western Region is 3.9%.

The Council will be asked to establish the rate increase at the July 13, 2021 public hearing and meeting.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 011-21 to a) initiate assessment proceedings, b) indicate the City's intention to levy and collect annual assessment, and c) set a public hearing date for the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1.

Prepared and Reviewed by Charles Bergson, City Manager



Submitted by Yvonne Zepeda, Deputy City Clerk

RESOLUTION NO. 011-21

A RESOLUTION OF INTENTION BY THE CITY COUNCIL OF THE CITY OF ISLETON INITIATING ASSESSMENT PROCEEDINGS INDICATING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR THE VILLAGE ON THE DELTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 2007-1 (LLAD), FISCAL YEAR 2020-21, AND SET THE TIME AND DATE OF THE PUBLIC HEARING

(Pursuant to the Landscaping & Lighting Act of 1972)

WHEREAS, the City Council intends to levy and collect assessments within the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 during the Fiscal Year 2021-22 and land to be assessed is located in the City of Isleton, Sacramento County; and

WHEREAS, the annual Engineer's Report has been filed outlining the proposed budgets, the description of the proposed improvements and/or changes, the boundaries of the assessment district, any zones therein and the proposed assessments upon assessable lots and parcels within the assessment district as required by the Landscape and Lighting Act of 1972; and

WHEREAS, the components and the operation and maintenance to be made to the improvements for the upcoming fiscal year 2021-22 in LLAD-2007-1 are generally described as follows: landscaping in the public rights-of-way and public landscape easements between the property and State Route 160, adjacent to the Village on the Delta, landscaping in the public rights-of-way and public easements between the property and Sixth Street, a share of public park maintenance costs for parks serving the development including two basin parks along Sixth Street, maintenance of public street lights along and within the boundaries of the Village on the Delta, and maintenance of the storm water lift station and associated elements; and

WHEREAS, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvement, the proposed operation and maintenance costs, the boundaries of the LLAD and the proposed assessments upon assessable lots and parcels of land within the LLAD; and

WHEREAS, for Fiscal Year 2021-22, the annual assessment per residential equivalent dwelling unit is \$417.47, and the annual assessment per live/work unit is \$1,544.93; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Isleton hereby notices the intention to levy and collect the annual assessments with the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 during the Fiscal Year 2021-22; and

BE IT FURTHER RESOLVED that in order to take inflation into account, the City Council approves the allowance for an annual increase to estimated assessments in accordance with the annual Consumer

Price Index as applied to the San Francisco-Oakland-San Jose county Area for All Urban Consumers as developed by the United States Bureau of Labor Statistics for a similar period of time;

BE IT FURTHER RESOLVED that a public hearing will be held by the City Council on Tuesday, July 13, 2021 at 6:30 p.m. or as soon thereafter as the matter may be heard in the City Council Chambers, City Hall, City of Isleton, 101 Second Street, Isleton, California 95641. At the public hearing, the City Council will consider the changes to the assessment amounts and authorization to levy and collect assessment for Fiscal Year 2021-22; and

BE IT FURTHER RESOLVED that the Isleton City Clerk is authorized and directed to give the Notice of Hearing as required by the Landscaping and Lighting Act of 1972 for said public hearing; and

BE IT FURTHER RESOLVED that this Resolution is adopted pursuant to Section 22610 and 22620 et al of the California Streets and Highway Code.

PASSED, APPROVED, AND ADOPTED this 8th day of June 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR, Eric Pene

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

City of Isleton

City Council
Staff Report

DATE: May 25, 2021/June 8, 2021

ITEM: 7.D

CATEGORY: New Business

CONSIDERATION OF OPTIONS TO FILL CITY COUNCIL VACANCY

City Council Report Update for June 8, 2021 – An email memorandum from the City Attorney providing Supplemental Analysis regarding the Council Vacancy is attached. The City Attorney is recommending that the City Council fill the vacancy within the 60 day window. The 60 day window ends June 22, 2021. The City has issued an advertisement for letter of interest to serve on City Council and is included in the correspondence section of the Agenda. The original Council report from May 25th is included.

Respectfully, City Manager, CBergson

RECOMMENDED ACTION

Staff respectfully recommends that the City Council review the options presented in this report, provide direction to staff, and take any necessary action.

DISCUSSION

On April 23, 2021, Councilmember Barbara Dockery passed away. This seat term was to serve to 2024. The purpose of this report is to present options to fill her Council seat.

As a general law city under State law, Government Code section 36512(b) provides that the Council has 60 days from the commencement of the vacancy to either appoint a replacement or call a special election for voters to select the replacement.

The vacancy was created on Friday, April 23, 2021. The Council has until Tuesday, June 22, 2021, to act on filling the vacancy.

Appointment

Neither State law nor the City's Municipal Code stipulate a specific process to select a replacement by appointment, so the Council has wide discretion over the selection process. The City Council could select a replacement to fill a Council vacancy after conducting an application process. The City could also designate a subcommittee to

review applications and to identify finalists for consideration of an appointee by the full City Council. All interviews and meetings between a majority of the Council and potential appointees are subject to the Brown Act and must be in open session.

If the Council chooses to fill the vacancy by appointment, the appointee shall only hold the office until November 2, 2021, the date of the next general municipal election. Government Code section 36512(b)(2)(A) provides a term vacated in the first half of the term and 130 or more days prior to the next general election and filled by appointment shall only last until the next general municipal election and until the person elected to fill the vacancy has been qualified. Thus, appointment would be for a shortened term and the person subsequently elected would also serve a shortened term that expires in 2024.

Special Regular Election

If a special election is used to determine the replacement for the vacant seat, Government Code section 36512(b)(1) requires the election to be held on the next regular election date established by Elections Code section 1000 that is at least 114 days from the call of the special election. Here, the next regular election date is November 2, 2021. Staff confirmed this date with the Sacramento County Elections Office.

Special Mail-In Election

Since learning of this vacancy, staff conducted research to identify one other possible option for conducting a special election to fill the seat. Another part of the State Elections Code provides an option for cities of less than 100,000 in population to fill a Council vacancy by an all-mail ballot election. (See, Elec. Code, § 4004.) In this case, the election must occur on the last Tuesday in August, August 31, 2021. (See Elec. Code, § 1500.) Staff confirmed this date with the Sacramento County Elections Office.

It is uncertain if the timeframes for necessary actions by the Sacramento County Elections Office can be met to conduct a mail-in election on August 31, 2021.

The cost of conducting a special election, either by mail-in or regular balloting, would be fully borne by the City. A full cost estimate has not been requested from the Sacramento County Elections Office, but considering the City's share of the cost from the most immediate past election, staff estimates that a special election would cost between \$5,000 (mail-in) to \$10,000 (regular) depending on the selected option.

ANALYSIS

Below are the options for the City Council to fill this Council seat.

Option 1 – Conduct an application/appointment process as a full Council.

Under this option, the City would issue a call for applications. The Council would review the applications and then conduct interviews as a full Council. The Council would then

either make an appointment or, if consensus on an appointee cannot be reached, call for a special election under either Option 3 or 4 below.

Staff can draft a short application form and public notices for this option. If this option is selected, staff recommends opening the application period as soon as possible and closing it at the beginning of the week of June 14, 2021 in order to give the Council sufficient time to review applications, hold interviews, and make an appointment (or call a special election).

A successful applicant would hold the seat until November 2, 2021, the next general municipal election. The person elected at that time would only hold the position until 2024.

Option 2 – Conduct an application/appointment process with the subcommittee recommending an appointee.

This option is the same as Option 1 except that instead of the full Council reviewing applications and conducting interviews, a Council subcommittee would review and interview applicants and arrive at a consensus recommendation for an appointee to be considered by the full Council. If the subcommittee cannot reach consensus on an appointee, the Council would then call for a special election under either Option 3 or 4 below.

A successful applicant would hold the seat until November 2, 2021, the next general municipal election. The person elected at the time would only hold the position until 2024.

Option 3 – Hold a special election by all-mail ballot on August 31, 2021.

This would provide for the selection of a replacement to fill the vacancy by an all-mail ballot election. This option was described earlier, and its viability is subject to verification by the Sacramento County Elections Office. Under this option, an all-mail ballot election would be conducted to select the replacement to fill the vacant seat.

Selecting this option for an election in August would require a resolution calling the election to be adopted. This would not preclude the application process described in Options 1 or 2 above – this election could be called at the Council meeting on June 22, 2021, which would still allow for an application/appointment process to be conducted. If the appointment process is unfruitful, the election would be open to any eligible candidate, not just those that applied for appointment, should that process take place first.

A successful candidate would hold the seat until 2024.

Option 4 – Hold a special election by regular balloting on November 2, 2021.

Under this option, the Council would call for a special election to be held by regular balloting (mail, drop box, and walk-in voting) at the next regular statewide election date.

As with Option 3, this election could be called at a later Council meeting, allowing time for an application/appointment process, and would be open to any eligible candidate.

A successful candidate would hold the seat until 2024.

Option 5 – Take no action.

The relevant statute says the Council "shall" either appoint a replacement or call a special election. Thus, the Council has a mandatory duty to act, however, there is no clear penalty for taking no action.

A party could petition for a writ of mandate, thereby asking a court order the Council to take action to fill the vacancy. The reviewing court could take the position that the Council failed to act within the Legislatively-mandated timeline so the seat remains vacant for the remainder of the term because the Legislature had the opportunity to provide a penalty and deliberately did not. (For comparison, if a special district board fails to fill a vacancy, the board of supervisors appoints a replacement.)

On the other hand, the court could also take the position that the Council is simply required to act and order the Council to do so. It is unlikely that the court would specifically order the Council appoint someone or specifically order the Council to call a special election.

FINANCIAL CONSIDERATIONS

As previously stated, the cost of conducting a special election is not known but based on past election information, staff estimates that a special election would cost between \$5,000 (mail-in) to \$10,000 (regular) depending on the selected option.

ENVIRONMENTAL ANALYSIS

This report is for informational purposes and does not trigger environmental review.

ALTERNATIVES

The Analysis section of this report lists the five alternative options available to the Council.

Prepared by Attorney O. Clark

Reviewed by City Manager Bergson



Charles Bergson

From: Booher, Andreas <abooh@kmtg.com>
Sent: Friday, June 04, 2021 14:03
To: 'Charles Bergson'
Cc: Mitchell, Jeffrey A.; Clark, Olivia
Subject: Supplemental Analysis re Filling Council Vacancy

Hi Chuck,

At the last City Council meeting, the City Council was inclined to not act to fill Council Member Dockery's vacancy until after this November's election date but directed us to do additional research on the Council's options.

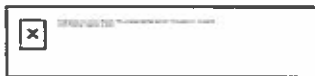
As described in our earlier memo on this issue, after the 60-day deadline has passed, someone could file a writ of mandate asking a court to order the city to fill the seat. Another risk is that that later-appointed council member may be subject to a *quo warranto* petition, which challenges the council member's right to hold that office. While a rare action, it could come about where someone wishes to challenge a decision where the later-appointed council member's vote was pivotal.

Based on the additional correspondence you have had with the Sacramento County Elections Official since the last council meeting, it appears there is no scheduled general election this November, *that date is simply an available election date*. Based on this additional information and further review of the relevant statutes, we believe it is a reasonable interpretation of election law that an appointee serving until "the next general municipal election" holds office until the City's next general election, which would be in November 2022. The individual elected at the November 2022 election to fill Council Member Dockery's seat would hold office until 2024, the remainder of what would have been Council Member Dockery's term.

For the foregoing reasons, our recommendation continues to be that the council act to fill the vacancy within the 60-day window.

Sincerely,

Andreas L. Booher
Attorney



Kronick Moskowitz Tiedemann & Girard
1331 Garden Hwy. 2nd Floor
Sacramento, CA 95833

916.321.4500 | T
916.321.4372 | D

kmtg.com | [vCard](#) | [map](#) | abooh@kmtg.com

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City of Isleton

City Council
Staff Report

DATE: June 8, 2021

ITEM#: 8.A

CATEGORY: New Business

1ST ANNUAL ISLETON PUMPKIN FESTIVAL FOR SATURDAY, OCTOBER 16TH AT THE TOWER PARK AND RIDE LOT; APPROVAL

SUMMARY

The City staff is requesting City Council to approve the 1st Annual Isleton Pumpkin Festival for Saturday, October 16th at the Tower Park and Ride Lot.

The City plans to partner with the Isleton Chamber of Commerce and local businesses in the planning of the event by establishing a festival committee and share costs and work. The festival will feature local artists, merchant booths, local entertainment, and food truck vendors. Other fun activities will include free craft booths and contests for all ages to win prizes. The festival committee will adhere to the State and Sacramento County Covid-19 Orders.

FISCAL IMPACT

Estimated costs to produce the pumpkin festival is about \$1,000. Funding sources are not yet determined. Staff plans to return to City Council with the funding plan prior to September.

RECOMMENDATION

Staff recommends that the City Council to approve the 1st Annual Isleton Pumpkin Fest for Saturday, October 16th at the Tower Park and Ride Lot. Time of the event will be determined.

ATTACHMENT

None

Prepared by: Diana O'Brien, Administrative Assistant
Submitted by: Yvonne Zepeda, Deputy City Clerk
Reviewed by: Charles Bergson, City Manager



City of Isleton

101 Second Street, Isleton, California 95641

CITY MANAGER REPORT

Date: 08 June 2021

To: Mayor & City Councilmembers

From: Charles Bergson, City Manager

Covid 19 – City Operations

County has reduced the level to level Orange. State is planning to lift restrictions this month. More word to follow.

The Delta West Paving project. Staff has met with the contractor this week and will be preparing a schedule of work this month. Work will commence late June or early July.

The City is soliciting letters of interest for service as a City Council member. Letters of interest are due to the City by noon, Friday 18 June 2021.

A draft copy of the preferential parking district legislation is attached. This will form a parking district for the commercial parts of Second Street and Main Street and will provide better parking availability for the City's commercial districts. This legislation will be brought to Council in July. A map of the ppd zones is included.

The City's financial reports through the month of April 2021 are attached.

The current cannabis business status list is attached.

Respectfully,
Charles Bergson, P.E.

DRAFT

ORDINANCE NO. 2021-005

AN ORDINANCE ESTABLISHING A PREFERENTIAL PARKING DISTRICT FOR THE CENTRAL BUSINESS DISTRICT/RESIDENTIAL DISTRICT

WHEREAS, California Vehicle Code Section 22507 authorizes the City to prohibit or to restrict the stopping, standing, or parking of vehicles on certain streets or highways, or portions thereof, during all or certain hours of the day; and

WHEREAS, Vehicle Code Section 22507 further authorizes the City to designate certain streets upon which preferential parking privileges are given to residents and merchants adjacent to the streets for their use and the use of their guests, under which designation said residents and merchants may be issued a permit or permits that exempt them from the prohibition or restriction of the ordinance or the resolution; and

WHEREAS, the City desires to establish a framework for the establishment of the following Preferential Parking Central Commercial District/Residential District is established to include the residential uses only on the following streets and street zones (Attachment A and B– Map):

CENTRAL BUSINESS DISTRICT/RESIDENTIAL DISTRICT PPD		
Zone	Boundary 1	Boundary 2
2 nd Street	C Street	Delta Avenue
Main Street	Tower Park & Ride	H Street

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF ISLETON DOES HEREBY DOES ORDAIN AS FOLLOWS:

Section 1. Section 802 “Preferential Parking Districts” is hereby added Isleton Municipal City Code and shall read as follows:

XX. Definitions. For purpose of this Article, the following words and phrases shall have the following meanings:

- a) “Dwelling Unit” or “Residence” shall mean a house, apartment, condominium, mobile home, or other type of residence, in conformance with the City’s Zoning Code. Apartments, mobile homes, or other type of residence having numbers or letters assigned in addition to the street address shall be deemed a dwelling unit.
- b) “Guest” shall mean any person visiting a dwelling unit located in a preferential parking district.
- c) “Guest Permit” shall mean a permit issued by the City of Isleton to residents of preferential parking districts, limited to use by guests of the resident within the district to which it is issued.
- d) “Motor Vehicle” shall include any licensed automobile, truck, motor-home, recreational vehicle, trailer, motorcycles, or other motor-drive form of transportation.

- e) "Parking Permit" or "Preferential Parking Permit" shall mean any valid resident, guest, or daily parking permit issued by the City of Isleton.
- f) "Preferential Parking District" shall mean a residential area with streets and boundaries designated by a City Council resolution wherein vehicles displaying a valid permit shall be exempt from parking restrictions established pursuant to this Article.
- g) "Qualified Petition" shall mean a City of Isleton approved petition that represents at least fifty-one percent (51%) of the households or occupants on a block segment. Each household gets one vote whether owner or renter occupied.
- h) "Resident" shall mean a person who lives in a dwelling unit located in a preferential parking district.

XX. Parking Privileges for Permit Holders

Any motor vehicle properly displaying a valid preferential parking permit for a street within a preferential parking district may park on that street during the hours when parking on such street is prohibited to non-permitted vehicles. Except as otherwise provided in this Article, all other motor vehicles parked within a preferential parking district shall be subject to the parking restrictions and penalties as provided in this Article. A preferential parking permit shall neither guarantee nor reserve to the holder thereof any particular on-street parking space. A permitted vehicle shall obey all other parking rules, regulations, and restrictions.

XX. Designation of Preferential Parking Districts

- a) The City Council may, by resolution, and at its discretion or upon receipt of a petition signed by at least fifty-one percent of a residential area, designate that area or areas to be a preferential parking district.
- b) A preferential parking district shall be created only where the City Council has found that unrestricted parking creates a situation in which the streets cannot be used for parking by the residents or their guests and that such unrestricted parking substantially and unreasonably, regularly interferes with the use of the available public street parking, is the source of unreasonable noise, traffic hazards, environmental pollution, or of other interference with the residential environment and detrimentally affects the public welfare.
- c) Resident Requests to Add or Remove Street Segments to an Existing Program Area. Residents may submit a qualified petition to request adding or removing a street segment to an existing program area. These petitions must be submitted to the Planning Department which will evaluate the City's ability to serve the area. Residents of the proposed street segment will be given at least thirty (30) days' notice prior to implementation of the preferential parking program.
- d) Dissolution of Preferential Parking Districts. The designation process set forth in this Section shall be utilized by the City Council in determining whether to dissolve a preferential parking district.

XX. Installation of Signs

The preferential parking designation shall not apply to any specific street within the district until a sign giving adequate notice thereof has been installed on that street. The Transportation and Engineering Director will cause the installation of such signs on the streets preferential parking districts, in an order and timing in his or her discretion according to sound traffic engineering principles, indicating that there is no parking between specified hours except for vehicles which display a valid preferential parking permit.

XX. Establishment and Enforcement of Hours

- a) Preferential parking referenced in this Article shall be in effect and enforced on such days of the week and during such time periods as shall be determined by the City Council and established by resolution, based upon sound traffic engineering principles, traffic investigation, and surveys made, and shall be posted upon such streets. Nothing in this Article shall be construed as permitting parking during times or hours or by type of vehicle otherwise prohibited in the City Code or by and provision of state law.

XX. Exemptions

- a) The vehicles listed in this section may park in a preferential parking district without a preferential parking permit: vehicles lawfully displaying a special identification license plate or placard issued to a disabled person; vehicles of disabled veterans, emergency vehicles and other vehicles explicitly exempted from observing parking regulations pursuant to applicable provisions of state law.
- b) Those streets or street segment(s) in front of schools and parks which, as determined by the City Manager, are otherwise subject to parking restrictions that differ from those established for a preferential parking area.

XX. Preferential Parking Permit – Application and Issuance

- a) Parking permits for preferential parking district shall be issued by the City Manager or his designee.
- b) The City shall make available preferential parking permit applications and shall issue permits upon proper application therefor. Each application and reapplication shall be on a form provided by the City and shall contain sufficient information to satisfy the City as to the identity the applicant including the address and daytime telephone number of the applicant; the applicant's registered ownership; the applicant's driver license number; the license number, make, model, and year of the vehicle; proof of current vehicle insurance and current registration; and such other information as deemed necessary by the City. Permits shall be issued within thirty (30) days of the City's receipt of a complete and conforming application.
- c) Each application, reapplication, and renewal application shall be accompanied by the nonrefundable fees specified by resolution of the City Council.
- d) Parking permits shall not be issued to any person who has outstanding parking tickets.

- e) Parking permits become invalid and shall be returned to the City when the permit holder moves out of a preferential parking district.

XX. Resident Parking Permits

- a) The number of resident parking permits to be issued to each residence for which application is made shall be determined by the parking conditions within each district and set forth by resolution of the City Council. Resident parking permits are issued to the resident for the resident's vehicle. The resident parking permit is not transferable between vehicles. The resident permit is valid for one year after the date of issuance.
- b) Resident parking permits shall be affixed to the inside bottom left of the front windshield or hanging from the rear view mirror.

XX. Guest Parking Permit - Annual

- a) The number of annual guest parking permits to be issued to each residence for which application is made shall be determined by the parking conditions within each district and set forth by resolution of the City Council. Annual guest parking permits are transferable among the resident's guest vehicles. Residents who do not possess a driver's license and who do not otherwise qualify for the resident parking permit, may not purchase guest parking permits. Guest parking permits are to be used only by the resident's bona fide transient guests. The guest permit is valid for one year after the date of issuance.
- b) Annual guest parking permits shall be displayed by hanging the same from the rear view mirror.

XX. Guest Parking Permit - Daily

- a) The number of daily guest parking permits to be issued to each residence for which application is made shall be determined by the parking conditions within each district and set forth by resolution of the City Council. Daily guest permits are to be used by the resident's bona fide transient guests. Daily guest permits are valid only on the day for which it is issued and shall expire at 12:00 noon following the effective date of the permit.
- b) Daily guest parking permits shall be displayed by hanging the same from the rear view mirror.

XX. Commercial Permits - TBA

XX. Permit Content

Each preferential parking permit shall state the street(s) on or preferential parking district in which it is valid, the expiration date, and any additional information required by the City.

XX. Replacement Parking Permits

The City may issue a duplicate or replacement resident or annual guest permit to any person who has qualified for and who has been issued a parking permit under the provisions of this Article.

The permit holder must furnish proof that said permit has been lost or destroyed, including submittal of a police report, or the vehicle to which the original permit was affixed has been disposed of, for which new vehicle registration must be provided. The duplicate or replacement parking permit will be reissued at the standard cost of the original parking permit that it replaces. The cost of the duplicate or replacement permit will not be pro-rated. Permit holders shall report to the City a lost, stolen, or missing parking permit within five (5) days of loss, at which time that permit shall be cancelled and a new permit issued for a replacement fee.

XX. Preferential Parking Permit Exemptions

Vehicles readily identifiable as emergency or government vehicles shall be exempt from the parking restrictions in this Article. Vehicles readily identifiable as commercial, delivery, service, utility, or construction vehicles, while actually engaged in providing maintenance repair, or service work to a residence in a program area, shall be exempt from the parking restrictions of this Article.

XX. Preferential Parking Permit Revocation

- a) The City Manager or designee are authorized to revoke the parking permits of any person on any of the following grounds:
 1. Ineligibility for a permit under the terms of this Article at the time of the application;
 2. Ceasing to be eligible during the term of the permit;
 3. Failing to comply with or violating any condition imposed on the issuance of a permit; or
 4. Failing to comply with or violating any provision of this Article or any related law or regulation.

Upon written notification, the permit holder shall surrender such permit to the requesting authority. The permit shall be considered void on the fifth day after the date of notification. Failure to surrender a revoked parking permit when requested shall constitute a violation of this Article. Upon revocation, parking permit fees will not be refunded.

- a) Any person whose permit has been revoked shall not be issued a new permit without reapplication and establishing eligibility pursuant to this Article.
- b) The action of the City Manager or designee to revoke a parking permit may be appealed to the City Council. Notice of such an appeal shall be filed with the City Clerk within ten (10) days after the revocation. If such an appeal is timely filed, revocation shall be stayed until the City Council's decision is made. Upon failure of the permit holder to file such notice within the ten (10) day period, the action of the City Council shall be final and conclusive. The hearing on the appeal shall be conducted pursuant to rules and procedures established by the City. The City Council's determination shall be final and conclusive determination on the matter and shall be subject to review only as provided in the California Code of Civil Procedure. The failure of the permit holder to appeal as provided in this Section shall be considered an exhaustion of their administrative remedies.

XX. Parking Permit Fee

The parking permit fees for all City parking permit programs shall be established by resolution of the City Council. Separate rates may be established for different permit types and/or permit locations.

XX. Permit Parking Penalty Provisions

It is unlawful and a violation of this Article to do any of the following, which violations shall be subject to the civil parking penalties established by the City Council:

- a) Unless exempted by the provisions of this Article, no person shall stand or park a motor vehicle in any preferential parking district established pursuant to this Article in violation of any parking restrictions established pursuant to this Article. A violation of this Section shall constitute an infraction which shall be punishable by a fine established by resolution of the City Council.
- b) No person shall falsely represent himself as eligible for a parking permit or furnish false information to the City in an application for a preferential parking permit.
- c) No permit issued pursuant to this Article shall thereafter be assigned, transferred, or used for any consideration, monetary or otherwise.
- d) No person shall copy, produce or create a facsimile of or counterfeit a parking permit, nor shall any person use or display a facsimile or counterfeit preferential parking permit.
- e) No person shall hold a valid parking permit and allow the use or the display of such permit on a motor vehicle other than that for which the permit was issued. Such conduct shall constitute an unlawful act both by the person who holds the valid parking permit and the person who displays the parking permit.
- f) No person shall alter or deface a parking permit or intentionally conceal an expiration date or otherwise attempt to present false information as true and genuine, on the face of a parking permit which is displayed in a vehicle parked on a City street.
- g) No person shall fail to display or improperly display a parking permit required and issued pursuant to this Article.
- h) It shall be the sole responsibility of the owner, operator, manager, or driver of a vehicle for which a parking permit has been issued to become familiar with the provisions for and limitations on the use of the parking permits and ignorance of these provisions and limitations shall not be claimed as a defense in any action brought for illegal or improper use of the parking permit and shall not be sufficient grounds to void any citation issued for any violation of this Article.

Section 2. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this

ordinance. The City Council of the City of Isleton hereby declares that it would have passed this ordinance, and each and every section, subsection, clause and phrase thereof not declared invalid or unconstitutional.

Section 3. This ordinance shall take effect thirty (30) days from and after its adoption

Section 4. The Deputy City Clerk of the City of Isleton is hereby directed to cause the following summary of this ordinance to be published by one (1) insertion in the Rio Vista Beacon, a newspaper of general circulation printed, published, and circulated in the City of Isleton and hereby designated for that purpose by the City Council of Isleton.

“Section 802 of the Isleton Municipal Code to establish preferential parking districts within the City of Isleton”

This ordinance was introduced and read on the ____ day of _____ 2021, and passed and adopted on the ____ day of _____, 2020, by the following vote:

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

Mayor, Eric Pene

ATTEST:

APPROVED AS TO FORM:

Deputy City Clerk, Yvonne Zepeda

//s//
City Attorney

**ATTACHMENT A - PREFERENTIAL PARKING DISTRICT
CENTRAL BUSINESS DISTRICT/RESIDENTIAL DISTRICT
2ND STREET ZONE**



**ATTACHMENT B – PREFERENTIAL PARKING DISTRICT
CENTRAL BUSINESS DISTRICT/RESIDENTIAL DISTRICT
MAIN STREET ZONE**



DRAFT
RESOLUTION NO. 014-21

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF ISLETON ADOPTION OF
FEES FOR PREFERENTIAL PARKING DISTRICT FOR CENTRAL BUSINESS
DISTRICT/RESIDENTIAL DISTRICT**

WHEREAS, California Vehicle Code Section 22507 authorizes the City to establish preferential parking programs; and

WHEREAS, the City Council received a many complaints regarding public parking on 2nd Street and Main Street identified in this Resolution; and

WHEREAS, the City Council has found that currently unrestricted parking within the preferential parking areas established by Ordinance 2021-005 on certain days and certain times of the day creates a situation in which the streets cannot be used for parking by the residents or their guests which substantially and unreasonably, regularly interferes with the use of a majority of the available street parking within this preferential parking areas; and

WHEREAS, the City shall initially charge fees for residential parking permits as designated in this Resolution, which fee amount may be adjusted by subsequent actions of the City Council.

NOW, THEREFORE IT IS RESOLVED BY THE CITY COUNCIL OF ISLETON AND ORDERED AS FOLLOWS:

1. The terms used for business districts in this Resolution shall have the definitions ascribed to them in Section 802 of the City of Isleton Municipal Code.
2. Preferential Parking Central Commercial District/Residential District is established to include the residential uses only on the following streets and street segments (Attachment A and B– Map):

Zone	Boundary 1	Boundary 2
2 nd Street	C Street	Delta Avenue
Main Street	Tower Park & Ride	H Street

3. Except as otherwise provided in this Resolution it shall be unlawful or any person to park any motor vehicle on any street or street segment identified in this Resolution between the hours of 7:00am and 5:00pm, Monday through Friday without a properly displayed parking permit issued by the City of Isleton.
4. The City may issue a maximum of _____ Annual Resident Parking Permits per residence for which application is made.
5. The City may issue a maximum of _____ Annual Guest Parking Permits per residence for which application is made.

6. The City may issue a maximum of _____ Daily Guest Parking Permits per quarter per residence for which application is made.
7. The fee for each Annual Resident Parking Permit shall initially be _____.
8. The fee for each Annual Guest Parking Permit shall initially be _____.
9. The fee for each Daily Guest Parking Permit shall initially be _____ for the first ten (10) permits each quarter and _____ for eleven (11) to twenty five (25) permits each quarter.
10. The fee for re-issuance of an annual Resident Parking Permit shall be _____.
11. The fee for re-issuance of an Annual Guest Parking Permit shall be _____ for the first re-issued permit, _____ for the second re-issued permit, and _____ for the third and subsequently re-issued permits.
12. The fine for parking in the preferential parking district established pursuant to this resolution without a parking permit shall initially be _____.
13. The fine for parking in the preferential parking district established pursuant to this resolution without displaying a parking permit shall initially be _____.
14. The fine for improperly displaying a parking permit shall initially be _____.
15. Commercial Business Permit will be issued to businesses in the district.

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

AYES:
 NOTES:
 ABSTAIN:
 ABSENT:

 Eric Pene, Mayor

 Yvonne Zepeda, Deputy City Clerk

 City Attorney

**ATTACHMENT A – PREFERENTIAL PARKING DISTRICT,
CENTRAL BUSINESS DISTRICT/RESIDENTIAL DISTRICT
2ND STREET ZONE**



**ATTACHMENT B – PREFERENTIAL PARKING DISTRICT,
CENTRAL BUSINESS DISTRICT/RESIDENTIAL DISTRICT
MAIN STREET ZONE**



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

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	TOTAL
Ordinary Income/Expense											
Income	6,698.43	4,147.14	1,564.75	2,046.47	1,879.24	2,369.50	5,504.44	1,444.73	1,413.42	1,220.21	28,288.33
Charges for Services	0.00	0.00	0.00	0.00	0.00	20.00	160.86	0.00	37.95	0.00	218.81
Fines and Forfeitures	513.20	655.00	1,449.90	889.50	3,453.11	9,090.00	46,127.57	161.79	6,710.49	12,682.72	81,742.28
Licenses and Permits	392.78	0.00	25.00	77.82	237.00	0.00	-376.73	0.00	70.00	1,890.00	2,315.87
Other Revenues	146,587.37	59,786.40	13,294.16	60,047.06	90,831.13	49,221.37	93,919.87	83,598.12	35,845.93	108,879.12	742,010.53
Taxes and Assessments	3.32	3.02	2.66	2.21	2.17	2.50	7.08	2.42	2.78	0.00	28.16
Use of Money	2,105.18	0.00	957.00	1,653.00	3,135.11	28,639.62	29,555.36	0.00	78,776.32	13,433.85	158,255.44
Grant Income - Other	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	25.00
5100122 - Returned Check Charges	156,300.28	64,591.56	17,293.47	64,716.06	99,562.76	89,342.99	174,898.45	85,207.06	122,865.89	138,105.90	1,012,884.42
Total Income	156,300.28	64,591.56	17,293.47	64,716.06	99,562.76	89,342.99	174,898.45	85,207.06	122,865.89	138,105.90	1,012,884.42
Gross Profit											
Expense	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00
9100032 - Bank Service Charges	40,630.86	61,373.99	33,301.61	31,106.08	30,168.82	41,209.29	28,472.79	44,039.30	50,043.93	26,175.04	386,521.71
10 - General Government	27,983.48	19,653.64	25,510.04	16,845.23	8,619.62	22,758.87	20,239.23	20,520.83	33,049.16	27,383.86	222,563.96
20 - Public Safety	714.98	534.69	515.04	1,184.71	1,570.22	758.30	1,115.18	450.08	745.46	474.79	8,063.45
30 - Parks & Recreation	13,349.25	12,773.93	7,907.48	29,842.83	57,333.18	30,828.46	32,389.81	9,482.14	8,443.26	27,308.79	228,757.13
52 - Public Ways and Facilities	7.89	677.53	474.22	603.39	6,245.39	0.00	0.00	0.00	0.00	539.22	8,547.64
53 - Community Development	0.00	0.00	956.51	3,209.07	474.53	0.00	30.00	0.00	185.00	0.00	4,855.11
56 - Non Departmental Expenses	0.00	0.00	0.00	0.00	0.00	1,998.11	0.00	0.00	0.00	0.00	1,998.11
65900 - Reconciliation Discrepancies	2,898.05	3,750.60	1,922.37	1,267.86	1,196.24	481.37	1,300.32	2,820.71	3,128.29	2,516.17	21,181.98
57 - Covid 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	864.00	864.00
83150SW - Repairs & Maintenance Sewer	85,584.51	98,764.38	69,587.27	84,059.17	105,618.00	98,034.40	83,547.33	77,313.06	95,595.10	85,259.87	883,363.09
Total Expense	70,715.77	-34,172.82	-52,293.80	-19,343.11	-6,055.24	-8,691.41	91,351.12	7,894.00	27,270.79	52,846.03	129,521.33
Net Ordinary Income											
Other Income/Expense	1,366.69	1,013.12	2,086.63	1,124.29	1,164.70	1,778.72	1,496.87	1,404.64	2,140.90	2,152.96	15,729.52
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	2,140.90	2,152.96	15,729.52
9200112 - Indirect cost allocation											
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	2,140.90	2,152.96	15,729.52
Net Other Income	72,082.46	-33,159.70	-50,207.17	-18,218.82	-4,890.54	-6,912.69	92,847.99	9,298.64	29,411.69	54,998.99	145,250.85
Net Income											

Type	Date	Num	Name	Credit
Bill Pmt - Check	04/06/2021	17644	CAPITOL BARRICADE INC	92.98
Bill Pmt - Check	04/09/2021	17590	Alcatraz, Inc	1,200.00
Bill Pmt - Check	04/08/2021	17591	DYNAMIC PLANNING + SCIENCE	2,198.44
Bill Pmt - Check	04/08/2021	17592	DYNAMIC PLANNING + SCIENCE	5,007.95
Bill Pmt - Check	04/08/2021	17593	Frontier Communications	794.44
Bill Pmt - Check	04/09/2021	17594	Kaiser Foundation Health Plan	6,998.00
Bill Pmt - Check	04/08/2021	17585	Certified Employment	826.20
Bill Pmt - Check	04/08/2021	17586	California Clear Better Water Co	11.20
Bill Pmt - Check	04/09/2021	17587	State Compensation Insurance Fund	1,251.58
Bill Pmt - Check	04/08/2021	17589	SRCSD	864.00
Bill Pmt - Check	04/08/2021	17589	IMAGE SOURCE	616.20
Bill Pmt - Check	04/08/2021	17590	XEROX FINANCIAL SERVICES	150.11
Bill Pmt - Check	04/08/2021	17591	Ramos Oil Company	28.00
Bill Pmt - Check	04/08/2021	17592	Rice Signs LLC	3,327.00
Bill Pmt - Check	04/08/2021	17593	Rio Vista Ace Hardware	30.65
Bill Pmt - Check	04/09/2021	17594	Verizon Wireless	397.58
Bill Pmt - Check	04/08/2021	17595	River Rais T-shirts	282.00
Bill Pmt - Check	04/09/2021	17596	California American Water-409 2ND	37.19
Bill Pmt - Check	04/08/2021	17597	California American Water-3012 Andrus	217.80
Bill Pmt - Check	04/08/2021	17598	California American Water-14 Main St	10.88
Bill Pmt - Check	04/08/2021	17599	California American Water-499 H ST	1,137.11
Bill Pmt - Check	04/08/2021	17600	California American Water - 100 2nd	73.49
Bill Pmt - Check	04/08/2021	17601	California American Water - 101 2nd St	117.89
Bill Pmt - Check	04/08/2021	17602	California American Water - 208 Jackson	110.00
Bill Pmt - Check	04/09/2021	17603	California American Water - 307 2nd IRR	126.34
Bill Pmt - Check	04/08/2021	17604	California American Water - 401 2nd	13.57
Bill Pmt - Check	04/08/2021	17605	California American Water - 504 2nd	39.41
Bill Pmt - Check	04/08/2021	17606	California American Water - 6TH St	72.17
Bill Pmt - Check	04/08/2021	17607	G&I Consultants Inc	13,433.65
Bill Pmt - Check	04/09/2021	17608	Ramos Oil Company	408.66
Bill Pmt - Check	04/12/2021	17609	Procuronow	300.00
Bill Pmt - Check	04/13/2021	17610	Kronick Moskowitz Tedeman & Gior	4,000.00
Bill Pmt - Check	04/13/2021	17611	CAL WASTE RECOVERY SYSTEMS	725.31
Bill Pmt - Check	04/13/2021	17612	Certified Employment	940.95
Bill Pmt - Check	04/13/2021	17613	Rio Vista Ace Hardware	123.45
Bill Pmt - Check	04/13/2021	17614	PGA&E WILSON BALLPARK	20.04
Bill Pmt - Check	04/13/2021	17616	A PLESCIA & CO	3,120.00
Bill Pmt - Check	04/13/2021	17617	Small Cities Organized Risk Effort	1,811.52
Bill Pmt - Check	04/13/2021	17618	Certified Employment	550.80
Bill Pmt - Check	04/13/2021	17619	Premier Access Insurance Co.	693.68
Bill Pmt - Check	04/13/2021	17620	Armark	33.39
Bill Pmt - Check	04/13/2021	17621	Ramos Oil Company	68.19
Bill Pmt - Check	04/13/2021	17622	Rio Vista Ace Hardware	115.54
Bill Pmt - Check	04/15/2021	17625	Armark	33.39
Bill Pmt - Check	04/19/2021	17623	Clark Pest Control Svs	2,126.00
Bill Pmt - Check	04/19/2021	17624	Ramos Oil Company	248.14
Bill Pmt - Check	04/19/2021	17626	Certified Employment	826.20
Bill Pmt - Check	04/19/2021	17627	Alcatraz, Inc	3,240.00
Bill Pmt - Check	04/20/2021	17628	Kaiser Foundation Health Plan	5,160.00
Bill Pmt - Check	04/20/2021	17629	RADIAL TIRE OF WALNUT GROVE	1,110.06
Bill Pmt - Check	04/20/2021	17630	Acme Saw	432.94
Bill Pmt - Check	04/20/2021	17631	Certified Employment	791.78
Bill Pmt - Check	04/20/2021	17632	Premier Access Insurance Co	693.68
Bill Pmt - Check	04/27/2021	17634	IMAGE SOURCE	27.01
Bill Pmt - Check	04/27/2021	17635	Home Depot	365.17
Bill Pmt - Check	04/27/2021	17636	US BANK	1,744.31
Bill Pmt - Check	04/30/2021	17633	Rio Vista Ace Hardware	237.66
Check	04/30/2021	17637	Robert McGalley	902.38
105,648 13				105,648 13

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	TOTAL
Other Income/Expense											
Other Income											
1320512 - Interest US Bank Bond	1.50	0.71	0.65	0.63	0.65	0.63	0.65	0.65	0.00	0.00	6.07
91100SW - Indirect Cost Allocation	-666.84	-587.67	-811.69	-562.45	-669.12	-1,140.10	-789.45	-709.02	-1,280.77	-1,196.50	-8,413.61
Total Other Income	-665.34	-586.96	-811.04	-561.82	-668.47	-1,139.47	-788.80	-708.37	-1,280.77	-1,196.50	-8,407.54
Other Expense											
SUSPENSE	0.00	0.00	0.00	0.00	0.00	-2,859.45	2,684.88	0.00	0.00	-144.00	-318.57
90100SP - Interest Exp - USDA Sewer Proj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,681.25	0.00	0.00	2,681.25
Total Other Expense	0.00	0.00	0.00	0.00	0.00	-2,859.45	2,684.88	2,681.25	0.00	-144.00	2,362.68
Net Other Income	-665.34	-586.96	-811.04	-561.82	-668.47	1,719.98	-3,473.68	-3,389.62	-1,280.77	-1,052.50	-10,770.22
Net Income	-234.09	-32,946.27	26,763.96	24,123.25	2,029.14	19,604.07	21,237.13	112,401.20	19,545.22	32,019.65	224,543.26

410 Sewer O&M - City of Isleton

Checks

As of April 30, 2021

Type	Date	Num	Name	Credit
Bill Pmt -Check	04/08/2021	2292	ARAMARK	33.39
Bill Pmt -Check	04/08/2021	2293	Ramos Oil Company	314.18
Bill Pmt -Check	04/09/2021	2294	California American Water	106.07
Bill Pmt -Check	04/09/2021	2295	Rio Vista Ace Hardware	5.38
Bill Pmt -Check	04/09/2021	2296	Bennett Engineering Services	1,440.27
Bill Pmt -Check	04/13/2021	2297	Delta Computer Consultants	1,397.63
Bill Pmt -Check	04/13/2021	2298	Acme Saw	432.94
Bill Pmt -Check	04/13/2021	2299	Rio Vista Ace Hardware	119.25
Bill Pmt -Check	04/13/2021	2300	Clark Pest Control	985.00
Bill Pmt -Check	04/13/2021	2301	SRCSO	1,123.00
Bill Pmt -Check	04/13/2021	2302	Ramos Oil Company	212.66
Bill Pmt -Check	04/13/2021	2303	Napa Auto Parts/Stewart Ind. Suppl	50.83
Bill Pmt -Check	04/13/2021	2304	ARAMARK	33.39
Bill Pmt -Check	04/15/2021	2307	ARAMARK	33.39
Bill Pmt -Check	04/19/2021	2305	PG&E - SEWER PONDS	352.00
Bill Pmt -Check	04/19/2021	2306	Ramos Oil Company	253.44
Bill Pmt -Check	04/27/2021	2308	Von Euw Trucking	881.09
				<u><u>7,773.91</u></u>

GREEN = Approved RED = Withdrawn

Cannabis Business Permit Master List

Date Submitted	Applicant(s)	Applicant's Name	Description	Premises Address	Permit Status
06/26/18	Bang Mingo	Yandow Harris	Cultivation Manufacturing Retail/Delivery	100 H Street 301 H street	PC Public Hearing 1/16/19 1st CC Meeting 1/29/19 2nd CC Meeting 2/12/19
06/26/18	Delta Agricultural Holdings LLC.	Maldonado	Distribution	14719 State Hwy 160	Withdrawn
07/18/18	Apothek Ventures	Fletcher	Retail/delivery Cultivation Distribution	61 Main Street	PC Meeting 1/16/19 1st CC Meeting 1/29/29 2nd CC Meeting 1/22/19 OPENED: 6/14/19
07/19/18	Timeless Palliative Care Collective, Inc.		Manufacturing Delivery-Only Distribution	51 Main Street	CC Public Hearing 1/8/19 2nd CC Meeting 1/22/19 DELIVERY OPERATION Started
08/23/18	River City Farms	Ozomaro	Cultivation Distribution	401 6th Street	PC Meeting 3/17/20 1st CC Meeting 3/24/20
09/18/18	Delta Agricultural holdings, LLC	Maldonado	Manufacturing distribution	402 Jackson Blvd.	Pending Parcel Map PC 6/13/19 1st CC 7/9 2nd CC 7/23
09/20/18	Gallaty Consulting, Inc.	Gallaty	Manufacturing Delivery-only Distribution	49 Main Street	PC Public Hearing 12/27/18 1st CC meeting 1/29/19 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 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	
					OPENED: 4/1/2021	

Updated 5-7-21