

City of Isleton

City Council Staff Report

DATE: June 11, 2024

ITEM#: 5.A

CATEGORY: Consent Calendar

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MAY 28, 2024 AND SPECIAL CITY COUNCIL MEETING MINUTES OF MAY 28, 2024.

SUMMARY

A. Review of the Regular City Council Meeting minutes of May 28, 2024, Special City Council Meeting Minutes of May 28, 2024.

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 of May 28, 2024 and Special City Council Meeting Minutes of May 28, 2024.

ATTACHMENTS

- Minutes of the Regular City Council Meeting of May 28, 2024 and Special City Council Meeting Minutes of May 28, 2024.

Reviewed by: Scott Baroni, Interim City Manager & Fire Chief_____
Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk 

CITY OF ISLETON
Special City Council Meeting Minutes

Tuesday, May 28, 2024 at 9:45am
101 Second Street
Isleton, California 95641

The public may participate and provide public comments in person. Please be advised that teleconferencing option is provided as a courtesy to the public. If, for any reason, there are technical difficulties, the City Council meeting will continue in person.

How to Listen to the City Council Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGRlM1BpajcwZz09>

Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan called to order 9:45am.
- B. Pledge of Allegiance
- C. Roll Call: PRESENT: Councilmember’s Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan.
- D. Staff Reports-None.
- E. Council Reports-None.

2. AGENDA CHANGES OR DELETIONS

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. COMMUNICATION

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

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

A. None.

5. CONSENT CALENDAR

A. SUBJECT: None.

6. OLD BUSINESS

A. SUBJECT: None.

7. NEW BUSINESS

A. SUBJECT: None.

8. STAFF GENERAL REPORTS AND DISCUSSION

A. Future Agenda Items – None.

9. CLOSED SESSION

11.1 Public Employee Appointment Pursuant to Government Section §54957,
position: City Manager.

ACTION: No action taken yet. Working on possible negotiating with City Manager this week.

10. ADJOURNMENT

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR, Pamela Bulahan

ATTEST:

Yvonne Zepeda, Deputy City Clerk

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CITY OF ISLETON

City Council Meeting Minutes

Tuesday, May 28, 2024 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641

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Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan called to order 6:30pm.
- B. Pledge of Allegiance
- C. Roll Call: PRESENT: Councilmember’s Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan, Interim City Manager Scott Baroni.
- D. Staff Reports – Scott read Code Enforcement Report, comments on 57 Main with attorneys, facility outside of city limits-open investigation. Visible eye sores- vilation. CHP is working with Code Enforcement. Multiple complaints about people speeding at school so CEO has been sitting there. We’ve had multiple stolen vehicles dropped in Isleton. Crowdad Festival needs to submit ABC License. Residents can obtain tickets at 49 Main St. between 9-4. M-F. Post on website and newsletter.
- E. Council Reports: Kelly Hutson-Thank you Scott Baroni for stepping in as Interim City Manager and staff. Paul Steele-Been a great day. Delta Protection Commission. Councilmen Kent work together on California Coastal Commission and waterway grants to Antioch. David Kent-could not understand or hear him. Mayor Pamela Bulahan-Thank you Scott Baroni for stepping in. Scott Baroni it’s been a long 20 years, will help out two days a week to keep us in the right direction. I’ve accepted a job in San Bernadino. June 7, 2024 last full time day.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

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ACTION: Sebastian said Sheriff's signed, waiting on ABC. Residents can go to 49 Main St. between 9-4 to obtain tickets Monday – Friday. Shuttle services and residents entrance at City Hall. Iva Walton please put flags on golf carts. Paul Steele has club soda at sub-station. Scott Baroni what they do on private property is out of our hands.

Mark Yandow- 301 H Street approved development agreement on two parcels, expired in 2022. There were armed robberies and theft and don't open until it was safe. Only having a name change and reducing what we were originally doing. Asking city certificate for 500.00. Name change, same site, same change. City address is still wrong – 301 H Street still says it 100 H St. and 101 H St.

4. COMMUNICATION

A. None.

5. CONSENT CALENDAR

A. **SUBJECT:** Approval of Minutes of the Regular City Council Meeting of May 14, 2024.

RECOMMENDATION: City Council review and approve draft minutes of the Regular City Council Meeting of May 14, 2024.

ACTION: Councilmember Iva Walton motion to approve draft minutes of the Regular City Council Meeting of May 14, 2024. Councilmember Kelly Hutson second the motion. **AYES:** Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED** 5-0.

6. PUBLIC HEARING

A. **SUBJECT:** Zoning Code Amendment ZOA 2024-01, adoption of Ordinance No. 2024-04.

RECOMMENDATION:

1. Conduct public hearing and consider public comments.

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2. Determine that this action to amend the Zoning Ordinance is exempt from environmental review.
3. Determine that this action is consistent with the General Plan.
4. Waive first reading and adopt Ordinance No. 2024-04, an amendment to repeal Appendix A of the Municipal Code of the City of Isleton Zoning Code.

ACTION: Councilmember David Kent motion to 1. Conduct public hearing and consider public comments. 2. Determine that this action to amend the Zoning Ordinance is exempt from environmental review.

3. Determine that this action is consistent with the General Plan.

4. Waive first reading and adopt Ordinance No. 2024-04, an amendment to repeal

Vice Mayor Paul Steele second the motion. AYES: Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. NOES: None. ABSTAIN: None. ABSENT: None. PASSED 5-0.

7. OLD BUSINESS

A. **SUBJECT:** None.

8. NEW BUSINESS

A. **SUBJECT:** City Council Sub Committee assignment for Small Communities Organized Risk Effort (SCORE).

RECOMMENDATION: It is recommended that City Council appoint representative to Small Communities Organized Risk Effort (SCORE).

ACTION: Councilmember Kelly Hutson motion to appoint Vice Mayor Paul Steele to be the representative to Small Communities Organized Risk Effort (SCORE) and Councilmember David Kent as the alternate. Councilmember Iva Walton second the motion. AYES: Councilmember's Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan. NOES: None. ABSTAIN: None. ABSENT: None. PASSED 5-0.

B. **SUBJECT:** The Meadows RV Park Development Fee Reduction/Deferral request Sandeep Lidder, applicant.

RECOMMENDATION: Approve request and authorize the City Attorney to work with staff and the applicant on preparing an agreement for fee reduction/deferment to return at a future City Council meeting with or without adjustments to impact fee and

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length of time for payments. This includes a requirement for the applicant to post a deposit with the City to pay the costs of City preparation of the agreement.

ACTION: The Meadows of Isleton want to request a reduction basis for five years then go back to agreement. \$137,00.00 a year for 5 years, then go back to agreement of 76,000.00 a permit is issued, not intended for permanent occupancy. Iva Walton why is this coming up now? I would have cast out all my expenses before putting a shovel in the ground. David Kent some financial I don't understand or accept. Developer knows this. Gary Price fees and impact are using common sense. David Kent discretionary form, single family homes is low income. How is this less than building a single family? Scott Baroni max capacity will double the city population. The City cannot absorb fees. We cannot waive measure A and Waste water and fire they account for. Only 10 years to use impact fees, it's going to be hard on the city to upgrade on 34k a quarter. The impact is greater especially during Holidays. There is a lot to consider with the City. We have to supply Fire Protection, Sewer Connections. By consensus to redirect the numbers and go back to council June 25, 2024.

9. STAFF GENERAL REPORTS AND DISCUSSION

A. Future Agenda Items – None.

10. CLOSED SESSION

11.1 None.

11. ADJOURNMENT

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR, Pamela Bulahan

ATTEST:

Yvonne Zepeda, Deputy City Clerk

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City of Isleton

City Council
Staff Report

DATE: July 11, 2024

ITEM#: 6.A

CATEGORY: Public Hearings

RESOLUTION NO. 12-24 OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, CONFIRMING THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE CITY OF ISLETON VILLAGE ON THE DELTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 2007-1 FOR FISCAL YEAR 2024-2025 PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972 OF THE CALIFORNIA STREETS AND HIGHWAY CODE.

BACKGROUND

Village on the Delta Landscaping and Lighting Assessment District (LLAD) was created in 2007 as a means to provide the maintenance for the landscaping and lighting for the Village on the Delta development. The assessments began in 2017. Assessments and costs are reviewed annually.

At its May 14, 2024 meeting the City Council initiated assessment proceedings, declared its intent to levy and collect annual assessments, preliminarily approved the Engineer's Report, and set the time and date of the public hearing as June 11, 2024 for the subject Landscaping and Lighting District.

DISCUSSION

The degree of landscaping and required maintenance varies for different areas of the development, this year's assessment continues the split between East and West assessment rates. The fourteen (14) Western-most properties with more landscaping will be assessed \$456.04 per lot. The four (4) Eastern properties will be charged \$288.88. Vacant/Empty lots will levied \$106.02. The vacant lot assessment has been reduced based on actual costs.

FISCAL IMPACT

This assessment will generate the funds necessary to landscape and light the Village on the Delta development by properly assessing the properties and allocating the appropriate funds. The level of revenue to be generated for the upcoming fiscal year is approximately \$16,000. The US Department of Labor 2024 Consumer Price Index for the past twelve months, Western Region is up 3.4% from a year ago.

Annual Assessment	FY 24	FY 25
West 14 lots	\$456.04	\$456.04
East 4 lots	\$288.88	\$288.88
Vacant/empty	\$106.02	\$106.02

RECOMMENDATION

It is recommended that the City Council adopt Resolution 12-24, confirming the levy and collection of assessments for the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 for Fiscal year 2024-25 Pursuant to the Provisions of the Landscaping and Lighting Act of 1972 of the California Streets and Highway Code.

Prepared and Submitted by Yvonne Zepeda, Deputy City Clerk 
Reviewed by: Interim City Manager, Scott Baroni

ATTACHMENT

1. City of Isleton Resolution 12-24

RESOLUTION NO. 12-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, CONFIRMING THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE CITY OF ISLETON VILLAGE ON THE DELTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT NO. 2007-1 FOR FISCAL YEAR 2024-2025 PURSUANT TO THE PROVISIONS OF THE LANDSCAPING AND LIGHTING ACT OF 1972 OF THE CALIFORNIA STREETS AND HIGHWAY CODE.

(Pursuant to the Landscaping & Lighting Act of 1972)

WHEREAS, the City Council intends to levy and collect assessments within the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 during the Fiscal Year 2024-25 and land to be assessed is located in the City of Isleton, Sacramento County; and

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

WHEREAS, each year the City Council has adopted a resolution confirming diagrams and assessment, and ordering levy of the assessment in the Assessment District for that fiscal year (Resolution No.2017-12 and 2017-14); and,

WHEREAS, the components and the operation and maintenance to be made to the improvements for the upcoming fiscal year 2024-25 in LLAD 2007-1 are generally described as follows: landscaping in the public rights-of-way and public landscape easements between the property and State Route 160, adjacent to the Village on the Delta, landscaping in the public rights-of-way and public easements between the property and Sixth Street, a share of public park maintenance costs for parks serving the development including two basin parks along Sixth Street, maintenance of public street lights along and within the boundaries of the Village on the Delta, and maintenance of the storm water lift station and associated elements; and

WHEREAS, the City's levy of an annual assessment at the prior year's rate in the Assessment District is not subject to the specific procedural requirements under California Constitution, article 13D, section 4, and complies with those provided in Streets and Highways Code sections 22620 through 22631, and Government Code sections 53753; and,

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

WHEREAS, for Fiscal Year 2024-25, the annual assessment per East residential equivalent dwelling unit is \$288.88, per West residential equivalent dwelling unit \$456.04, per vacant lot \$106.02, per empty lot \$106.02 and the annual assessment per live/work unit is no longer assessed; and

WHEREAS, that the Isleton City Clerk gave the Notice of Hearing as required by the Landscaping and Lighting Act of 1972 for said public hearing; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Isleton hereby notices the intention to levy and collect the annual assessments with the City of Isleton Village on the Delta Landscaping and Lighting Assessment District No. 2007-1 during the Fiscal Year 2024-25; and

BE IT FURTHER RESOLVED that in order to take inflation into account, the City Council approves the allowance for an annual increase to estimated assessments in accordance with the annual Consumer Price Index as applied to the San Francisco-Oakland-San Jose county Area for All Urban Consumers as developed by the United States Bureau of Labor Statistics for a similar period of time;

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

PASSED, APPROVED, AND ADOPTED this 11th day of June 2024, by the following vote:

AYES: Councilmember's

NOES:

ABSTAIN:

ABSENT:

MAYOR, Pamela Bulahan

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

EXHIBIT A

LIST OF PROPERTY OWNERS

CITY OF ISLINGTON
Village on the Delta

Landscape and Lighting Assessment District No. 2000

Assessment Program No.	Assessor's Parcel No.	Property Owner's Name	
1	157-0261-001	DEL VALLE CAPITAL CORP INC	AV
2	157-0262-002	DEL VALLE CAPITAL CORP INC	AV
3	157-0263-003	DEL VALLE CAPITAL CORP INC	AV
4	157-0264-004	DEL VALLE CAPITAL CORP INC	AV
5	157-0265-005	DEL VALLE CAPITAL CORP INC	AV
6	157-0266-006	DEL VALLE CAPITAL CORP INC	AV
7	157-0267-007	DEL VALLE CAPITAL CORP INC	AV
8	157-0268-008	DEL VALLE CAPITAL CORP INC	AV
9	157-0269-009	DEL VALLE CAPITAL CORP INC	AV
10	157-0270-010	DEL VALLE CAPITAL CORP INC	AV
11	157-0271-011	DEL VALLE CAPITAL CORP INC	AV
12	157-0272-012	DEL VALLE CAPITAL CORP INC	AV
13	157-0273-013	DEL VALLE CAPITAL CORP INC	AV
14	157-0274-014	DEL VALLE CAPITAL CORP INC	AV
15	157-0275-015	DEL VALLE CAPITAL CORP INC	AV
16	157-0276-016	DEL VALLE CAPITAL CORP INC	AV
17	157-0277-017	DEL VALLE CAPITAL CORP INC	AV
18	157-0278-018	DEL VALLE CAPITAL CORP INC	AV
19	157-0279-019	DEL VALLE CAPITAL CORP INC	AV
20	157-0280-020	DEL VALLE CAPITAL CORP INC	AV
21	157-0281-021	DEL VALLE CAPITAL CORP INC	AV
22	157-0282-022	DEL VALLE CAPITAL CORP INC	AV
23	157-0283-023	DEL VALLE CAPITAL CORP INC	AV
24	157-0284-024	DEL VALLE CAPITAL CORP INC	AV
25	157-0285-025	DEL VALLE CAPITAL CORP INC	AV
26	157-0286-026	DEL VALLE CAPITAL CORP INC	AV
27	157-0287-027	DEL VALLE CAPITAL CORP INC	AV
28	157-0288-028	DEL VALLE CAPITAL CORP INC	AV
29	157-0289-029	DEL VALLE CAPITAL CORP INC	AV
30	157-0290-030	DEL VALLE CAPITAL CORP INC	AV
31	157-0291-031	DEL VALLE CAPITAL CORP INC	AV
32	157-0292-032	DEL VALLE CAPITAL CORP INC	AV
33	157-0293-033	DEL VALLE CAPITAL CORP INC	AV
34	157-0294-034	DEL VALLE CAPITAL CORP INC	AV
35	157-0295-035	DEL VALLE CAPITAL CORP INC	AV
36	157-0296-036	DEL VALLE CAPITAL CORP INC	AV
37	157-0297-037	DEL VALLE CAPITAL CORP INC	AV
38	157-0298-038	DEL VALLE CAPITAL CORP INC	AV
39	157-0299-039	DEL VALLE CAPITAL CORP INC	AV
40	157-0300-040	DEL VALLE CAPITAL CORP INC	AV
41	157-0301-041	DEL VALLE CAPITAL CORP INC	AV

Key LLAD lots

- A - Active
- E - Empty
- P - Public
- V - vacant

COM

Assessment Diagram No.	Assessor's Parcel No.	Property Owner's Name
42	157-0270-007	DEL VALLE CAPITAL CORP INC
43	157-0270-008	DEL VALLE CAPITAL CORP INC
44	157-0270-009	DEL VALLE CAPITAL CORP INC
45	157-0270-010	DEL VALLE CAPITAL CORP INC
46	157-0270-011	DEL VALLE CAPITAL CORP INC
47	157-0270-012	DEL VALLE CAPITAL CORP INC
48	157-0270-013	DEL VALLE CAPITAL CORP INC
49	157-0270-014	DEL VALLE CAPITAL CORP INC
50	157-0270-015	DEL VALLE CAPITAL CORP INC
51	157-0270-016	DEL VALLE CAPITAL CORP INC
52	157-0270-017	DEL VALLE CAPITAL CORP INC
53	157-0270-018	DEL VALLE CAPITAL CORP INC
54	157-0270-019	DEL VALLE CAPITAL CORP INC
55	157-0270-020	DEL VALLE CAPITAL CORP INC
56	157-0270-021	DEL VALLE CAPITAL CORP INC
57	157-0270-022	DEL VALLE CAPITAL CORP INC
58	157-0270-023	DEL VALLE CAPITAL CORP INC
59	157-0270-024	DEL VALLE CAPITAL CORP INC
60	157-0270-025	DEL VALLE CAPITAL CORP INC
61	157-0270-026	DEL VALLE CAPITAL CORP INC
62	157-0270-027	DEL VALLE CAPITAL CORP INC
63	157-0270-028	DEL VALLE CAPITAL CORP INC
64	157-0270-029	DEL VALLE CAPITAL CORP INC
65	157-0270-030	DEL VALLE CAPITAL CORP INC
66	157-0270-031	DEL VALLE CAPITAL CORP INC
67	157-0270-032	DEL VALLE CAPITAL CORP INC
68	157-0270-033	DEL VALLE CAPITAL CORP INC
69	157-0270-034	DEL VALLE CAPITAL CORP INC
70	157-0270-035	DEL VALLE CAPITAL CORP INC
71	157-0270-036	DEL VALLE CAPITAL CORP INC
72	157-0270-037	DEL VALLE CAPITAL CORP INC
73	157-0270-038	DEL VALLE CAPITAL CORP INC
74	157-0270-039	DEL VALLE CAPITAL CORP INC
75	157-0270-040	DEL VALLE CAPITAL CORP INC
76	157-0270-041	DEL VALLE CAPITAL CORP INC
77	157-0270-042	DEL VALLE CAPITAL CORP INC
78	157-0270-043	DEL VALLE CAPITAL CORP INC
79	157-0270-044	DEL VALLE CAPITAL CORP INC
80	157-0270-045	DEL VALLE CAPITAL CORP INC
81	157-0270-046	DEL VALLE CAPITAL CORP INC
82	157-0280-001	DEL VALLE CAPITAL CORP INC
83	157-0340-058	CITY OF SIFTON
91	157-0280-002	DEL VALLE CAPITAL CORP INC
91	157-0280-047	DEL VALLE CAPITAL CORP INC
92	157-0290-016	DEL VALLE CAPITAL CORP INC
93	157-0270-042	DEL VALLE CAPITAL CORP INC

AV
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ADD

Assessment Diagram No	Assessor's Parcel No	Property Owner's Name
94	157-0270-043	DEL VALLE CAPITAL CORP INC
95	157-0240-071	DEL VALLE CAPITAL CORP INC
96	157-0243-034	DEL VALLE CAPITAL CORP INC
97	157-0249-000	DEL VALLE CAPITAL CORP INC
98	157-0243-042	DEL VALLE CAPITAL CORP INC
99	157-0243-044	DEL VALLE CAPITAL CORP INC
100	157-0240-072	DEL VALLE CAPITAL CORP INC
101	157-0240-073	DEL VALLE CAPITAL CORP INC
102	157-0240-023	DEL VALLE CAPITAL CORP INC
103	157-0243-040	DEL VALLE CAPITAL CORP INC
104	157-0243-041	DEL VALLE CAPITAL CORP INC

157-0243-041

1004

City of Isleton

City Council Staff Report

DATE: June 11, 2024

ITEM#: 7.A

CATEGORY: Old Business

ZONING CODE AMENDMENT ZOA 2024-01 ADOPTION OF ORDINANCE 2024-04

BACKGROUND

The Council conducted a public hearing and introduced and waived the first reading Ordinance No.2024-04, Update to the Zoning Code on May 28, 2024. Attached is the final version of the Zoning Code document for final adoption. Details of this project can be found in the attached May 28, 2024, staff report.

LEGAL REVIEW

The City Attorney reviewed the proposed ordinance amendments and has indicated that they are legally correct.

RECOMMENDATION

Hold second reading of Ordinance No. 2024-04, read it by title only, and adopt Second Reading of Amendment to City of Isleton Municipal Code.

ATTACHMENTS

1. May 28, 2024, Staff Report
2. Ordinance No. 2024-04 (with final zoning document)1. Ordinance 2024-01

City of Isleton

City Council Staff Report

DATE: May 28, 2024

ITEM#:

CATEGORY: Public Hearings

ZONING CODE AMENDMENT ZOA 2024-01

ADOPTION OF ORDINANCE 2024-04

BACKGROUND

The Zoning Code/Ordinance is a chapter of the City's Municipal Code that regulates the development of buildings, activities, uses, and signs. It affects how the City looks and how projects work now and in the future. The primary purpose of this update is to bring the zoning regulations into conformance with current State Housing laws, but also simplify it, make it internally consistent, and consistent with other parts of the Municipal Code.

The City Council and Planning Commission conducted a public workshop on August 9 last year to kick off the Zoning Code Update project. That workshop involved a presentation from the City's Zoning Code Update Consultant, Interwest, that described the need for the update and covered what to expect in the updated Zoning Code. Members of the City Council and Planning Commission provided input to City staff and Interwest, in addition to comments from members of the public who attended the workshop. A second public workshop was held with the City Council on February 13, 2024, introducing a draft of the new regulations. At that meeting the Council directed to circulate the draft for a 30-day comment period and have it ready for adoption in May 2024. During the public review period, which included outreach to each of the Council members, no written comments were received. However, after the second workshop some further changes were made to the draft to improve clarity. The proposed draft code is available for review at:

<https://cityofisleton.com/bebuilder-3143/>

Two documents for review include:

1. Complete Draft ready for adoption: Clean public review draft 5-24
2. Redline Draft which shows the changes made to the document from the original draft reviewed by the City Council at the February 13, 2024, Workshop: Redline public review draft 5-24

Microsoft WORD versions of these documents are available by request of staff.

Eric Norris from Interwest, will provide a presentation to the Council and public on the adoption draft updated Zoning Code. The update involves repealing Appendix A of the Municipal Code with a replacement set of regulations. The project has been assigned Planning Application Zoning Ordinance Amendment ZOA 2024-01 and would be adopted as Ordinance No. 2024-___ with a first reading of the ordinance and then a second reading at a future Council meeting.

Summary of Update: The following summarizes proposed changes to the City of Isleton's Zoning Code. The proposed amendments combine and reorganize Articles to simplify and ensure consistency within the regulations and within the overall municipal code. Much of this effort has been to address commitments made to address State mandated housing law, but also to set up the Code to allow a second phase of amendments to address other future needs, such as recommendations that are expected from the Downtown Revitalization Plan (which is currently in process).

The existing code contains 23 Articles. The proposed new code simplifies the Zoning Code into 6 Articles as described more completely as follows:

1. Article 1 now consists of General Administrative procedures and establishes the authority of the code and names administrators of the code. Establishes the duties and responsibilities of the administrators of the code, the relationship of the code to previous codes, and other current policy documents as well as state and federal laws. This Article also establishes authority and procedures for public hearings, interpretations, amendments, inconsistencies, enforcement, and violations. Article 1 contains 16 sections, half of which have been retained from the existing code, and half consisting of new regulations to make administration of the code easier and be consistent with state and federal regulations.

2. Article 2 now consists of all the established zoning districts within the City as well as the Urban Reserve District that has been identified for annexation but has not been annexed. Four new tables have been added to this Article:

- Identifying the allowable land uses within the residential zones,
- Identifying the basic development standards for the residential zones (e.g., height limitations, setback requirements, lot coverage, etc.),
- Allowable land uses in all other zones, and
- Identifying the basic development standards for all other zones.

This article implements Action H-1.1 of the Housing Element update with commitments made by the City to the State for compliance with State Housing Law by accomplishing the following:

- a. Removed the Conditional Use Permit (CUP) requirement for second units or accessory dwelling units (ADUs). Required to implement the Housing Element.
- b. Removed the CUP requirement for group homes for more than six people. Required to implement the Housing Element.

- c. Reduced residential development processing time by allowing more by right residential developments and removing City Council review of CUPs. Required to implement the Housing Element.
- d. Article 2 also implements part of Action H-1.1 of the Housing Element update which requires the zoning code to replace references to R-1-6 with references to R-1-7 and corresponding sizes. In reviewing the existing code along with the existing zoning map and General Plan land use designations, several inconsistencies were found in relation to the R-1 districts and it was determined that all the previously identified separate R-1 districts should be combined into a single zoning district. The R-1 district requires a minimum lot size of 7,000 square feet with exceptions for existing small lots and smaller lots allowed with the approval of a Planned Development, which satisfies the intention of replacing R-1-6 references with R-1-7, and also satisfies other parts of Action H-1.1 by allowing for a larger range of housing types and densities. Required to implement the Housing Element, plus additional changes to address existing inconsistencies in the Code.

3. Article 3 establishes general development and operational standards that apply across zoning districts and has introduced graphics to facilitate understanding of the development standards. Areas covered under this Article include lot coverage and yard measurement standard, uniform rules of measurement, landscaping requirements, nonconforming uses, sites, and structures, off-street parking and loading, screening and fencing requirements, and signage.

4. Article 4 establishes development standards for specific uses. This article also contains the bulk of the changes made to implement Action H-1.1 of the Housing Element update and removed many of the existing zoning barriers to allowing a more diverse range of housing types. Specifically, Article 4 does the following:

- a. Removes requirements for two additional parking spaces for ADUs. Required to implement the Housing Element.
- b. Provides for allowing affordable housing developments by right pursuant to Cal. Gov. code Section 65583.2(c). Required to comply with state law.
- c. Provides for by right transitional and supportive housing. Required to comply with the state law.
- d. Provides for Single Room Occupancy in conformance with Cal. Gov. Code Section 65583 (c)(1) and 65583.2 (c). Required to comply with state law.
- e. Provides for allowing farmworker housing consistent with Cal. Health & Safety Code Section 17021.6. Required to comply with state law.
- f. Modifies emergency shelter regulations to comply with parking requirements consistent with Cal. Gov. Code Section 65583 (a)(4)(A). Required to comply with state law.
- g. Provides reasonable accommodation for housing for persons with disabilities in accordance with fair housing and disability laws. Required to comply with state law.
- h. Provides for allowing by right Low Barrier Navigation Centers meeting the requirements of Cal. Gov. Code Section 65662 (a-d). Required to comply with state law.
- i. Revised regulations related to manufactured housing to be treated the same as other single-family housing. Required to comply with state law.

5. Article 5 combines the various planning permit procedures into one article and reduces permit processing time by allowing more Planning Director, and Planning Commission level review for permits now requiring City Council review. The existing Site Plan Review and Architectural Design Review have been combined into one procedure for site plans and architecture to be reviewed at the same time and approved by the Planning Commission, no longer requiring redundant review by two bodies. Added an Administrative Permit, Minor Modification Permit, and Reasonable Accommodation Permit for approval by the Planning Director. Added provisions for Development Agreements for approval by both the Planning Commission and City Council.

6. Article 6 establishes a glossary of terms for understanding the code and includes several new and/or revised definitions for consistency with California Fair Housing Laws and provides a single location for all definitions. Graphics have been included to facilitate the efficient use and understanding of the definitions. This article implements Action H-1.1 of the Housing Element update and complies with State Housing Law by accomplishing the following:

- a. Provided definitions for by right transitional and supportive housing. Required to comply with state law.
- b. Updated definition of “family” to remove the limit of five unrelated persons living together, in accordance with current state law. Required to comply with state law.

The glossary also included new terms and definitions to accommodate future update for Phase II of the Comprehensive Zoning Code Update Program.

GENERAL PLAN CONSISTENCY

There are several programs in the recently adopted General Plan, Housing Element, which provides for amending the Zoning Code in compliance with many recent housing related statutes. Also, the new code has been reviewed for consistency with other elements of the General Plan, such as the Land Use and Safety Elements. The draft document was also reviewed for consistency with preliminary drafts of the General Plan that is currently undergoing a comprehensive update and found to be consistent. Included in the Council’s motion to adopt Zoning Ordinance Amendment ZOA 2024-01, the Council should determine that the project is consistent with the General Plan.

ENVIRONMENTAL CONSIDERATIONS

Adoption of these code amendments are exempt from environmental review under the “Common Sense Rule” of the California Environmental Quality Act - CEQA Guidelines Section 15061 (b) (3) that this is not a project that would result in a direct impact on the environment. Included in the Council’s motion to adopt Zoning Ordinance Amendment ZOA 2024-01, the Council should determine that the project is exempt from environmental review.

FISCAL IMPACT

The project is not expected to have any direct fiscal impact on the City. It will, however, improve efficiency in reviewing projects for compliance, which in turn, is expected to result in indirect cost reductions in the reviewing land use projects.

LEGAL REVIEW

The City Attorney reviewed the proposed ordinance amendments and has indicated that they are legally correct.

RECOMMENDATIONS

1. Conduct public hearing and consider public comments.
2. Determine that this action to amend the Zoning Ordinance is exempt from environmental review.
3. Determine that this action is consistent with the General Plan.
4. Waive first reading and adopt Ordinance No. 2024-04, an amendment to repeal Appendix A of the Municipal Code of the City of Isleton Zoning Code.

ATTACHMENTS

1. Ordinance 2024-04

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ISLETON TO REPEAL APPENDIX A OF THE MUNICIPAL CODE OF THE CITY OF ISLETON AND REENACT APPENDIX A OF THE MUNICIPAL CODE OF THE CITY OF ISLETON, ZONING CODE AND MAKING A FINDING OF EXEMPTION FROM CEQA UNDER SECTIONS 15060(C)(2), 15060(C)(3) AND 15061(B)(3) OF THE CEQA GUIDELINES

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

SECTION 1. FINDINGS.

WHEREAS, the City of Isleton has initiated Zoning Ordinance Application ZOA 2024-01 to update the Zoning Code and incorporate applicable State housing law provisions into the Isleton Zoning Ordinance; and

WHEREAS, the General Plan Housing Element prioritizes the need to update the Zoning Code to comply with various State Housing laws; and

WHEREAS, the City obtained a Local Early Action Planning (LEAP) Grant from the California Department of Housing and Community Development to conduct the Zoning Code update primarily for the purpose of increasing the opportunity for housing preservation and production; and

WHEREAS, several opportunities were provided for public review of the Zoning Code including the following:

- August 8, 2023 meeting with the Planning Commission and City Council reviewing the current zoning code and discussing needed changes.
- February 13, 2024, meeting with the City Council to review the preliminary draft of the zoning code document.
- March 8, 2024, meeting with the City Council to review the revised draft of the zoning code document.

and;

WHEREAS, a draft of the Zoning Code Update document was circulated for public review and comment for a minimum of 30 days starting March 8, 2024, including sending to the City Council for review; and

WHEREAS, the City Council finds that the provisions of this Ordinance are consistent with the City of Isleton's General Plan and meets the requirements of State Housing law; and

WHEREAS, the proposed amendments to the Municipal Code of Isleton set forth herein provide for the "public necessity and convenience and general welfare" and would not be detrimental to the public's health, safety, and welfare; and

WHEREAS, the Isleton City Council has considered public comment at a duly noticed public hearing.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ISLETON HEREBY ORDAINS AS FOLLOWS:

Section 1. The Isleton 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), 15060(c)(3) (the activity is not a project as defined in Section 15378) , and Section 15061 (b)(3) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

Section 2. Appendix A of the Municipal Code of the City of Isleton, Zoning Code, is hereby repealed in its entirety and reenacted as set forth in the attached Exhibit A, that is incorporated herein by this reference.

Section 3. The City Council declares that, should any provision, section, subsection, sentence, paragraph, clause, phrase, or word of this Ordinance, or the Code section hereby adopted, be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by any reason of any preemptive legislation, the remaining provisions, sections, subsections, sentences, paragraphs, clauses, phrases or words of this Ordinance and Code section hereby adopted shall remain in full force and effect.

Section 4. The Mayor shall assign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause a summary of the same to be published once in the official newspaper within 15 days after its adoption. This Ordinance shall become effective 30 days from its adoption.

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

Introduced at a Regular Meeting of the City Council of the City of Isleton on May 28, 2024, by the following vote:

AYES: Councilmember's Kelly Hutson, Iva Walton, Vice Mayor Paul Steele, and Mayor Pamela Bulahan.

NOES: Councilmember David Kent.

ABSENT: None

ABSTAIN: None

Pamela Bulahan, Mayor
City of Isleton

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

Adopted and approved this ordinance at a meeting held on the 11th day of June 2024, by the following vote:

AYES:
NOES: None.
ABSTAIN: None.
ABSENT: None.

Pamela Bulahan, Mayor
City of Isleton

ATTEST:

Yvonne Zepeda City Clerk-04

City of Isleton

City Council Staff Report

DATE: June 11, 2024

ITEM# 8.A

CATEGORY: New Business

RESOLUTION NO. 08-24 ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-2025 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017; ADOPTION

SUMMARY

Senate Bill 1 (SB 1), the Road Maintenance Repair and Accountability (RMRA) Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the transportation funding shortfalls statewide. The City of Isleton in Sacramento County, will receive an estimated \$20,346 in RMRA funding in Fiscal Year 2024-2025 from SB 1.

DISCUSSION

It is recommended City Council adopt Resolution 08-24. The Local Streets and Roads Program Team review the projects listed below for Fiscal Year 2024-2025 from SB 1.

Project Title	Project Description	Location	Estimated Useful Life	Anticipated Start Date	Anticipated End Date	RMRA Funds
H Street Rehab	Rehab Street Erosion between Union & 6 th Street on H Street	6 TH & H Street	30	04/24/25	05/15/25	\$20,000

The following previously proposed and adopted projects may also utilize Fiscal Year 2024-2025 Road Maintenance and Rehabilitation Account revenues in their delivery.

Project Title	Project Description	Location	Estimated Useful Life	Anticipated Start Date	Anticipated End Date	RMRA Funds
CIP-24-10 Traffic Improvement Project City Match	H11-03-010 Systemic Improvements at Unsignalized Intersections	H St/Main St, 2nd St/A St./SR-160, SR-160/H St, and Union St./D St.	30	04/01/24	06/01/24	\$4,500
CIP-24-11 Pedestrian Improvement Project City Match	H11-03-011 Pedestrian Improvements (crosswalks, refuge Island at unsignalized intersections	H St/Main St; 2nd St/A St./SR-160; Union st/D St; and SR-160/C St	30	04/01/24	06/01/24	\$4,500
City Street Repairs Pothole/Cracked	Repair Pot Holes	B Street, F and G Streets	10	09/01/23	10/01/23	2,000

Review of the City's RMRA budget is done annually.

FISCAL IMPACT

There is no Fiscal Impact to the City with these projects. This project would be funded by RMRA SB1 funds and other City transportation funds.

RECOMMENDATION

City Council approve Resolution 08-24 Adopting a List of Projects for Fiscal Year 2024-2025 Funded by SB 1 the Road Repair and Accountability Act of 2017

ATTACHMENT:

- A. Resolution 08-24 Adopting a List of Projects for Fiscal Year 2024-2025 Funded by SB 1 the Road Repair and Accountability Act of 2017
- B. Local Streets and Roads – Projected Revenues

Prepared by: Diana O'Brien, Admin. Asst./Grants Manager 

Reviewed by: Scott Baroni, Interim City manager

Submitted by: Yvonne Zepeda, Deputy City Clerk 

RESOLUTION NO. 08-24

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2024-25 FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of Isleton in Sacramento County are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the Isleton in Sacramento County must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Isleton in Sacramento County, will receive an estimated \$20,346 in RMRA funding in Fiscal Year 2024-2025 from SB 1; and

WHEREAS, this is the eighth year in which the City of Isleton in Sacramento County is receiving SB 1 funding and will enable the City of Isleton in Sacramento County to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Isleton in Sacramento County has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Isleton in Sacramento County used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Isleton in Sacramento County maintain and rehabilitate one (1) street and Citywide safety improvements throughout the City of Isleton in Sacramento County this year and one (1) of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City of Isleton in Sacramento County streets and roads are in an "poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "excellent" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Isleton in the County of Sacramento, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 24-25 Road Maintenance and Rehabilitation Account revenues:

Project Title	Project Description	Location	Estimated Useful Life	Anticipated Start Date	Anticipated End Date	RMRA Funds
H Street Rehab	Rehab Street Erosion between Union & 6 th Street on H Street	6 TH & H Street	30	04/24/25	06/01/25	\$20,000

3. The following previously proposed and adopted projects may also utilize Fiscal Year 2024-2025 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Isleton in Sacramento County is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Title	Project Description	Location	Estimated Useful Life	Anticipated Start Date	Anticipated End Date	RMRA Funds
CIP-24-10 Traffic Improvement Project City Match	H11-03-010 Systemic Improvements at Unsignalized Intersections	H St/Main St, 2nd St/A St./SR-160, SR-160/H St, and Union St./D St.	30	04/01/24	06/01/24	\$4,500
CIP-24-11 Pedestrian Improvement Project City Match	H11-03-011 Pedestrian Improvements (crosswalks, refuge Island at unsignalized intersections)	H St/Main St; 2nd St/A St./SR-160; Union st/D St; and SR-160/C St	30	04/01/24	06/01/24	\$4,500
City Street Repairs Pothole/Cracked	Repair Pot Holes	B Street, F and G Streets	10	09/01/23	10/01/23	2,000

PASSED AND ADOPTED by the City Council of the City of Isleton in Sacramento county, State of California this 11th day of June 2024 by the following vote:

YES:
 NOES:
 ABSENT:
 ABSTAIN:

 Pam Bulahan, Mayor

ATTEST:

 Yvonne Zepeda, Deputy City Clerk

Local Streets and Roads - Projected FY2024-25 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated January 2024

	Highway Users Tax Acct (HUTA) ⁽¹⁾ Streets & Highways Code				TOTAL HUTA	Road Mntnc Rehab Acct	TOTAL
	Sec2103 ⁽⁵⁾	Sec2105 ⁽³⁾	Sec2106 ⁽³⁾	Sec2107 ⁽³⁾			
SACRAMENTO COUNTY							
CITRUS HEIGHTS	778,908	544,556	358,388	744,209	7,500	2,244,834	4,678,395
ELK GROVE	1,571,802	1,098,889	718,326	1,501,781	10,000	4,529,975	9,430,774
FOLSOM	759,221	530,792	349,452	725,399	7,500	2,188,095	4,560,459
GALT	226,946	158,664	107,823	216,836	6,000	654,064	1,370,332
ISLETON	7,060	4,936	8,005	6,745	1,000	20,346	48,091
RANCHO CORDOVA	720,318	503,594	331,791	688,229	7,500	2,075,975	4,327,407
SACRAMENTO	4,619,937	3,229,924	2,102,040	4,414,128	20,000	13,314,782	27,700,810
SAN BENITO COUNTY							
HOLLISTER	380,871	266,278	161,359	363,904	6,000	1,097,682	2,276,094
SAN JUAN BAUTISTA	18,506	12,938	12,407	17,681	1,000	53,334	115,867
SAN BERNARDINO COUNTY							
ADELANTO	325,558	227,606	142,539	311,055	6,000	938,267	1,951,025
APPLE VALLEY	674,950	471,876	290,361	644,882	7,500	1,945,224	4,034,793
BARSTOW	226,733	158,515	100,727	216,632	6,000	653,450	1,362,057
BIG BEAR LAKE	44,817	31,333	23,762	418,347	2,000	129,165	649,423
CHINO	827,055	578,217	354,715	790,212	7,500	2,383,595	4,941,294
CHINO HILLS	696,830	487,173	299,619	665,788	7,500	2,008,283	4,165,193
COLTON	477,939	334,140	207,009	456,647	7,500	1,377,432	2,860,667
FONTANA	1,898,994	1,327,638	808,236	1,814,397	10,000	5,472,951	11,332,217
GRAND TERRACE	116,701	81,589	54,174	111,502	3,000	336,335	703,301
HESPERIA	888,363	621,078	380,653	848,788	10,000	2,560,285	5,309,167
HIGHLAND	505,573	353,460	218,701	483,051	7,500	1,457,075	3,025,360
LOMA LINDA	224,024	156,621	99,581	214,044	6,000	645,644	1,345,916
MONTCLAIR	337,999	236,304	147,802	322,942	6,000	974,122	2,025,169
NEEDLES	43,778	30,607	23,322	41,828	1,000	126,170	266,705
ONTARIO	1,604,764	1,121,934	683,752	1,533,275	10,000	4,624,974	9,578,700
RANCHO CUCAMONGA	1,549,202	1,083,089	660,245	1,480,188	10,000	4,782,725	9,247,568
REDLANDS	647,022	452,351	278,546	618,199	7,500	1,864,736	3,868,354
RIALTO	924,753	646,520	396,049	883,557	10,000	2,665,162	5,526,041
SAN BERNARDINO	1,984,189	1,387,200	844,281	1,895,797	10,000	5,718,484	11,839,951
TWENTYNINE PALMS	233,775	163,438	103,707	223,360	6,000	673,744	1,404,024
UPLAND	701,146	490,190	301,445	669,911	7,500	2,020,721	4,190,913
VICTORVILLE	1,218,272	851,727	520,233	1,164,000	10,000	3,511,092	7,275,324
YUCAIPA	486,357	340,025	210,570	464,691	7,500	1,401,693	2,910,837
YUCCA VALLEY	193,522	135,296	86,676	184,901	5,000	557,734	1,163,129

City of Isleton

City Council Staff Report

DATE: June 11, 2024

ITEM# 8.B

CATEGORY: New Business

CITY COUNCIL REVIEW AND APPROVE RENTAL HOUSING INSPECTION PROGRAM REPORTING FOR FINAL GRANT REIMBURSEMENT REQUEST

The City Council established the Rental Housing Inspection Program on May 26, 2021 with Ordinance 2021-004 An Ordinance of the City Council of the City of Isleton Adding Chapter 5.66 to the Isleton Municipal Code Pertaining to Rental Housing Inspections.

The City is a member of Sacramento Area Council of Governments (SACOG) and is the recipient of a forty thousand dollars (\$40,000.00) of SACOG REAP funds (the "Funds") for the Isleton Rental Inspection Program.

DISCUSSION

The Rental Housing Inspection Program protects the health, safety, and general welfare of the community aimed at securing citywide compliance of rental housing properties with minimum standards of Federal, State and local habitation standards law.

Attached is the final progress report, scope of work and task report for the Isleton Rental Housing Inspection Program. City staff is requesting City Council review and accept final reports for final grant reimbursement of \$11,860.73. The total expenses for the RHIP \$36,077.85.

Code Enforcement Officer, Nate Anderson, provided a summary report of the Rental Housing Inspection Program (RHIP) at the March 12, 2024 City Council Meeting. RHIP has performed 58 inspections since 2023: 44 completed and passed inspections, four re-inspections, seven reschedules, seven non-compliant, four open investigations, and four pending inspections, bringing the total number to 62 RHIP cases. Each inspection roughly totaled an hour and a half of inspection time and report time. Roughly 4,600 hours have been spent on the RHIP program to date.

FISCAL IMPACT

There is no Fiscal Impact to the City for this reporting. The City will be receiving registration fees and re-inspection fees to continue the Isleton Rental Housing Inspection Program.

RECOMMENDATION

It is recommended City Council review and accept final reports for final grant reimbursement request of \$11,860.73.

ATTACHMENT:

1. Final Progress Report
2. Final Budget Report

Prepared by: Diana O'Brien, Admin. Asst./Grants Manager 

Reviewed by: Scott Baroni, Interim City manager

Submitted by: Yvonne Zepeda, Deputy City Clerk 

**ISLETON RENTAL HOUSING INSPECTION PROGRAM
PROGRESS REPORT
SACOG (REGIONAL EARLY ACTION PLANNING GRANT PROGRAM)**

Overall % of Project Completed to Date:				100
Task #	Task Name	Description of Progress/Deliverables Completed	Due Date	Task % Completed
1	Establish RHIP Program	<ul style="list-style-type: none"> • Ordinance 2021-004 Establishing the Rental Housing Inspection Program May 25, 2021 • Resolution 012-2021 Establishing the amounts of Fees regarding Rental Housing Inspection Program • Staff Report 2nd Reading for Ordinance 2021-004 • Created Registration forms, inspection forms, created rental address list, information letters, notifications, program guideline • Staff conducted two three rental inspections 	June 2022-June 2023	100
2	Consultant Procurement Project Administration Inspections Grant Administration Accounting	<p>Willdan submitted bid for Code Enforcement approved by CC 2023. The City added services for Nate Anderson / Rental Housing Inspection Program Grant administration,</p> <p>Deputy City Clerk, Code Enforcement Officer, Office Assistant and accounting</p> <ul style="list-style-type: none"> • Updated rental address list • Re-sent Letters • Set appointments • Performed inspections • Conducted re-inspections • Purchased software management package with IWORQs to track inspections, staff hours, and reports • May 12th City Council RHIP report <p>Grant Administration and accounting review for 3rd reimbursement request. Worked with SACOG, received reimbursement 06/14/24. Staff minimal inspections and reports.</p> <p>Accounting and Grants Manager, submit final Invoice to SACOG for reimbursement request includes Mar-May final expenses.</p>	<p style="text-align: center;">June 2023-May 2024</p> <p style="text-align: center;">Mar-May 2024</p> <p style="text-align: center;">May-June 15, 2024</p>	<p>100</p> <p>100</p> <p>TBA</p>

