

# City of Isleton

City Council  
Staff Report

DATE: October 26, 2021

ITEM#: 4.A, B & C

CATEGORY: Communications

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## CITY COUNCIL COMMUNICATIONS

### SUMMARY

City has received the following communications:

- A. County of Sacramento, Order of Health Office.
- B. Local Road Safety Plan
- C. Measure B, Special Transaction and Use Tax, One Vacant Volunteer Committee Board Member Seat.

### FISCAL IMPACT

There is no fiscal impact with this appointment.


### RECOMMENDATION

There is no action required.

### ATTACHMENT

- County of Sacramento, Order of Health Officer
- Local Road Safety Plan
- Measure B application

A handwritten signature in black ink, appearing to be the initials 'AB' with a stylized flourish.

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk 

Reviewed by: Charles Bergson, City Manager 



**ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO  
DIRECTING ALL INDIVIDUALS IN THE COUNTY TO WEAR FACE  
COVERINGS INDOORS IN WORKPLACES AND PUBLIC SETTINGS**

**DATE OF ORDER: July 29, 2021**

**BACKGROUND**

Since June 15, 2021 when most restrictions from the State of California's Blueprint for a Safer Economy were lifted, the average daily incident case rate of COVID-19 in Sacramento County has increased 5.5-fold to reach the "High Transmission" level of the US Centers for Disease Control and Prevention's (CDC) Indicators for Levels of Community Transmission. The testing positivity rate in Sacramento County has also risen 4.3-fold since June 15. Hospitalizations from COVID-19 in Sacramento County have risen from 60 patients on June 15 to 175 patients on July 27.

The significantly more transmissible Delta variant of the SARS-CoV-2 virus has become the predominant strain in the US and in Sacramento County. Since June 15, nearly two thirds (64.8 Percent) of positive specimens collected from Sacramento County residents and genotyped were identified as the Delta variant.

In considering options to stem this rapid increase in COVID-19 transmission, a continued increase in the proportion of the population vaccinated is the best protection against this virus. Universal indoor use of face coverings, also known as masking, is the least disruptive and most immediately impactful additional measure to take. All individuals, especially those who are unvaccinated or at higher risk of severe outcomes from COVID-19, should take personal measures to reduce risk in addition to masking.

CDC recommends that vaccinated individuals wear face coverings in indoor public settings in areas of substantial or high COVID-19 transmission (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>).

CDPH requires face coverings in specific indoor public settings and recommends that individuals wear face coverings in all other indoor public settings, regardless of their vaccination status.

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>)

This Order is necessary to control and reduce the rate of community spread and to reinforce the need for safe interactions. The Health Officer will continue to assess the public health situation as it evolves and may modify this Order, or issue additional Orders, related to COVID-19, as changing circumstances dictate.

### **ORDER**

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 **shall become effective July 30, 2021 at 12:01 a.m.** and will continue to be in effect until rescinded or amended in writing by the Health Officer.
2. Except as otherwise set forth herein, the June 24, 2021 Guidance for the Use of Face Coverings issued by the California Department of Public Health (CDPH), as may be amended from time to time, continues to apply throughout the County.  
(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>)
3. This Order directs that face coverings shall be worn, regardless of vaccination status, over the mouth and nose, in all indoor public settings, venues, gatherings, and workplaces, such as, but not limited to: offices, retail stores, restaurants and bars, theaters, family entertainment centers, conference centers, and State and local government offices serving the public.
4. Individuals, businesses, venue operators, hosts, and others responsible for the operation of indoor public settings must:
  - a. Require all patrons to wear face coverings for all indoor settings, regardless of their vaccination status; and

- b. Post clearly visible and easy-to-read signage at all entry points for indoor settings to communicate the masking requirements to all patrons.
  - c. In addition, those responsible for indoor public settings are strongly encouraged to provide face coverings at no cost to individuals required to wear them.
- 5. Individuals are **not required** to wear face coverings in the following circumstances:
  - a. Persons who are working alone in a closed office or room;
  - b. Persons who are actively eating and/or drinking;
  - c. Persons swimming or showering in a fitness facility;
  - d. Persons who are obtaining a medical or cosmetic service involving the nose or face for which temporary removal of the face covering is necessary to perform the service;
  - e. Persons who are specifically exempted from wearing face masks pursuant to other CDPH guidance.
- 6. Employers and businesses subject to the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS) and/or the Cal/OSHA Aerosol Transmissible Diseases Standards should consult the applicable regulations for additional requirements. The ETS allow local health jurisdictions to mandate more protective measures. This Order, which requires face coverings for all individuals in indoor settings and businesses, regardless of vaccination status, takes precedence over the more permissive ETS regarding employee face coverings.
- 7. The following requirements apply to Mega-Events:
  - a. Indoor Mega-Events: All attendees of indoor mega-events (defined as 5,000 or more attendees) must wear face coverings while indoors and must otherwise comply with the restrictions set forth in the CDPH guidance Beyond the Blueprint for Industries and Sectors.  
(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Beyond-Blueprint-Framework.aspx>)

- b. Outdoor Mega-Events: Attendees of outdoor mega-events (defined as 10,000 or more attendees) are required to wear face coverings while in an indoor setting and in areas where 50% of the structure has adjacent impermeable walls, such as concourses and concession stands, and must otherwise comply with the restrictions set forth in the CDPH guidance Beyond the Blueprint for Industries and Sectors.

(<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Beyond-Blueprint-Framework.aspx>)

8. Persons should continue to follow CDC guidance for unvaccinated people (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) and for fully vaccinated people (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>) to protect themselves and others, including:

- a. wearing a well-fitted face covering (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>)
- b. avoiding crowds
- c. avoiding poorly ventilated spaces
- d. covering coughs and sneezes
- e. washing hands often (<https://www.cdc.gov/handwashing/when-how-handwashing.html>)
- f. following any applicable workplace, school, or business sector guidance or requirements including the Cal/OSHA Emergency Temporary Standards.

People should still watch for symptoms of COVID-19, especially following an exposure to someone with suspected or confirmed COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). If symptoms develop, all people, regardless of vaccination status, should isolate and be clinically evaluated for COVID-19, including SARS-CoV-2 testing. Anyone testing positive for SARS-CoV-2, regardless of vaccination status, must follow the General Isolation Order of the Sacramento County Health Officer (<https://dhs.saccounty.net/PUB/Documents/Communicable-Disease->

[Control/ME-COVID19IsolationOrder.pdf](#)).

9. This Order **shall become effective July 30, 2021 at 12:01 a.m.** and will continue to be in effect until rescinded or amended in writing by the Health Officer.
10. All State orders and guidance documents referenced in State orders are complementary to this Order. By way of this Order, the Health Officer adopts such directives as orders as well. Where a conflict exists between a local order and any State public health order related to the COVID-19 pandemic, the most restrictive provision controls pursuant to, and consistent with, California Health and Safety Code § 131080.
11. **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.
12. **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, MS  
Health Officer of the County of Sacramento

Dated: July 29, 2021







## Sacramento County *COVID-19 Halloween* For Residents

*A safe Halloween may look and feel a little different this year, but you can still **enjoy Halloween in your own neighborhood**, while reducing the risk of spreading COVID-19. Here's how:*

**All the usual Halloween precautions (see back) need to be in place, but you are still encouraged to stay in your own neighborhood, along with the following recommendations:**

**FACE COVERINGS** – Wear a face covering if those around you are not vaccinated or if it's unknown. Masks are required (unless exempt) when at indoor public settings. Have your child select their own face covering and then decorate it together to match the costume.

**KNOW YOUR RISK LEVEL** – If you or a family member is at high risk for getting severely ill from COVID-19, you might consider choosing low risk activities and skipping some events all together.

**HYGIENE** – Use hand sanitizer before digging into the candy. Don't share costume props or food. Be sure to clean/disinfect high-touch surfaces. And, of course, if you feel sick or could be contagious, stay home and away from others.

**BE READY FOR TRICK-OR-TREATERS** – In an outdoor area such as a porch or driveway: set up a table to hand out candy using candy-grabber or tongs; make treat bags and hang them from streamers outside; or place a bowl of candy and bottle of hand sanitizer at the end of the driveway/walkway. Wear a face covering around others and practice hand hygiene.

**CELEBRATE CREATIVELY** – To lower risk, host a virtual Halloween "watch" party with online video/chat and have best costume or craft project contests; have a Halloween movie night with household members either at home or drive-in; do reverse trick-or-treat by dropping off small gift bags on your neighbor's porch; or, celebrate outdoors or in an open garage.

**FALL ACTIVITY SAFETY TIPS –**

**Día de los Muertos:** Celebrate with household members or virtually. For cemetery visits, go with those you live with, and limit time spent with others to a minimum.

**Pumpkin Patches:** Go when it is less crowded. Bring hand sanitizer, blanket or chairs rather than using a crowded dining area, and try to maintain social distancing when crowded.

**Haunted Houses:** Choose an outdoor venue such as haunted corn maze, hay ride or scream park. Because screaming will happen, wear a mask to limit the spread of respiratory droplets.

**Parties and Social Gatherings:** Have outdoors; set out individual servings of food/drink; have sanitizer/handwashing stations; request that guests are vaccinated or have a negative test.

Get official details of the Sacramento County COVID-19 Halloween Guidance at [SacCounty.net/COVID-19](https://www.sacramento.gov/COVID-19)

**P.S. Make Every Halloween a Treat, Not a Trick**

**Inspect** – All treats for tampering

**Be Alert** – While driving or Trick-or-Treating

**See and Be Seen** – Use reflective tape and flashlights

**Keep Pets Safe** – Bring them indoors with I.D. collar and current license tags

**Give Only Commercially Wrapped Treats** – And consider giving healthier or non-food items



## COVID-19 Guidance for Safe Fall/Halloween Activities

A safe Halloween during the COVID-19 pandemic may look and feel a little different as people decide how they will celebrate – whether it's having fun from a distance, trick-or-treating, enjoying Halloween at home or something in between. Sacramento County Public Health would like to share information about ways to celebrate the holiday and reduce the risk of spreading COVID-19.

### Background

On June 15, 2021, California reopened the economy and lifted restrictions on almost all businesses and activities. However, COVID-19 is still causing illness and hospitalizations in Sacramento County. Variants of COVID-19 continue to pose a significant risk. [Vaccinations](#), sanitation measures and [face masks](#) have helped reduce the spread of COVID-19, but everyone needs to remain vigilant.

[COVID-19](#) is a respiratory illness that is usually spread through the air via respiratory droplets from an infected person. The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. The basic [COVID-19 prevention measures](#) are still important for helping reduce the spread of COVID-19:

- Wash hands often, and use hand sanitizer when hand washing is not an option
- Stay home when sick
- Wear a face mask
- Clean and disinfect high contact surfaces often

**Please Note: *In Sacramento County, masks are required to be worn in all indoor public settings.***

### Many options: Evaluate your risk, choose what's best for your family

Fall is here and there are many fun activities coming up, including Halloween. If you have a family member that is at high risk for getting severely ill from COVID-19, you might consider choosing low risk activities and skipping some events all together. If your family decides to participate, please remember to follow basic COVID-19 prevention measures.

The Center for Disease Control (CDC) recommends thinking about what steps you need to take to [protect yourself and your loved ones](#) from COVID-19.

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- In general, you do not need to wear a mask in outdoor settings.
  - In areas with [high numbers of COVID-19 cases](#), consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.
- If you are fully vaccinated, see [When You've Been Fully Vaccinated](#).

### Trick or Treat Activities

Trick or treating is one of the most exciting parts of the Halloween celebration. The following suggestions should be considered to help prevent the spread of COVID-19.

### **Passing out candy**

- Wash hands before and after handling candy.
- Avoid passing out candy from inside of your home; give out candy from the porch or driveway instead of from the front door
- Wear a face mask
- Only give away commercially packaged candy
- Place a table between the person handing out candy and the trick or treaters to help with distancing
- Make a variety of treat bags with commercially packaged candy and hang from streamers in the yard
- Place a bowl or container of candy at the end of the driveway or walkway with some hand sanitizer and watch from the porch
- Spread out candy on a table to be picked up by trick or treaters.

### **Going out to Trick or Treat**

- Wear a face mask (*face masks are currently required when at indoor public settings, unless exempt*);
  - Allow your child to select their own face mask
  - Decorate a face mask together to match your child's costume
  - Ensure the wearer can still see out of the costume and there are no vision or trip hazards
  - Don't wear a costume that prohibits you from wearing a face mask
- Maintain 6 feet distance from others and from different households
  - Travel together with your household members as a small group
  - Try to keep social interactions with other groups outdoors
- Practice good hygiene
  - Have hand sanitizer available and use often
  - Avoid touching your face
  - Don't share costume props such as masks, toy weapons, etc.
  - Don't share food
- If you or your family members are sick, or have been in contact with someone who is sick with COVID-19, stay home and away from others
- Follow general trick-or-treating safety measures:
  - Adults should accompany children
  - Review rules with children before trick-or-treating
  - Consider limiting trick or treating to your immediate neighborhood
  - Ask your child to pick one candy. Don't touch multiple candies.
  - Do not eat candy until you have returned home and have washed hands
  - Have an adult inspect the candy before eating
  - Only eat candy packaged in the original wrapper
  - Bring a flashlight
  - Wear light-colored clothing and consider adding reflective tape



- Watch out for traffic, walk on sidewalks
- Keep costumed children away from pets, as pets might not recognize the child and become frightened

### **Alternatives to Trick-or-Treating**

Celebrate creatively this year! If your family decides to limit their risk, here are some fun ideas:

- Have a Halloween watch party at home. Watch parties can use online video and chat options so attendees can interact with each other
- Watch a Halloween movie at a drive-in theater
- Hold a virtual costume party. Have a contest to “make your own costume” using items in the room
- Do a project such as pumpkin carving/painting, mask decorating, and window/house decorating
- Have a candy scavenger hunt in the house or yard
- Reverse trick-or-treat - Drop small gift bags of commercially packaged candy on your neighbor’s porch instead

### **Mega Events**

Mega Events are defined as events drawing greater than 1,000 (indoors) and 10,000 (outdoors) attendees. CDPH has issued guidelines for Mega Events. For further information, please refer to [CDPH Beyond the Blueprint Guidance](#).

- Vaccination verification or negative test result is required for **Indoor Mega Events**. Testing must be conducted within 72 hours before event start time (both PCR and antigen tests are acceptable). Results of the test must be available prior to entry into the event or venue.
  - Self-attestation may not be used to verify status as fully vaccinated or as proof of negative test result for indoor settings.
- Vaccination verification or negative test result is recommended for **Outdoor Mega Events**. Testing must be conducted within 72 hours before event start time (both PCR and antigen tests are acceptable). Results of the test must be available prior to entry into the event or venue.
  - For outdoor settings, it is recommended not to use self-attestation to verify status as fully vaccinated or as proof of negative test result.
- Information shall be prominently placed on all communications, including the reservation and ticketing systems, to ensure guests are aware of testing and vaccination requirements (including acceptable modes of verification).
- Attendees must follow [CDPH Guidance for Face Coverings](#).
- Venues should make masks available to attendees upon request.

### **Other Fall Activities – COVID-19 Safety Tips**

#### **Dia de los Muertos**

- Spend time with people of the same household or to celebrate virtually.
- Consider placing and creating the altar in a front window or outside so others can view.

- Create a virtual space to honor lost loved ones. Share with family and friends via email or social media.
- If planning to visit the cemetery, consider visiting only with people of the same household. Wear a face covering and limit time spent to minimum necessary.

### **Pumpkin Patches**

Many pumpkin patches have a variety of activities and have the benefit of having a lot of space and being outdoors. Some tips to help prevent the spread of COVID-19:

- Bring hand sanitizer and use it often
- Bring a blanket or chairs rather than using the dining area, in case it is crowded
- Plan your trip for a time when it will not be busy
- Avoid crowded attractions (especially if they are indoors)

### **Haunted Houses**

Indoor haunted houses have a much higher risk of COVID transmission than an outdoor venue. Consider going to an outdoor venue such as a haunted corn maze, haunted hay ride or scream park.

- Wear a mask indoors and outdoors. Screaming will happen and can spread respiratory illnesses like COVID-19. To protect yourself and those around you, wear a mask.
- Stay home if you don't feel well.

### **Parties and other Social Gatherings**

If you are planning a party, please consider the following to help limit the spread of COVID-19:

- Keep the gathering outdoors. Consider using your garage with the garage door open. If indoors, open all the windows.
- Set out food and drinks in individual servings, rather than "buffet style"
- Request that people who attend are vaccinated or have a recent negative COVID-19 test
- Keep sinks stocked with soap and paper towels for handwashing
- Provide hand sanitizer in multiple locations

## **Resources**

[Sacramento County COVID-19 Updates](#)

[Sacramento County Vaccination Information](#)

[Center for Disease Control: Events and Gatherings](#)

[Center for Disease Control: Guide to Masks](#)

Document was prepared by Sacramento County's [Environmental Management Department](#)

<b>Summary of Revisions</b>
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**9/17/2020:** Initial version

**10/9/2020:** Added wording to stay in own neighborhood this year, not to travel to trick-or-treat.

**10/14/2020:** Added safer alternatives for Dia de los Muertos and updated requirements for private gatherings. Added updated guidance for private events and gatherings.

**9/13/21:** Updated for 2021

Revision: 9/13/2021

PHO: 7/29/2021







# Local Road Safety Plan

Stakeholder Meeting #1

October 19, 2021

6:00 pm



MAIN STREET

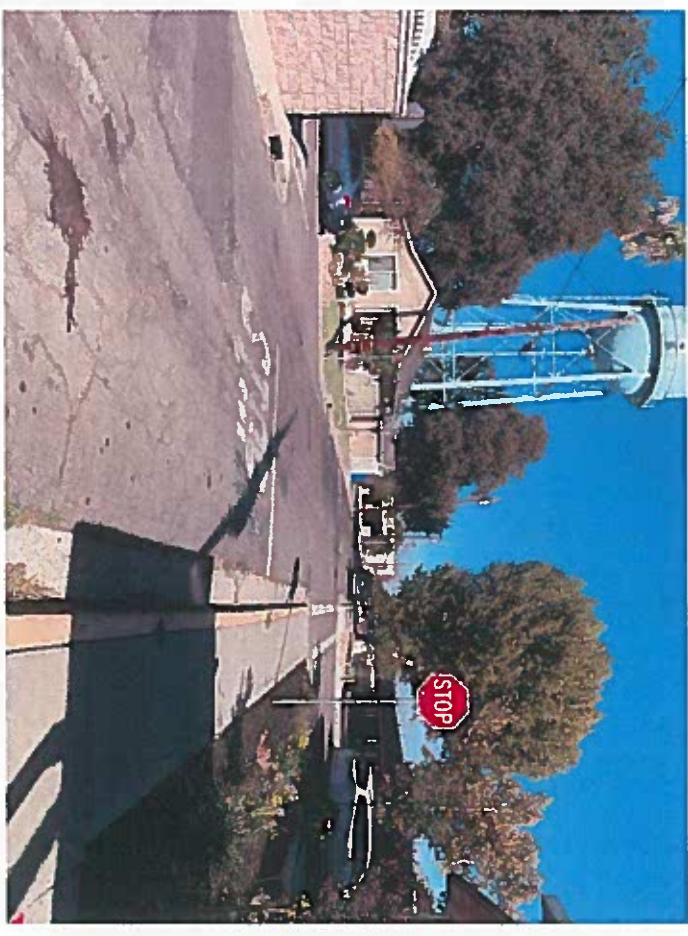
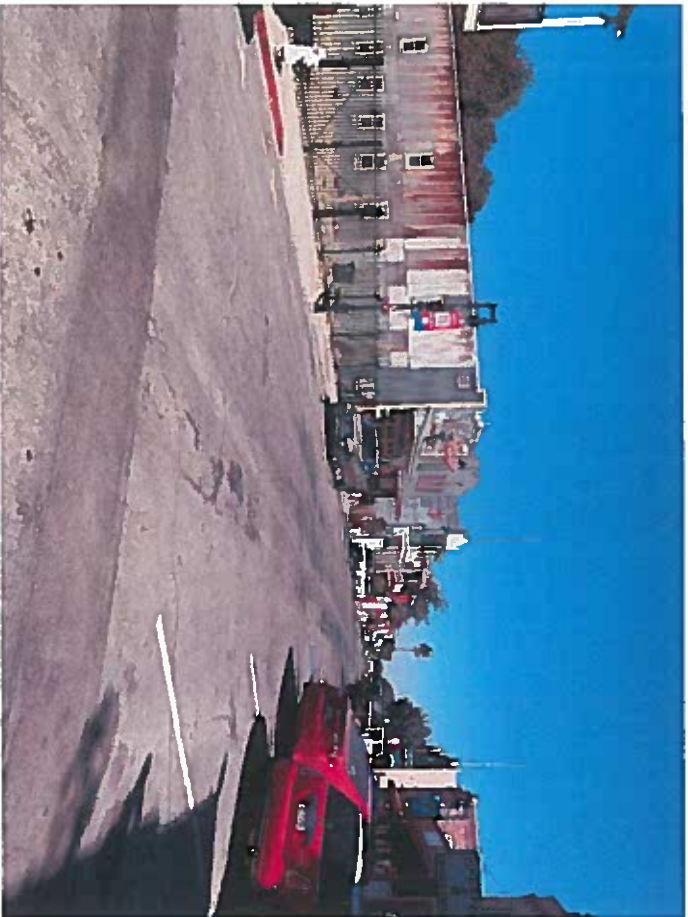
# Agenda

- Introductions
- What is a LRSP?
- LRSP Process
- Your Role as a Safety Champion
- Preliminary Collision Analysis Findings
- Project Website and Interactive Map Input Walk-Through
- Open Discussion
- Next Steps





# Introductions



# What is a Local Road Safety Plan (LRSP)?

- Overarching Goals:
  - To reduce fatalities and severe injuries on City roadways and intersections attributed to traffic collisions
  - To identify, analyze and prioritize roadway and intersection safety improvements on City roads
  - A required document to be eligible for the Highway Safety Improvement Program (HSIP) grant funding
- Considers engineering and non-engineering strategies
  - 4 E's of Traffic Safety: **Education, Enforcement, Engineering and Emergency Medical Services (EMS)**



# LRSP Process

- Five-year collision data (2015-2019) on local roadways, including State Route 160
- Collision analysis
  - Identification of collision trends: collision types, severity, violation category, lighting conditions, etc.
  - Geographic analysis: spatial identification of top trends
- Identification of high-risk intersections and mid-block (roadway segment) locations
- Identification of emphasis areas
- Identification of viable countermeasures and develop a countermeasure toolbox
- Develop safety projects for high-risk locations



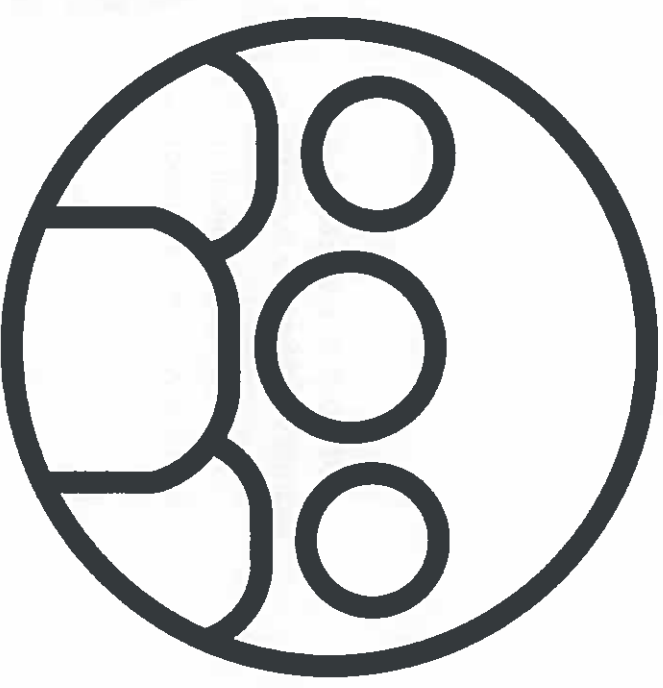
# Isleton LRSP Goals & Objectives



- *Goal 1: Systematically identify and analyze roadway safety problems and recommend improvements*
- *Goal 2: Improve the safety of pedestrians and bicyclists by using proven effective countermeasures*
- *Goal 3: Ensure coordination of key stakeholders to implement roadway safety improvements & response within Isleton*
- *Goal 4: Continually seek funding for safety improvements*
- *Goal 5: Ensure that safety improvements are made in a manner that is fair and equitable for all Isleton residents*

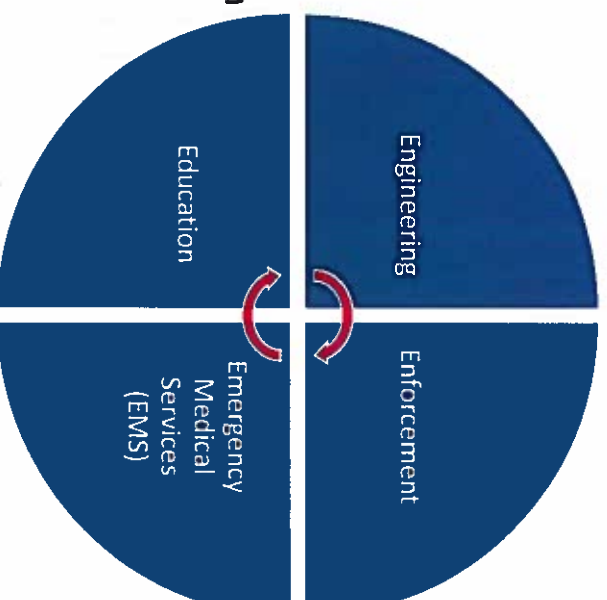
# Your Role as a Safety Champion!

- Comments on the presentation
- Tell us about traffic safety related issues
- Tell us what you heard from the members of the community
- Help set the goals and objectives of the LRSP
- Share with us any existing programs/safety measures under the E categories (Education, Enforcement, Engineering and EMS)
- Report your concerns in a map-based survey at [www.isletonsafestreets.com](http://www.isletonsafestreets.com)
- Share the survey to everyone
- Stay informed about the project!



# The 4 E's of Traffic Safety

- HSIP eligible countermeasures
- E.g.: Improve intersection lighting, install median refuge island, install bulb outs, improving signs and striping
- Conduct focused public information and education campaigns
- Create pocket guides and informational fliers with pedestrian laws, stop sign violations, etc.
- Safe Routes to School education programs



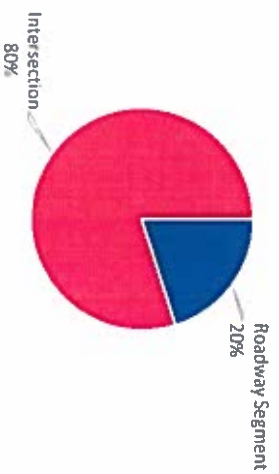
- Targeted enforcement at high risk intersections
- Place high priority on enforcement of violation type that contribute to the most fatalities and severe injuries
- Improve deployment to collision sites
- Ensure emergency routes are defined and clear



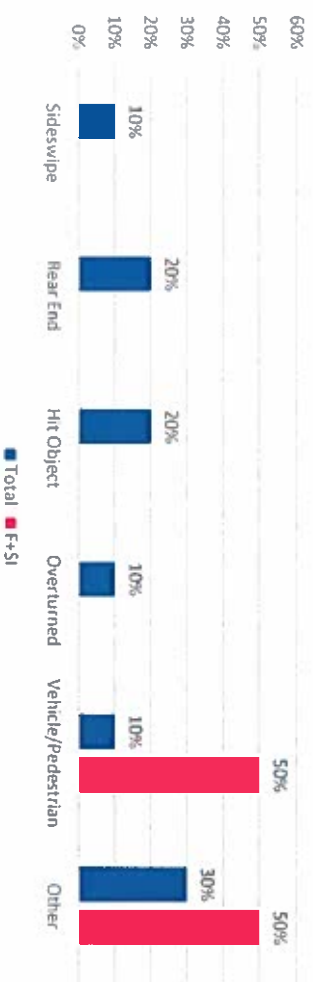


# Collision Analysis Findings

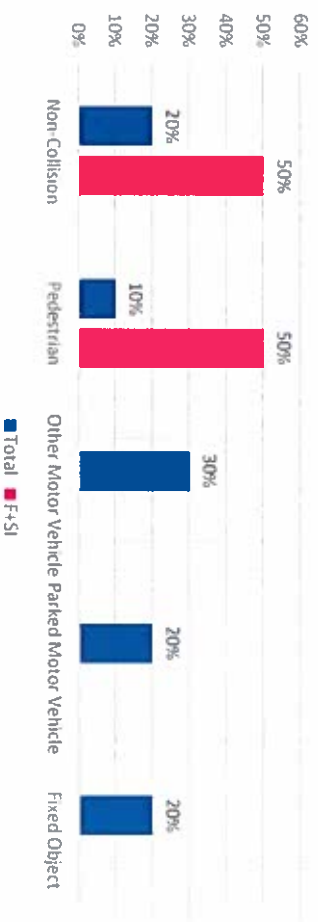
All Collisions



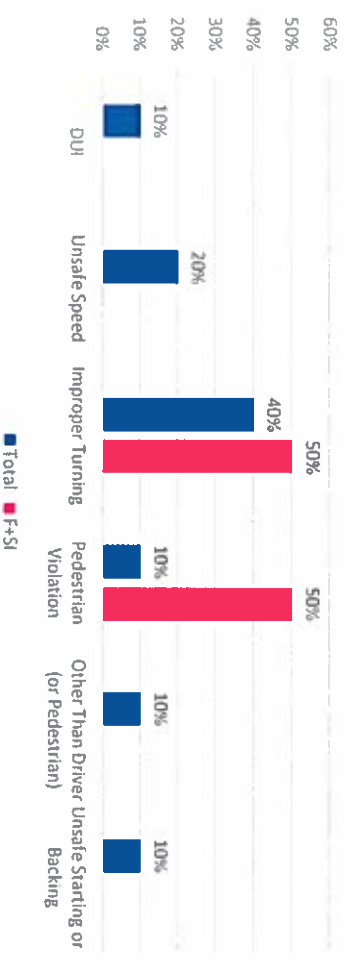
Collision Type



Collisions by Motor Vehicle Involved With



Violation Category



# Collision Analysis Findings

- Some prominent collision trends that emerged include:
  - Improper turning violations
    - Caused 40% of all collisions, including one fatal collision on SR-160
  - Unsafe speed violations
    - Caused 20% of all collisions and was a factor in one of the four injury collisions.
    - Both observed unsafe speed collisions occurred on SR-160
  - Nighttime collisions
    - 50% of all collisions occurred in low light conditions (night, or dusk/dawn), including one of the two fatal collisions
    - Two of the four injury collisions occurred at night; both on SR-160 east of H St
  - Pedestrian collisions
    - Accounted for one of the two fatal collisions

# Equivalent Property Damage Only (EPDO) Score

Collision Severity	EPDO Score
Fatal and Severe Injury Combined	165
Visible Injury	11
Complaint of Pain	6
Property Damage Only (PDO)	1

EPDO Score =

(165 x # of Fatal Collisions) +

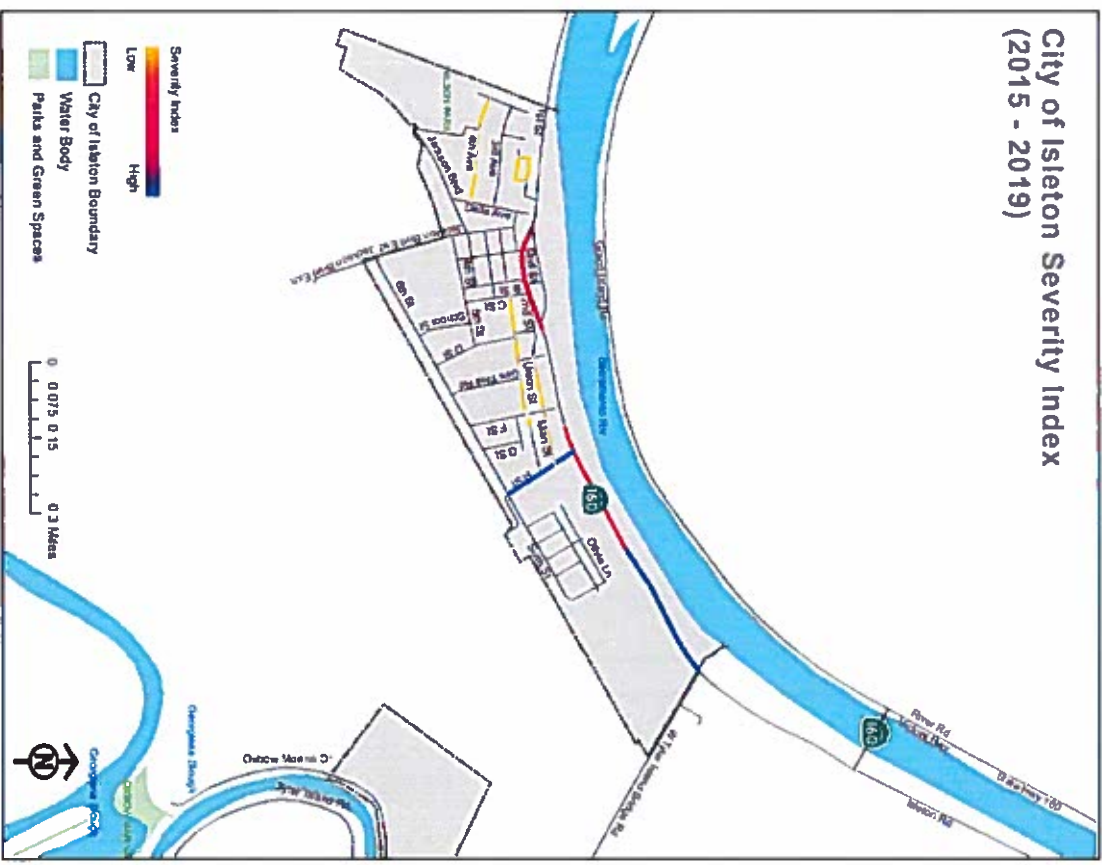
(165 x # of Severe Injury Collisions) +

(11 x # of Other Visible Injury Collisions) +

(6 x # of Complaint of Pain Collisions) +

(1 x # of PDO Collisions)

(Source: Local Roadway Safety Manual 2020, Caltrans)

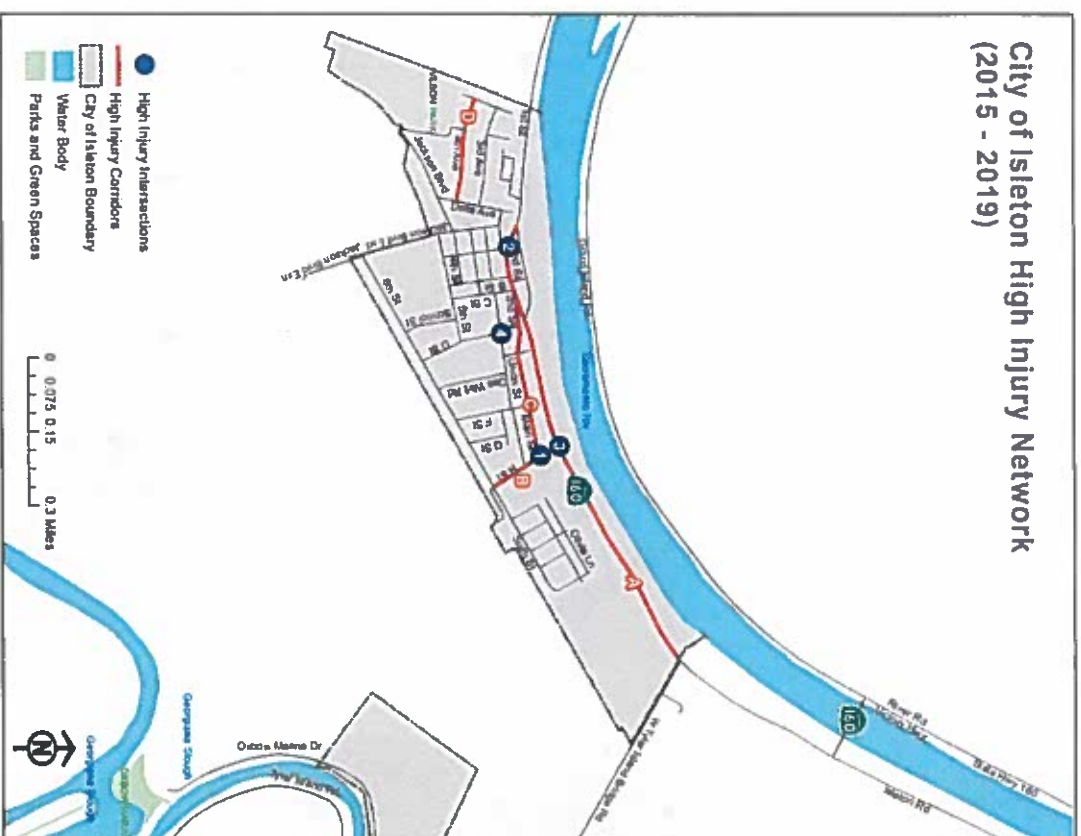


# High-Injury Intersections

ID	Intersection	Total Collisions	F+SI Collisions	Improper Turning Collisions	Unsafe Speed Collisions	Nighttime Collisions	EPDO Score
1	H St/Main St	1	1	0	0	0	165
2	2nd St/A St/SR-160	2	0	0	1	0	7
3	SR-160/H St	1	0	0	1	1	1
4	Union St/D St	1	0	1	0	1	1

Note: Intersections without injury collisions were chosen based on property damage only collisions

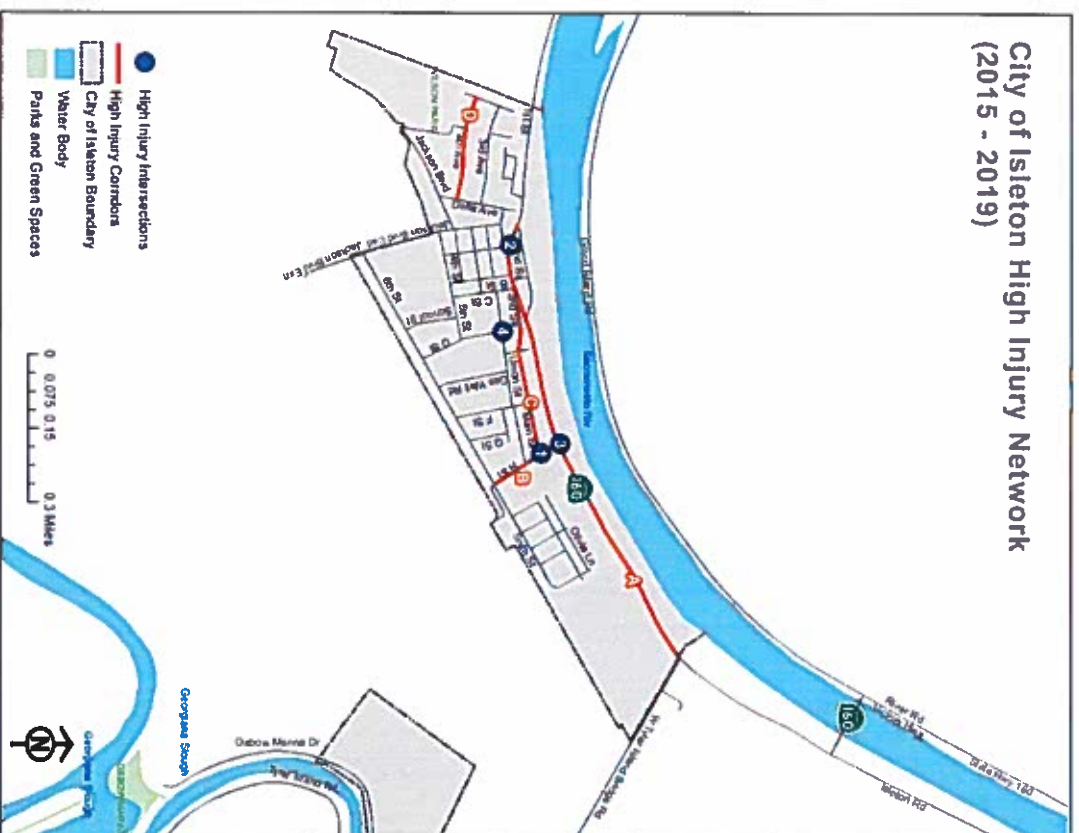
City of Isleton High Injury Network (2015 - 2019)



# High-Injury Corridors

ID	Intersection	Total Collisions	F+SI Collisions	Improper Turning Collisions	Unsafe Speed Collisions	Nighttime Collisions	Length (miles)	EPDO Score
A	River Rd/SR-160: W Tyler Island Bridge Rd to 1 <sup>st</sup> St	5	1	2	2	3	1.0	179
B	H St: River Rd/SR-160 to 6 <sup>th</sup> St	1	1	0	0	0	0.15	165
C	Main St/2 <sup>nd</sup> St: SR-160 to H St	1	0	1	0	0	0.30	1
D	4th Ave: Delta Ave to Georgiana Dr	1	0	0	0	1	0.21	1

Note: Corridors without injury collisions were chosen based on property damage only collisions





# Project Website is Live!

[Project Overview](#)

[Report Concern](#)


[Collision History](#)

[Project Updates](#)

[Provide Feedback](#)

[Subscribe & Contact](#)



 **City of Isleton**

## LOCAL ROAD SAFETY PLAN

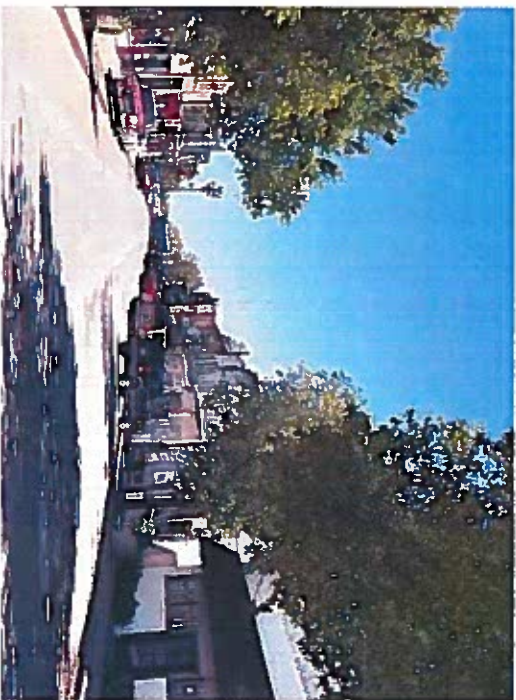
### Project Overview

The City of Isleton is developing a comprehensive Local Road Safety Plan (LRSP). The LRSP aims to help the City to enhance traffic safety for all modes of transportation (driving, walking, bicycling, and riding transit) and for all ages and abilities.

The overarching goal is to develop a successful LRSP by utilizing the historic traffic collision database to create a decision-making process to address traffic safety in Isleton. It relies on a partnership with stakeholders and public outreach using the four T's of traffic safety: Training, Enforcement, Education, and Emergency Medical Services.

Scroll down to view the project area. [Click here](#) to report your traffic safety concerns.

# Provide Input



## **Report Your Area of Concern**

Your input is essential for the success of this Local Road Safety Plan! Click the button below to provide us with your concerns regarding traffic and safety.

**Report Your Area of Concern**

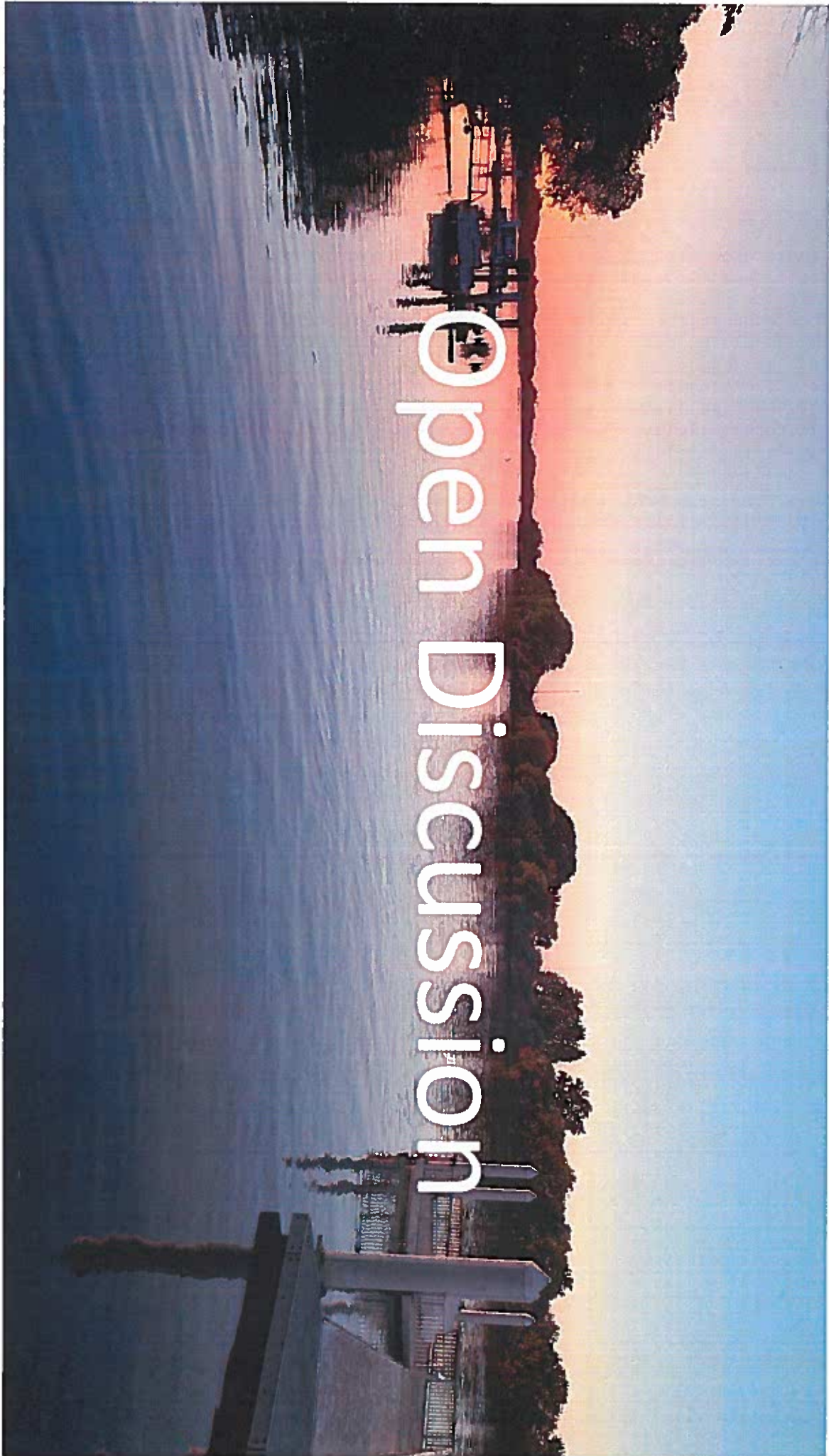
For further updates, check project updates or subscribe to receive notifications.

**CLICK HERE!**



# Tell us your concerns on the map!



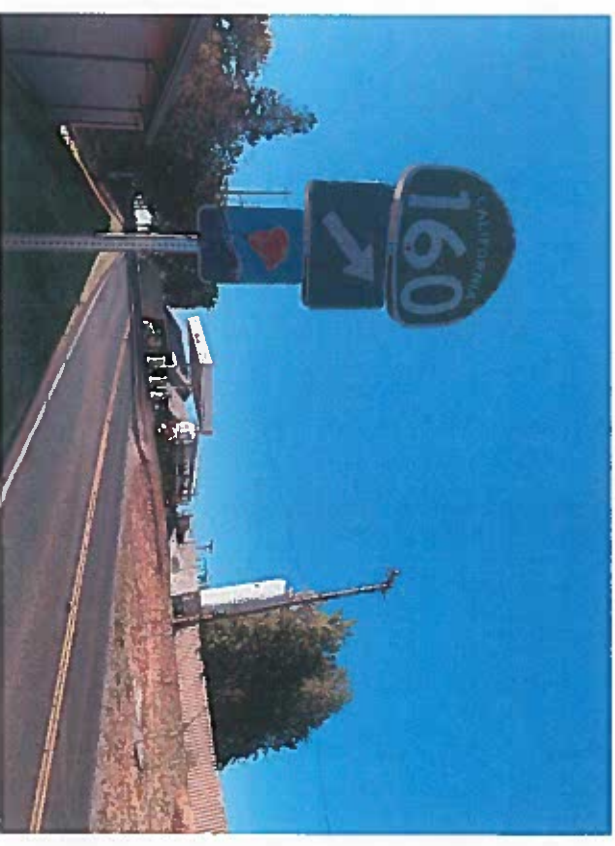


# Open Discussion

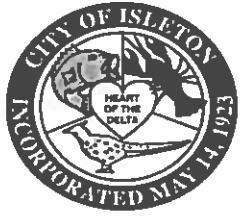


# Next Steps

- Summarize stakeholder and public input
- Identify top emphasis areas
- Identify and prioritize engineering countermeasures and non-engineering strategies
- Develop safety projects for all high-risk locations







# City of Isleton

101 Second Street P.O. Box 716 Isleton, California 95641  
Tel: 916-777-7770

## APPLICATION FOR APPOINTMENT TO COMMITTEE OR COMMISSION

Please fill out application form completely in blue or black ink.

**NOTE: Your application will be copied to the City Council and becomes a public record available for public inspection. (Personal information is redacted).**

Return completed applications to:  
City Clerk's Department, City of Isleton, P.O. Box 716, Isleton, California 95641 or email  
[yvonne.zepeda@cityofisleton.com](mailto:yvonne.zepeda@cityofisleton.com)

### Applicant Information: (All information is required)

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer and Occupation: \_\_\_\_\_

Currently serving on a Committee/Commission? If yes, please specify:

\_\_\_\_\_

City of Isleton Residency / Registered to Vote:  Yes  No

**All Elected Officials shall be required to complete a Financial Disclosure / Ethics Training:**

◆ requires filling of annual Statement of Economic Interests with the FPPC. \_\_\_\_\_

◆ Commission and Committee members must complete ethics and harassment training. \_\_\_\_\_

I certify that the information contained on this form is true and accurate:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# City of Isleton

City Council  
Staff Report

DATE: October 26, 2021

ITEM#: 5.A

CATEGORY: Consent Calendar

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## MINUTES OF THE REGULAR CITY COUNCIL MEETINGS OF OCTOBER 12, 2021. SECOND READING OF ORDINANCE NO. 2021-008, AMENDMENT TO PURCHASING POLICY

### SUMMARY

- A. Review of the Regular City Council Meetings of October 12, 2021.
- B. Second Reading of Purchasing Policy Ordinance No. 2021-008.

### FISCAL IMPACT

There is no fiscal impact associated with this action.

### RECOMMENDATION

- A. City Council review and approve the draft minutes of the Regular City Council Meeting on October 12, 2021.
- B. It is recommended that City Council hold second reading and adopt Ordinance No. 2021-008, amending Ordinance No. 2021-008 adding section 2a.

### ATTACHMENTS

- Minutes of October 12, 2021.
- Ordinance No. 2021-008

Reviewed by: Charles Bergson, City Manager 

Submitted and prepared by: Yvonne Zepeda, Deputy City Clerk 



**CITY OF ISLETON**

**Regular City Council Meeting Minutes**

Tuesday, October 12, 2021 at 6:30pm

208 Jackson Boulevard  
Isleton, California 95641

You can call in to join our public meeting or come in person

**TELECONFERENCE OR IN PERSON**

**ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SACRAMENTO DIRECTING  
ALL INDIVIDUALS IN THE COUNTY TO WEAR FACE COVERINGS INDOORS IN  
WORKPLACES AND PUBLIC SETTINGS**

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**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 and City Manager Charles Bergson.

**2. AGENDA CHANGES OR DELETIONS**

ACTION: None.

**3. PUBLIC COMMENT**

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

ACTION: None.

**4. COMMUNICATIONS**

A. County of Sacramento, Order of Health Officer.

B. Sacramento County Voter Registration and Election has posted information on the upcoming November 2, 2021, City of Isleton Fire Protection Services Tax.

C. City of Isleton Redevelopment Agency Obligation Payment.

D. California Environmental Protection Agency-Notice.

ACTION: Information only.

**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](mailto: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.

## 5. CONSENT CALENDAR

- A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of September 14, 2021 and September 28, 2021.

**RECOMMENDATION:** City Council review and approve draft minutes of the Regular City Council Meeting of September 14, 2021 and September 28, 2021.

**ACTION:** Councilmember Paul Steele motion to approve minutes of the Regular City Council Meeting of September 14, 2021 and September 28, 2021. Councilmember Iva Walton second the motion. **AYES:** Councilmember Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

## 6. PUBLIC HEARINGS

- A. **SUBJECT:** None.

## 7. OLD BUSINESS

- A. **SUBJECT:** Code Enforcement Officer.

**RECOMMENDATION:** Establish a Code Enforcement Officer position and set its pay scale.

**ACTION:** Councilmember Iva Walton motion to establish a Code Enforcement Officer position and set its pay scale. Councilmember Paul Steele second the motion. **AYES:** Councilmember Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

- B. **SUBJECT:** Parking Enforcement Pilot Program; approve amended Resolution 005-21 and Isleton Bail Schedule.

**RECOMMENDATION:** Staff requests City Council to adopt updated Resolution 005-21 and updated Isleton Bail Schedule for the Isleton Parking Enforcement Pilot Program.

**ACTION:** Councilmember Paul Steele motion to adopt updated Resolution 005-21 and updated Isleton Bail Schedule for the Isleton Parking Enforcement Pilot Program. Vice Mayor Pamela Bulahan second the motion. **AYES:** Councilmember Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

- C. **SUBJECT:** Ordinance No. 2021-008, amending Ordinance No. 2021-002, updating the purchase order policy.

**RECOMMENDATION:** It is recommended that City Council adopt the amendment to Ordinance No. 2021-002, establish a Purchasing Policy.

**ACTION:** Councilmember Paul Steele motion to adopt the amendment to Ordinance No. 2021-002, establish a Purchasing Policy. Mayor Eric Pene second the motion. **AYES:** Councilmember Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

**8. NEW BUSINESS**

- A. **SUBJECT:** Low Population Waiver Application for Cities or Special Districts Providing Solid Waste Collection Services.

**RECOMMENDATION:** City Staff recommends City Council adopt Resolution No. 025-21 as presented.

**ACTION:** Councilmember Iva Walton motion to adopt Resolution No. 025-21 as presented. Mayor Eric Pene second the motion. **AYES:** Councilmember 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**

- A. Councilmember Vacant
- B. Councilmember Paul Steele – Delta Planning Commission will have a vacant seat.
- C. Councilmember Iva Walton – None.
- D. Vice Mayor Pamela Bulahan – None.
- E. Mayor Eric Pene – None. RVPD no report.

**10. STAFF GENERAL REPORTS AND DISCUSSION**

- A. City Manager Report – ~~Attached~~. Paving on Delta West. 6:30pm Thursday, Measure B meeting.
- B. Fire Chief Report – Out due to fire.

**11. CLOSED SESSION**

Closed Session – Gov't Code §54956.8  
Property Negotiations.  
**ACTION:** No reportable action.

**12. ADJOURNMENT**

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
MAYOR, Eric Pene

ATTEST:

\_\_\_\_\_  
DEPUTY CITY CLERK, Yvonne Zepeda





# City of Isleton

City Council  
Staff Report

DATE: October 26, 2021

ITEM#: 5.B

CATEGORY: Consent Calendar

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**AMENDMENT TO ORDINANCE NO. 2021-002 ADDING SECTION 2a, ORDINANCE 2021-008 OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, ADOPTING POLICIES AND PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT, FOR PROCURING PROFESSIONAL AND MAINTENANCE SERVICES, AND FOR THE DISPOSAL OF SURPLUS PROPERTY; ADOPT 2<sup>ND</sup> READING**

## **SUMMARY**

This purchasing policy establishes standards and practices for obtaining formal bids, informal quotations, maintaining vendor lists, and the disposal for surplus equipment, materials, and supplies. These amendments will expand the City's eligibility for Federal and State grants.

## **DISCUSSION**

The City adopted the purchasing ordinance on May 25, 2021. The City has been requested to add the following section to the Purchasing Policy for state and federally funded grant requirements.

**Section 2a.** Contracting with small and minority businesses, women's business enterprises, and labor surplus area.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible

(b) Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, the women's business enterprises;
5. Using the services and assistance, as appropriate of such organizations as the Small Business Development Agency of the Department of Commerce; and

Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

**FISCAL IMPACT**

There is no fiscal impact with this ordinance.

**RECOMMENDATION**

It is recommended that City Council adopt the amendments to Ordinance 2021-08

**ATTACHMENTS**

1. Ordinance No. 2021-08, as amended

Written by: Diana O'Brien \_\_\_\_\_

Reviewed by: Charles Bergson, City Manager \_\_\_\_\_

Submitted and prepared by: Yvonne Zepeda, City Clerk \_\_\_\_\_

## PURCHASING POLICY ORDINANCE NO. 2021-008

### AMENDMENT TO ORDINANCE NO. 2021-002 ADDING SECTION 2a, ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, ADOPTING POLICIES AND PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT, FOR PROCURING PROFESSIONAL AND MAINTENANCE SERVICES, AND FOR THE DISPOSAL OF SURPLUS PROPERTY

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

#### Section 1. Purchasing

##### Section 1.a. Purchasing Program Overview

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

#### Section 2. Purchasing Policies

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

Section 2a. Contracting with small and minority businesses, women's business enterprises, and labor surplus area.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible

(b) Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, the women's business enterprises;
5. Using the services and assistance, as appropriate of such organizations as the Small Business Development Agency of the Department of Commerce; and

Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

### **Section 3. Bid Requirements Policies**

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

All City purchases in excess of \$5,000, which do not go out to bid or are not reoccurring service charges, must have a completed Best Value Method Source Selection form (bid waiver) accompanying the purchase order. The form must be reviewed and signed by the City Manager and Finance Director.

#### **3. a. Competitive Quotation Process**

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

#### **3. b Competitive Proposal Process**

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

#### **3. c. Waivers**

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

1. Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
2. The purchase is made using one (1) of the State of California's contracts with a third party.
3. Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interest of the City of Isleton.
4. In the opinion of the City Manager and/or Finance Director, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
5. A special source, including but not limited to a sale, purchasing plan, government discount, or trade-in allowance, will supply a lower cost than that which would result from a bid process.
6. A formal process would result in substantially higher costs to the City and/or inefficient use of personnel, or cause substantial disruption of City operations.
7. Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "building projects" as defined in the California General Statutes.

8. Regional or cooperative purchases.
9. Information Technology Resources may be exempted by the City Manager. Information Technology Resources, for the purpose of this section, means license, copyrighted or patented computer hardware, software or services; new computer equipment, products, peripherals, services and software where compatibility with existing equipment or products is desirable or necessary; proprietary or custom built software or information systems; technology services, consulting and maintenance contract; web-based software and software as service, platform as a service and infrastructure as a service applications or solutions.
10. Other exceptions to the policy will be determined on a case-by-case basis by the City Manager which may follow the goods and services purchasing categories exempted by the State of California.

**3.d Maintenance contracts**

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

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

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

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

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

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

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

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

1) Sale on the open market. The purchasing officer shall cause to be published at least

three days before the sale, in a locally adjudicated newspaper, a notice of sale setting forth a general description of the property to be sold, the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price. (2) Sale by sealed bid or auction. As an alternative to the sale on the open market, the purchasing officer may, when in his judgement, it is in the best interest of the city, sell surplus property by means of sealed bid or public auction. In the case of sale by sealed bid or public auction, the purchasing officer shall cause to be published at least three days before the sale, in a locally adjudicated newspaper, a notice setting forth a general description of the property to be sold, the day, time and location of the sale. The terms of all such sales shall be cash in the amount of the full purchase price.

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

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

#### **Section 4. Requisitioning**

##### **4. a. Department Requests and Approvals**

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

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

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

##### **2. Obtain Appropriate Approvals**

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

##### **3. Payment Approval**

All purchases orders need to have proper approvals before the actual purchase can



be made. Purchases conducted without the proper approvals made beforehand may result in non-payment.

4. Purchase Order Thresholds

The Finance Department will review vendors on file on an ongoing basis and implement a process to review purchase order thresholds. This process will help to identify users that may attempt to circumvent the PO process.

**Section 5. Purchase Orders**

5. a. Preparation of the Purchase Order

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

5. b Purchase Order Cancellation

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

5.1 Credit Card and Store Charge Cards

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

Credit-Card Policy Agreement:

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

Spending Limits:

Cardholders are held to daily and monthly spending limits based on their job function. Individuals are granted either a \$1,000 single-transaction and \$5,000 monthly limit, or a \$5,000

single-transaction and \$15,000 monthly limit. On an annual basis, the Finance Department will review cardholder spending limits and adjust the limits at their discretion.

#### 5.2. a. Credit Card Recordkeeping

Cardholders are responsible for entering their purchases online and applying them to the correct account codes and sending to accounts payable. All purchases must be entered by the 15<sup>th</sup> of each month or the Finance Department will freeze the individual credit-card.

Cardholders print their monthly expense report, attach supporting documentation and receipts, sign the report, have their Department Heads review and sign the report, and send it to the Finance Department for processing. The Finance Department performs monthly reviews of credit-card expenditures to ensure there is no backlog of unprocessed purchases and that all purchases have appropriate documentation. All reviews must be signed and dated.

#### Store Charge Card Policy Agreement:

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

#### Spending Limits:

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

#### 5.3. b Store Charge Card Recordkeeping

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

### Section 6. Exceptions to the Normal Purchasing Process

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

#### Definition of an Emergency

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

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

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

#### Under \$15,000

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

#### \$15,000 or more

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

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

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

#### Purchasing Cards

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

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

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

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

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

PASSED AND ADOPTED by the City Council of the City of Isleton on this 12th day of October 12, 2021, by the following vote:

AYES: Councilmember's Iva Walton, Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene.

NOES: None

ABSTAIN: None

ABSENT: None

\_\_\_\_\_  
Eric Pene, Mayor

ATTEST:

\_\_\_\_\_  
Yvonne Zepeda, Deputy City Clerk

# City of Isleton

City Council  
Staff Report

DATE: October 26, 2021

ITEM#: 7.A

CATEGORY: *Old Business*

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## RESOLUTION 027-21 OF THE CITY COUNCIL OF THE CITY OF ISLETON ESTABLISHING THE FORMATION, STRUCTURE, AND MEMBERSHIP OF THE MEASURE B CITIZENS' OVERSIGHT COMMITTEE AND ADOPTING BYLAWS RELATING TO SAME

### BACKGROUND

The City Council is being requested to make permanent the Measure B Oversight Committee by codifying the Citizens' Oversight Committee and establishing Bylaws.

### DISCUSSION

The Measure B Oversight Committee has re-commenced meeting monthly after a hiatus due to the Covid virus. The Citizens' Oversight Committee was not contained in the Measure B renewal ballot language. This Resolution establishes the Oversight Committee as part of the City Municipal Code (attached Resolution No. 027-21).

### FISCAL IMPACT

There is no fiscal impact associated with this action. Measure B presently generates nearly \$100,000 annually. The use of these funds has been used primarily for the replacement, repair, and maintenance of the Isleton Fire Department's equipment. This measure has generated nearly \$250,000 since its inception of which over three-quarters has been spent on Fire Department equipment and facilities.

### RECOMMENDATION

It is recommended that the City Council approve Resolution No. 027-21 Establishing the Formation, Structure, and Membership of the Measure B Citizens' Oversight Committee and adopting Bylaws Relating to Same.

Prepared by: Charles Bergson, City Manager

Attachment: Resolution No. 027-21





**RESOLUTION NO.027-21**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISLETON ESTABLISHING THE FORMATION, STRUCTURE, AND MEMBERSHIP OF THE MEASURE B CITIZENS' OVERSIGHT COMMITTEE AND ADOPTING BYLAWS RELATING TO SAME**

**WHEREAS**, The City Council of the City of Isleton has placed Measure B on the November 2, 2021 ballot. California Revenue and Taxation Code section 7285.91 authorizes the City Council to levy a special transactions and use tax via ordinance, provided the ordinance establishing the tax is ultimately approved by the voters. Measure B would, if approved by voters, raise revenue for fire protection services in the City of Isleton by establishing a 0.50 percent (i.e., 1/2 cent) transactions and use tax for a period of five years.

**WHEREAS**, A transactions and use tax is administered by the State Board of Equalization. Once established, a transactions and use tax is allocated to the city where any goods are delivered or placed into use. The transactions and use tax that would be established by Measure B is considered to be a "special tax."

**WHEREAS**, As a "special tax," the revenue generated by Measure B may only be used for specific purposes. The ballot question for Measure B states that the 0.50 percent transactions and use tax will be used "solely to fund fire protection needs for the City of Isleton." Because this transactions and use tax would be a "special tax," the City of Isleton would be required to use tax proceeds only for these services. The original Measure required that the City Council appoint a committee to review and make a public report on the revenue generated from Measure B and expenditures of that revenue.

**NOW, THEREFORE, BE IT RESOLVED** said City Council hereby establishes the Measure B Citizens' Oversight Committee and adopts the attached City of Isleton Measure B Citizens' Oversight Committee Bylaws, governing the terms, composition and specific duties thereof.

**PASSED AND ADOPTED** by the City Council of the City of Isleton at a regular meeting held on 26th day of October, 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Eric Pene, Mayor

**ATTEST:**

\_\_\_\_\_  
Yvonne Zepeda, Deputy City Clerk



**CITY OF ISLETON MEASURE B  
CITIZENS' OVERSIGHT COMMITTEE BYLAWS**

**Section 1. Committee Established.** The City of Isleton (the "City") was successful at the election conducted on November 2, 2021 (the "Election"), in obtaining authorization from the City's voters to impose a general retail transaction and use tax ("General Tax") in the incorporated territory of the City for the purpose maintaining quality of life and essential services at a rate of one-half percent (0.50%) for a period of 5 years on the sale of tangible personal property and the storage, use, or other consumption of such property. The election was held and conducted as provided by law for holding municipal elections, and the General Tax revenue is to be collected by the State Board of Equalization and remitted to the City.

The City has voluntarily chosen to establish a Citizen's Oversight Committee to provide enhanced accountability to the citizens of the City. The City Council of the City (the "City Council") by the adoption of Resolution No. 026-21 establishes the Measure B Citizens' Oversight Committee (the "Committee"), which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the City. All meetings of the Citizens' Oversight Committee shall comply with the provisions of the Ralph M. Brown Act (Government Code Section 34950 et seq.).

**Section 2. Purpose.** The purpose of the Committee is to review the expenditures of General Tax proceeds focused on addressing quality of life and essential services as set forth in Ordinance No. 1418 to ensure funds are spent responsibly on general City services consistent with community priorities. The Committee shall confine itself specifically to proceeds generated from the imposition of the General Tax under the ballot measure. All monies generated under other sources shall fall outside the scope of the Committee review.

**Section 3. Duties.**

**3.1 Duties of the Committee.** The Committee shall act in an advisory capacity to the City Council and no express authority or power to act on behalf of the City is hereby delegated. To carry out its stated purpose, the Committee shall perform the following duties:

- a. Review semi-annual revenue and expenditure reports produced by the City and other relevant reports and information regarding the Transactions and Use Tax; and
- b. Provide to the City Council an annual report on whether revenues were expended efficiently and effectively and recommendations, if any, of ways to ensure that future revenues are expended efficiently and effectively.
- c. In order to preserve the integrity and independence of the oversight process, Committee members shall not play a role in contracting or project management for projects funded through revenue from Measure B.

- d. The Committee is not charged with decision-making on spending priorities, schedules, project details, or financing plans.

#### **Section 4. Membership.**

4.1 Number. The Committee shall consist of five (5) members appointed by City Council.

#### 4.2 Qualification Standards.

- a. To be a qualified member of the Committee, a person must be at least 18 years of age and reside in Isleton.
- b. The Committee may not include any employee, City Council member or any vendor, contractor or consultant of the City.

4.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and to complete the Form 700 as required by all "designated employees" of the City. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

4.4 Term. At the Committee's first meeting, at-large members will draw lots to select a minimum of three (3) members to serve for an initial three (3) year term, and the remaining two (3) members for an initial four (4) year term. All successive terms shall be for four (4) years. No member may serve more than two (2) consecutive terms.

4.5 Appointment. Members of the Committee shall be appointed by council through the following process:

- a. Approval of the City Council.

4.6 Removal; Vacancy. The City Council may remove any Committee member for any reason including failure to attend two (2) consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy or applicable law. Upon a member's removal his or her seat shall be declared vacant. The Mayor in accordance with the established appointment process shall fill any vacancies on the Committee.

4.7 Compensation. The Committee members shall not be compensated for their services.

#### 4.8 Limitation of Authority of Members.

- a. Committee members shall not have the authority to direct staff of the City.

- b. Individual members of the Committee retain the right to address the City Council as an individual.
- c. As stated in Section 3 (d) the Committee is not charged with decision-making on spending priorities schedules project details or financing plans. Section

## **5. Meetings of the Committee.**

5.1 Regular Meetings. The Committee is required to meet at least once a year including an annual organizational meeting.

5.2 Location. All meetings shall be held within the City.

5.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## **Section 6. City Support.**

6.1 The City shall provide to the Committee necessary technical and administrative assistance as follows:

- a. preparation of and posting of public notices as required by the Ralph M. Brown Act ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- b. provision of a meeting room including any necessary audio/visual equipment;
- c. preparation and copies of any documentary meeting materials such as agendas and semi-annual revenue and expenditure reports and other relevant information regarding financial transactions related to the Measure B General Tax revenues; and
- d. retention of all Committee records, and providing public access to such records on an Internet website maintained by the City.

6.2 City staff shall attend all Committee proceedings in order to report on the status of expenditures of General Tax proceeds.

**Section 7. Reports. In addition to the Annual** In addition to the Annual Report required in Section 3.1, the Committee may report to the City Council semi-annually, or more often if necessary, in order to advise the City Council on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 8. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the entire City Council.

**Section 9. Termination.** The Committee shall automatically terminate and disband 180 days after the end of the fiscal year in which all Measure B Special Tax revenues were finally expended.



## ATTACHMENT A

### MEASURE B CITIZENS' OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This following Ethics Policy Statement provides general guidelines for Committee members to perform their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

#### POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a City decision related to: (1) any contract funded by General Tax proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and to complete the Form 700 as required by all "designated employees" of the City.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by General Tax proceeds, or (2) any construction project. A Committee member shall not make or influence a City decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the City that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the City with respect to: (1) bidding on projects funded by the General Tax proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the policies, procedures, rules and regulations of the City of Isleton;

• **COMMITMENT TO CITY.** A Committee member shall place the interest of the City above any personal or business interest of the member. The undersigned acknowledges he or she has received a copy of this Ethics Policy Statement, understands the provisions of this policy and agrees to adhere to its requirements.

The undersigned acknowledges he or she has received a copy of this Ethics Policy Statement, understands the provisions of this policy and agrees to adhere to its requirements.

Date Member, Oversight Committee

# City of Isleton

City Council  
Staff Report

DATE: October 26, 2021

ITEM#: 7.B

CATEGORY: Old Business

## CALIFORNIA CONSULTING, INC. FOR GRANT MANAGEMENT SERVICES; DISCUSSION & PRESENTATION BY CONSULTANT

### SUMMARY

California Consulting, Inc. will present an overview of their services for grant acquisition for City Council discussion regarding contract agreement and grant applications.

### BACKGROUND AND OVERVIEW

The California Consultant Inc. team will:

- Create a task timeline with due dates
- Ensure the proposed project meets the grant agency's requirements
- Review similar successful grant applications and apply where possible
- Collect information on the project
- Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
- Obtain letters of support when necessary
- Draft proposals and send to staff for review
- Incorporate staff edits in final drafts
- Submit completed application timely
- Monitor the funding agency until grant awards are announced

California Consultants will discuss list of grants applications (projects, match, fees, etc...) that was discussed with staff (see attached):

AGENCY	TITLE	DESCRIPTION	DEADLINE	PROJECT
DOT	Clean California Local Grant Program	Greening & Enhancing Public Spaces	Feb 2022	TBD
DOT	Active Transportation Program	Funding from the ATP may be used to fund the development of community-wide active transportation plans within or, for area-wide plans, encompassing disadvantaged communities, including bicycle, pedestrian, safe routes to schools, or	Spring 2022	TBD

		comprehensive active transportation plans		
CATC	Local Partnership Program	Improvements to the state highway system, transit facilities, local road system, bike & pedestrian safety or mobility, mitigate the environment impact of new transportation; soundwalls, road maintenance; other transportation improvement projects	TBD	TBD
CATC	Solutions for Congested Corridors Programs	Fund projects designed to reduce congestion in highly traveled and highly congested corridors through performance improvements that balance transportation improvements, community impacts, and that provide environmental benefits.	TBD	TBD
CATC	Trade Corridor Enhancement Program	Projects must be located on Federally designated Trade Corridors, and along other corridors that have a high volume of freight movement as determined by the Commission.	TBD	TBD
CA State Parks & Rec	Regional Parks Grant	Park Projects	Jan 20, 2022	Skate Park
CA State Parks & Rec	Rural Recreation and Tourism Program	Recreation Projects	Jan 20, 2022	6 <sup>th</sup> Street Walking & Biking Trail
CA State Parks & Rec	Land and Water Conservation Fund	Funding for the acquisition or development of land to create new outdoor recreation opportunities for health and wellness	Feb 1, 2022	TBD
CAL OES	Hazard Mitigation Grant Program	Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters.	Rolling Deadline	TBD
CAL OES	Building Resilient Infrastructure and	Hazard Risk Reduction, Protection	Dec 1, 2021	TBD

	Communities (BRIC) and Flood Mitigation Assistance	and Benefits for DAC, Address Climate Change		
FM Global	Fire Prevention Grant Program	Fire prevention, preparedness and control efforts, including pre-incident planning, fire prevention education/training and arson prevention/fire investigation.	Mar 31, June 30, Sep 30 and Dec 31 Annually	TBD
Fire Fighters Charitable Foundation Grant	The Firefighters Charitable Foundation continues to provide assistance to those in need. Grants are given to assist local fire/disaster victims, fire prevention education, volunteer fire department equipment purchase, and community safety program	Grants are given to assist local fire/disaster victims, fire prevention education, volunteer fire department equipment purchase, and community safety programs.	TBD	AED, Fire Department Equipment Program, Community Smoke Detector Program, Juvenile Firesetter Prevention and Intervention Program
USDA	Community Facilities Grant	Public facilities such as town halls, courthouses, airport hangars or street improvements Community support services such as child care centers, community centers, fairgrounds or transitional housing	TBD	New City Hall and Rehabilitate Community Center

The following is a breakdown of cost per Grant:

Grant Amount Request	Cost
Up to \$10,000	\$1,500
\$10,001 - \$50,000	\$4,000
\$50,001 - \$100,000	\$5,500
\$100,001 - \$250,000	\$7,500
Over \$250,000	\$9,000 - \$12,000

Cost will be determined based on complexity of grant preparation for all grants exceeding \$250,000. Consultant will provide Client with cost prior to commencing work on grant selected by Client. If Client decides to withdraw the application or cease work on the application prior to submission and after work has begun, Client agrees to pay Consultant for work completed at an hourly rate of \$105.00, not to exceed the total amount of the per grant rate. Consultant will provide Client with breakdown of time spent along with invoice.

Expenses: The Client agrees to reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client. Such expenses typically might include, but are not limited to, mileage, conference calls, copies, binding costs, postage, parking, travel, and lodging expenses. Consultant shall provide Client with a receipt and a description of the expense with the invoice.

Staff recommends Alternative No. 1

## **FISCAL IMPACT**

It is estimated that this effort will cost a minimum of \$15,000 annually.

## **RECOMMENDATION**

It is recommended the City Council authorize the City Manager to enter into a one-year contract with California Consulting for Grants Administration for FY 2021-2022.

Should the City elect to continue with this service for a longer term, a Request for Qualifications will be issued.

### Glossary:

DOT – Department of Transportation

CATC – California Transportation Commission

CAL OES – California Office of Emergency Services

DAC – Disadvantage Community

USDA – United States Department of Agriculture

## **ATTACHMENTS**

- A. California Consultant's, Inc. Agreement
- B. California Consultant's "By the Numbers" examples for the cities of Manteca, Newman and Waterford
- C. California Consultant's Grants List

Prepared by: Diana O'Brien

Reviewed by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, Deputy City Clerk



## GRANT WRITING SERVICES AGREEMENT

**DATED:** July 6, 2021

**PARTIES:** California Consulting, Inc. (hereinafter the "Consultant"); and  
City of Isleton (hereinafter the "Client")

**AGREEMENT:**

The undersigned hereby agree to the following terms and conditions:

**Section 1. Duties of Consultant:** During the term of this Agreement, Consultant shall provide the Client as follows:

- a. Grant writing at the direction of the Client on specific grants identified by the Client.

**Section 2. Time for Performance of Duties:** Notwithstanding any other term or condition of this Agreement, Client specifically acknowledges that Consultant has other clients and/or outside employment. Consultant shall have control over the time and manner of performing its duties described in Section 1, and shall make available such time as it, in its sole discretion, shall deem appropriate for the performance of its duties under this Agreement.

**Section 3. Term of the Agreement:** The effective date of this Agreement is July 7, 2021 and shall continue on a month to month basis allowing either party to discuss new terms at any time.

**Section 4. Compensation:** Client shall pay Consultant on a per grant basis as compensation for Consultant's grant writing services as described in Section 1. Consultant shall provide Client with a written invoice monthly. Client agrees to pay invoice within 30 days of receipt.

The following is a breakdown of cost Per Grant:

Grant Amount Request	Cost
Up to \$10,000	\$1,500
\$10,001 - \$50,000	\$4,000
\$50,001 - \$100,000	\$5,500
\$100,001 - \$250,000	\$7,500
Over \$250,000	\$9,000 - \$12,000

Cost will be determined based on complexity of grant preparation for all grants exceeding \$250,000. Consultant will provide Client with cost prior to commencing work on grant selected by Client. If Client decides to withdraw the application or cease work on the application prior to submission and after work has begun, Client agrees to pay Consultant for work completed at an hourly rate of \$105.00, not to exceed the total amount of the per grant rate. Consultant will provide Client with breakdown of time spent along with invoice.

**Section 5. Expenses:** The Client agrees to reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client. Such expenses typically might include, but are not limited to, mileage, conference calls, copies, binding

costs, postage, parking, travel, and lodging expenses. Consultant shall provide Client with a receipt and a description of the expense with the invoice.

**Section 6. Relationship:** Consultant shall perform its grant writing services hereunder as an independent contractor and not as an employee of the Client or an affiliate thereof. It is expressly understood and agreed to by the parties hereto that Consultant shall have no authority to act for, represent or bind the Client or any affiliate thereof in any manner, except as may be agreed to expressly by the Client in writing from time to time.

**Section 7. Confidentiality:** Except in the course of the performance of its duties hereunder, each party agrees that it shall not disclose any trade secrets, know-how, or other proprietary information not in the public domain learned as a result of this Agreement. Similarly, the parties agree that they shall not disclose or divulge this Agreement, or any of its term or conditions to third parties, except as is necessary to perform the terms and conditions stated herein.

**Section 8. Indemnification:** The Client agrees to indemnify and hold harmless the Consultant, its members, officers, directors, employees, attorneys, and contractors and each person who controls Consultant or any of its affiliates from and against any demands, losses, claims, actions or causes of action, damages, judgment, arbitration awards, liabilities (whether absolute or accrued, contingent or otherwise), costs, and expenses whatsoever (including reasonable costs of investigation or defending any action) to which they or any of them may become subject under any applicable law arising out of Consultant's performance under this Agreement and will reimburse Consultant for all expenses (including counsel fees) as they are incurred. Consultant maintains liability insurance in the amount of one million dollars.

**Section 9. Assignment:** This Agreement shall not be assignable by either party; provided however, that Consultant shall have the discretion to allocate its duties hereunder to owners, affiliates, or employees of Consultant.

**Section 10. No Guaranteed Result:** Client acknowledges and agrees that Consultant does not have control over third party decision makers, and therefore Consultant makes no representations, warranties or guarantees that it can achieve any particular results. Consultant, however, shall act in good faith toward the performance of its duties described above.

**Section 11. Prior Agreements:** This Agreement shall supersede any prior agreements between the parties, and serves as the sole and only agreement between them. This Agreement may only be modified by a writing signed by both parties.

**Section 12. Governing Law:** This Agreement shall be deemed to be a contract made under the laws of the State of California and for all purposes shall be construed in accordance with the laws of said State.

**Section 13. Attorney's Fees:** The prevailing party in any action filed that arises out of this Agreement shall be entitled to recoup their reasonable attorney's fees and costs from the other party.

**Section 14.**            **Notices:** All notices will be sent via certified mail or overnight courier to:

Consultant at:            California Consulting, Inc.  
214 Main Street, Suite 102  
El Segundo, CA 90245

Client at:                City of Isleton  
101 2nd St  
Isleton CA 95641

**Section 15.**            **Termination:** This Agreement may be terminated by either party for any reason not in violation of federal and/or California State law upon thirty (30) days written notice to the other party. Client shall compensate Consultant for all services rendered prior to the date of termination. There shall be no liquidated damages in the event of termination under this provision.

IN WITNESS THEREOF, this Agreement is executed on the dates set forth below and effective on the date first set forth above.

“CONSULTANT”

“CLIENT”

California Consulting, Inc.

City of Isleton

By \_\_\_\_\_

\_\_\_\_\_

Steven N. Samuelian, CEO

Name: \_\_\_\_\_

Title: \_\_\_\_\_





*and*

*City of Newman*

## **By the Numbers**

<b>Total Grant Awards</b>	<b>\$443,166.00</b>
<b>Total Paid to CC</b>	<b>\$282,000</b>
<b>Return on Investment</b>	<b>157%</b>
<b>Total Earned for City</b>	<b>\$161,166.00</b>
<b>Number of Contract Years</b>	<b>7 years 4 months</b>

### Grant Awards

California Fire Foundation PG&E	\$13,000
CA State Parks Land & Water Conservation Fund (LWCF)	\$153,000
USDOJ Bulletproof Vest Partnership Program	\$2,583
Sierra Health Foundation Responsive Grants Program	\$15,000
Tony Hawk Foundation Skate Park Grant	\$5,000
SJVAPCD Public Benefit New Alternative Fuel Vehicle Grant	\$100,000
CalRecycle Tire Derived Product Grant	\$122,545
Cal Fire Urban & Community Forestry Green Trees for the Golden State Grant	\$32,038





and

City of Manteca

## By the Numbers

<b>Total Grant Awards</b>	<b>\$3,353,416</b>
<b>Total Paid to CC</b>	<b>\$116,000</b>
<b>Return on Investment</b>	<b>2891%</b>
<b>Total Earned for the City</b>	<b>\$3,237,416</b>
<b>Number of Contract Years</b>	<b>2 ½ Years</b>

### Grant Awards

Rubberized Pavement Grant Program	\$350,000
Tobacco Grant Program	\$37,386
Highway Safety Improvement Program (HSIP)	\$250,000
Highway Safety Improvement Program (HSIP)	\$1,934,640
Highway Safety Improvement Program (HSIP)	\$681,390
SJVAPCD - Plug-In Hybrid Vehicle	\$100,000







*and*

*City of Waterford*

## **By the Numbers**

<b>Total Grant Awards</b>	<b>\$2,850,889</b>
<b>Total Paid to CC</b>	<b>\$156,205</b>
<b>Return on Investments</b>	<b>1825%</b>
<b>Total Earned for the City</b>	<b>\$2,694,682</b>
<b>Number of Contract Years</b>	<b>5 years</b>

### Grants Awarded

Caltrans Active Transportation Program Grant (ATP)	\$108,000
CA Parks & Recreation Society (CPRS) Awards Program	Merit Award
DBW Non-Motorized Boat Launching Grant	\$470,290
PetSmart Free Roaming Cat TNR Grant	\$100,000
CalRecycle Tire Derived Product Grant	\$17,438
SJVAPCD Public Benefit New Alternative Fuel Vehicle Grant	\$40,000
Ca State Parks Land & Water Conservation Fund	\$220,150
SJVAPCD Public Benefit New Alternative Fuel Vehicle Grant	\$10,888
DBW Abandoned Watercraft Abatement Fund (AWAF)	\$13,000
Responsive Grants Program	\$9,600
Cal Fire Urban & Community Forestry Green Trees for the Golden State Grant	\$32,689
CNRA Prop 84 California River Parkways Grant	\$1,478,340
Caltrans State-Legislated Safe Routes to School Programs	\$232,600
Cal Fire Urban & Community Forestry Urban Forestry Inventory Grant	\$35,644
CalRecycle Tire Derived Product Grant	\$82,250





### **Grants Identified by the City**

1. **Clean California Local Grant Program**  
**Deadline: February 2022**  
Link: <https://cleancalifornia.dot.ca.gov/local-grants>
2. **SB 1 Programs – Local Partnership Program, Solutions for Congested Corridors Program**  
**Deadline: TBD**  
Link: <https://catc.ca.gov/meetings-events/workshops>
3. **Trade Corridor Enhancement Program**  
**Deadline: TBD**  
Link: <https://catc.ca.gov/meetings-events/workshops>
4. **Parks & Rec. Regional Parks grant**  
**Deadline: November 5, 2021 (Extended to January 20, 2022)**  
Link: [http://www.parks.ca.gov/?page\\_id=29940](http://www.parks.ca.gov/?page_id=29940)
5. **Rural Recreation and Tourism Program**  
**Deadline: November 5, 2021 (Extended to January 20, 2022)**  
Link: [http://www.parks.ca.gov/?page\\_id=28439](http://www.parks.ca.gov/?page_id=28439)

### **Additional grants**

1. **Land and Water Conservation Fund**  
**Deadline: February 1, 2022**  
Link: [https://www.parks.ca.gov/?page\\_id=30240](https://www.parks.ca.gov/?page_id=30240)
2. **FEMA COVID-19 Reimbursement Grant**  
**Deadline: 6 Months after COVID is over**
3. **Hazard Mitigation Grant Program**  
**Deadline: Continuous (application has been changed to a rolling deadline)**  
Link: <https://www.caloes.ca.gov/cal-oes-divisions/recovery/disaster-mitigation-technical-support/404-hazard-mitigation-grant-program>
4. **FM Global Fire Grant**  
**Deadline: March 31, June 30, September 30 and December 31 annually**  
Link: <https://www.fmglobal.com/about-us/our-business/corporate-responsibility/fm-global-fire-prevention-grant-program>

214 Main Street, Suite 102 El Segundo, CA 90245

Phone (323) 728-9002

[www.californiaconsulting.org](http://www.californiaconsulting.org)



5. Fire Fighters Charitable Foundation Grant  
**Deadline:** Continuous  
**Link:** <https://www.ffcf.org/fire-departments>
  
6. Building Resilient Infrastructure and Communities  
**Deadline:** TBD – NOI deadline anticipated for September 2021, full application deadline anticipated for December 2021.  
**Link:** <https://www.caloes.ca.gov/cal-oes-divisions/hazard-mitigation/pre-disaster-flood-mitigation>
  
7. Active Transportation Program  
**Deadline:** TBD – Should be released late Spring 2022  
**Link:** <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>
  
8. California Dept. of Parks and Recreation - Per Capita Program (Prop 68)  
**Deadline:** December 31, 2021  
**Link:** [https://www.parks.ca.gov/?page\\_id=30095](https://www.parks.ca.gov/?page_id=30095)

# City of Isleton

City Council  
Staff Report

DATE: October 26, 2021

ITEM#: 8.A

CATEGORY: New Business

## AN ORDINANCE 2021-007 OF THE CITY COUNCIL OF THE CITY OF ISLETON ESTABLISHING STREET SWEEPING; FIRST READING

### SUMMARY

The Street Sweeping program is a good public practice to remove debris from the streets and gutters before it can enter the storm drain system. Street sweeping is also keeps the streets clean and prevents local flooding due to blocked facilities.

### DISCUSSION

The City has not had a street sweeping program since the 1970's. Staff requests adoption of Ordinance 2021-007 establishing Street Sweeping and in which Ordinance 2015-007 authorizes the removal of vehicles from streets and directs the disposition of such vehicles.

Staff also requests direction and authorization to advertise for proposals for street sweeping services and purchase signage. Streets will be swept once a month.

The City Manager is authorized to determine the locations of and to place and maintain, or cause to be maintained, signs designating the hours during which, and day o days of the month on which, parking is prohibited in order to facilitate street sweeping. The City Manager shall ensure that such signs are posted at a conspicuous place at each street entrance and contain a notice at least 17 inches by 22 inches in size, with lettering not less than one inch in height, setting forth the day or days and hours parking is prohibited on such street. "Entrance" as used herein means the intersection of any street or street comprising an area of restricted parking for street-sweeping purposes on the same day or days and hours with another street not subject to such a parking restriction, or subject to parking restrictions on different days and hours. The parking regulations set forth in this section shall not be effective until signs are posted meeting the requirements of this subsection C.

### FISCAL IMPACT

It is estimated that this effort will cost about \$15,000 annually.

### RECOMMENDATION

Staff requests City to adopt Ordinance 2021-007 Establishing Street Sweeping.

### ATTACHMENTS

- A. Ordinance 2021-007 of the City Council of the City of Isleton Establishing Street Sweeping

Prepared by: Diana O'Brien

Reviewed by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, Deputy City Clerk





## ORDINANCE NO. 2021-007

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON PARKING ESTABLISHING STREET SWEEPING

**WHEREAS**, Ordinance 2021-07 establishes Street Sweeping and in which Ordinance 2015-07 authorizes the removal of vehicles from streets and directs the disposition of such vehicles; and

**WHEREAS**, No operator of any motor vehicle, and no person who owns or has possession, custody, or control of any vehicle shall stop, stand, or park such vehicle upon any street in the City of Isleton that is designated as to days and times for street sweeping during the time period parking is prohibited for street sweeping; and

**WHEREAS**, The City Council may, by resolution from time to time, determine the hours during which and the day or days of the month on which parking shall be prohibited on specified streets or alleys or on all streets and/or alleys within a specific geographical area of the City to facilitate street sweeping; and

**WHEREAS**, The City Manager is authorized to determine the locations of and to place and maintain, or cause to be maintained, signs designating the hours during which, and day or days of the month on which, parking is prohibited in order to facilitate street sweeping. The City Manager shall ensure that such signs are posted at a conspicuous place at each street entrance and contain a notice at least 17 inches by 22 inches in size, with lettering not less than one inch in height, setting forth the day or days and hours parking is prohibited on such street. "Entrance" as used herein means the intersection of any street or street comprising an area of restricted parking for street-sweeping purposes on the same day or days and hours with another street not subject to such a parking restriction, or subject to parking restrictions on different days and hours. The parking regulations set forth in this section shall not be effective until signs are posted meeting the requirements of this subsection C; and

**WHEREAS**, The parking regulations of this ordinance shall not apply to the parking or standing of commercial vehicles making pickups or deliveries of goods, wares, or merchandise from or to any building or structure located on the restricted street, or for the purpose of delivering materials to be used in the repair, alteration remodeling or reconstruction of any building for which a building permit has previously been obtained from the City of Isleton; and

**NOW, THEREFORE**, the City Council of the City of Isleton does hereby ordain as follows:

Section 1: Ordinance 2021-007 establishes the City of Isleton Street Sweeping.

Section 2: Parking is prohibited at certain times for street cleaning as determined by the City Manager.

Section 3: Compliance with California Environmental Quality Act. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060 (c) (2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060 (c) (3) (the activity is not a project as defined in

Section 15378) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, if the activity is deemed a project this City Council finds that this Ordinance is exempt pursuant to Section 15061(b)(3) of the State CEQA Guidelines in that the Ordinance is covered by general rule that CEQA applies only to projects which have a potential for causing a significant effect on the environment. It can be seen with certainty that there is no possibility that this Ordinance will have a significant effect on the environment and there therefore the activity is not subject to CEQA.

Section 4: Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion.

Section 5: Effective Date: This Ordinance shall become effective 26th day of October 2021.

Section 6: Publication. The Deputy City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published in a newspaper of general circulation printed and published within the City of Isleton, pursuant to all legal requirements.

**PASSED AND ADOPTED** by the City Council of the City of Isleton this 26th day of October, 2021, by the following vote:

AYES: Councilmember's  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

\_\_\_\_\_  
Eric Pene, Mayor

ATTEST:

\_\_\_\_\_  
Yvonne Zepeda, Deputy City Clerk



# City of Isleton

101 Second Street, Isleton, California 95641

## CITY MANAGER REPORT

Date: 22 October 2021

To: Mayor & City Councilmembers

From: Charles Bergson, City Manager

Re: City Manager Report for 26 October 2021

### Covid 19 – City Operations

The City is still operating under State order of June 2021, which includes masking in all indoor public settings and workplaces.

Flood Insurance (Geologic Hazard Abatement District (GHAD)) – Action on this item has been moved to November. It is anticipated that the City will be forming this District.

The City is finishing its audit for FY2019-20 and has commenced the audit for FY2020-21.

The Delta Street West Paving project has completed all paving. The striping portion of the work has been delayed due to inclement weather and will be completed as weather allows. City Hall has been in receipt of many appreciative calls for this street improvement work.

The Public Works Department has completed the repairs to the sewer line at 417 F Street. The repair has salvaged the sewer line with little impact to the existing homes. The Department also endured a switchboard failure at the pumping plant early in the week. Staff called an electrical contractor to effect repairs. The switchboard at the plant is about fifty years old and is expected to be replaced with the planned WWTP Upgrade

Planner James Gates has left the employ of the City for an advanced educational degree. His work and services will be missed and the City wishes him fair winds and a following sea.

Staff has initiated the Code Enforcement recruitment and anticipates applications by the middle of November.

The current cannabis business status list is attached.

Respectfully,  
Charles Bergson, P.E.



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	Cultivation	100 H Street	PC Public Hearing 1/16/19 1st CC Meeting 1/29/19
		Harris	Manufacturing		
			Retail /Delivery	301 H street	2nd CC Meeting 2/12/19
			Distribution		
06/26/18	<b>Delta Agricultural Holdings LLC.</b>	<b>Maldonado</b>		<b>14719 State Hwy 160</b>	<b>Withdrawn</b>
07/18/18	Apothek Ventures	Fletcher	Retail/delivery	61 Main Street	PC Meeting 1/16/19 1st CC Meeting 1/29/19 2nd CC Meeting 1/22/19
			Cultivation		
			Distribution		
					<b>OPENED: 6/14/19</b>
07/19/18	Timeless Palliative Care Collective, Inc.		Manufacturing	51 Main Street	CC Public Hearing 1/8/19 2nd CC Meeting 1/22/19
			Delivery-Only		
			Distribution		<b>DELIVERY OPERATION Started</b>
08/23/18	River City Farms	Ozomaro	Cultivation	401 6th Street	PC Meeting 3/17/20 1st CC Meeting 3/24/20
			Distribution		
					Pending Parcel Map
09/18/18	Delta Agricultural holdings, LLC	Maldonado	Manufacturing	402 Jackson Blvd.	PC 6/13/19 1st CC 7/9 2nd CC 7/23
			distribution		
09/20/18	<b>Gallaty Consulting, Inc.</b>	<b>Gallaty</b>	<b>Manufacturing</b>	<b>49 Main Street</b>	PC Public Hearing 12/27/18 1st CC meeting 1/29/19 2nd CC meeting 2/12/19
			<b>Delivery-only</b>		
			<b>Distribution</b>		<b>LIMITED OPERATION STARTED</b>
					<b>CUP REVOKED 6/24/21</b>
11/29/18	<b>101 H Street Group LLC</b>	<b>Maldonado</b>		<b>101 H Street</b>	<b>Withdrawn</b>
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
					<b>OPENED: 2/22/20</b>

**Cannabis Business Permit Master List**

			Consumption Lounge			Amendment PC	3/17/20
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 7-20-21