

City of Isleton

Special City Council Staff Report

DATE: December 10 , 2024

ITEM#: 1.D and 1.E

CATEGORY: Opening Ceremonies

**RESOLUTION NO. 31-24, SACRAMENTO COUNTY REGISTRAR OF VOTERS
CERTIFICATE OF FACTS, ACCEPT NOVEMBER 5, 2024, GENERAL ELECTION RESULTS**

OATH OF OFFICE, NEW COUNCILMEMBER'S

SUBJECT

- A. Resolution No. 31-24, Sacramento County Registrar of Voters Certificate of Facts, accept the November 5, 2024, General Election Results.
- B. Oath of Office, new Councilmember

RECOMMENDATION

That City Council accept the Sacramento County Registrar of Voters Certificate of Facts, accept the November 5, 2024, General Election Results and complete the Oath of Office for new Councilmember's, City Clerk and City Treasurer.

ATTACHMENTS

- Resolution No. 31-24, Sacramento County Registrar of Voters Certificate of Facts, accept the November 5, 2024, General Election Results
- Oath of Office, new Councilmember's

Reviewed by: Uyiosa Oviawe, City Manager _____

Submitted : Yvonne Zepeda, Deputy City Clerk _____

RESOLUTION NO. 31-24

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF ISLETON DECLARING THE HOLDING OF
A GENERAL MUNICIPAL ELECTION AND ITS RESULTS**

WHEREAS, the City of Isleton held a general election on November 5, 2024 to fill the two (2) vacant City Council seats and one (1) City Clerk and one (1) City Treasurer;

WHEREAS, Mr. Dean Dockery and Aleida Suarez for City Council and Diana O'Brien for City Clerk and Violetta Bettencourt for City Treasurer are declared the winners; and

WHEREAS, this result has been duly certified by Sacramento County;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Isleton that it declares that to the best of its knowledge and belief, this election has been duly conducted and that the number of votes cast, names of the persons voted for, the office voted on, and the number of votes for each candidate are as shown on Exhibit "A."

PASSED AND ADOPTED, this 10th day of December, 2024 by the following vote:

AYES: Councilmember's,
NOES: Councilmember's
ABSENT: Councilmember's
ABSTAIN: Councilmember's

Mayor, Pamela Bulahan

ATTEST:

APPROVED AS TO FORM:

Deputy City Clerk, Yvonne Zepeda

//s//
City Attorney



**COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS
CERTIFICATE OF FACTS**

STATE OF CALIFORNIA }
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the names of the candidates shown below were submitted to the known qualified electors in Sacramento County in the:

City of Isleton, City Council

for the purpose of electing:

Two (2) Councilmembers

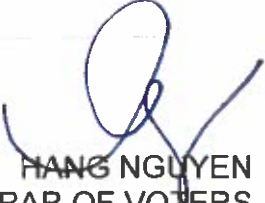
at the **November 5, 2024 Presidential General Election**

The results of the Official Canvass conducted by this office are as follows:

Name	Total Votes Cast
*Dean Dockery	139
*Aleida Suarez	124
E. Kelly Hutson	82
Paul Steele	53
Jose Morquecho	37

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.

HANG NGUYEN
REGISTRAR OF VOTERS
County of Sacramento
State of California

*Elected



**COUNTY OF SACRAMENTO
VOTER REGISTRATION AND ELECTIONS
CERTIFICATE OF FACTS**

STATE OF CALIFORNIA }
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the names of the candidates shown below were submitted to the known qualified electors in Sacramento County in the:

City of Isleton, City Clerk

for the purpose of electing:

One (1) City Clerk

at the **November 5, 2024 Presidential General Election**

The results of the Official Canvass conducted by this office are as follows:

Name	Total Votes Cast
*Diana Villones O'Brien	139
Michelle Burke	96

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.



HANG NGUYEN
REGISTRAR OF VOTERS
County of Sacramento
State of California

*Elected



COUNTY OF SACRAMENTO VOTER REGISTRATION AND ELECTIONS CERTIFICATE OF FACTS

STATE OF CALIFORNIA }
County of Sacramento } ss.

I, HANG NGUYEN, Registrar of Voters of the County of Sacramento, State of California, do hereby certify that the names of the candidates shown below were submitted to the known qualified electors in Sacramento County in the:

City of Isleton, City Treasurer

for the purpose of electing:

One (1) City Treasurer

at the **November 5, 2024 Presidential General Election**

The results of the Official Canvass conducted by this office are as follows:

Name	Total Votes Cast
*Violeta Bettencourt	216

I further certify that the conduct of the election and canvass of the ballots was, in every respect, in accordance with the election laws of the State of California.

IN WITNESS WHEREOF I have set my hand and affixed my official seal on this **3rd day of December 2024**, in accordance with the laws of the State of California.




HANG NGUYEN
REGISTRAR OF VOTERS
County of Sacramento
State of California

*Elected



City of Isleton

101 Second Street, Isleton, California 95641

CITY MANAGER REPORT 1.L

Date: December 10, 2024
To: City Councilmembers
From: Uyiosa Felix Oviawe, City Manager

City Manager Report:

CODE ENFORCEMENT – Pallet yard is submitting application for CUP 12/6/24.

DISCUSSION

1. Unwired Ribbon Cutting Celebration – New Mayor requested to speak.
2. Welcome new Interim Fire Chief, Kyle Merkins.
3. Grants and Capital Projects updated since City Council meeting in May 2024:
 - a. Wilson Park was put on priority since park has been closed since 2023. SHRA 2025 grant will fund replacing storm drain, install rest of dog park fence and new playground equipment. This grant is a \$100K reimbursable grant. Agreement to be signed with SHRA in late December. RFP will be advertised in January.
 - b. Main Street ADA intersections improvement project is in design phase and construction to follow. This project is funded by SACOG who is advancing 25% for the design and 30% for construction so the City can start and complete.
 - c. Main Street Lighting Project RFP was released by Green Dot, however, there were no bidders. This project was to start with the ADA intersections improvement project. \$100K reimbursable. Staff will be scheduling meeting with Green Dot next week for the next steps.
 - d. Main Street Restroom Project funded by SHRA 2023 is still on the list. It is a \$100K reimbursable grant. Start date TBD by funding availability.
 - e. CALTRANS HSIP signalized and unsignalized intersections for pedestrian safety (various intersections). These grants are also reimbursable. Start date for environmental and design will be determined by funding availability.
4. USDA Grant status – draft Preliminary Engineer Report (PER) report for fixing the sewer collection system.
5. Lease status update of police facility (210 Jackson Blvd. Ext.)
6. City Manager is coordinating with the Attorney's office on training workshop for City Council Members in January 2025

Respectfully,
Uyiosa Felix Oviawe



CITY OF ISLETON

SIMPLIFIED PRELIMINARY ENGINEERING REPORT FOR THE ISLETON EMERGENCY SEWER PIPELINE REPAIR

INTRODUCTION

This Simplified Preliminary Report (PER) summarizes the damages to the City of Isleton's sanitary sewer system caused by the presidentially declared disaster-DR-4683 (December 27th – January 31, 2023). It will provide an overview of the disaster, response, recovery, inspect/suspect damages to repair of the remaining manholes and identification of the most critically damaged section of the City's sewer pipeline before the next winter season.

The City of Isleton is located along the Sacramento River Delta in the California Delta which consists of 1,100 miles of levees that boarder 700 miles of waterways. According to the United States Census Bureau, the city has a total area of 0.5 square miles and the 2020 Decennial Census shows the population at 794. The Isleton's Wastewater Sewer Treatment Plant services 737 households.

EMERGENCY RESPONSE

The December 2022 storms, among the third wettest years recorded in California, overwhelmed Isleton's sewer system. The excessive rainfall led to an unprecedented inflow, straining the system already under a Cease-and-Desist order issued in 1996 for insufficient capacity and past spills. The city faced significant risks of overflowing into local water bodies, forcing emergency measures like trucking sewage to the Sacramento Regional Wastewater Treatment Plant. Bennett Engineering assessed the system in early 2023 and identified high inflow and infiltration (I&I), revealing critical points in need of immediate repair.

The city deployed the public works and fire departments that provided necessary emergency protective measures starting on December 27th, 2022. The Public Works Department assisted in keeping the streets clear of debris, rented pumps and generators due to power outage and kept a 24-hour watch at sewer ponds. The Fire Department assisted public works and stayed on duty in case of a flood emergency. Once the initial storm passed through, both departments worked to keep the storm drains and streets clear of debris and downed trees.

This continuing period of heavy rainfall caused by these multiple atmospheric rivers in California affected the Isleton storm water drains, sewer pipelines and sewer ponds that lasted until end of March. The observed precipitation as a percentage of the average was 176% and 144% respectively. Severe flooding in the area had a significant impact on the Treatment Facility,

necessitating emergency protective measures to prevent sewage overflow and treatment pond breaches due to erosion.

FINDINGS

On January 19, 2023 the City of Isleton declared a state of emergency. On March 17, 2023 a team of five staff from Bennett Engineering Services (BEN|EN) conducted a site visit to evaluate the existing condition of the gravity sewer system, and treatment facilities. Manholes were visually inspected, flow depths were measured and lines were traced within the City to convey the majority of the flow.

Based on the identified damages, the city received a proposal from Consolidated Engineering in the amount of \$394,662.00. This project will consist of removing and replacing four manholes 3, 10, 20 and 53 listed on the attached report. and remove and replace 420 LF of 12" S.S. pipe located at 5th and D Street (between Union St) as well as repaving 792 square feet of pavement and temporary manhole invert plugs for work during construction. The contract will use SDR 26 for the new pipeline section taken to reduce the amount of inflow and infiltration entering the City's sanitary sewer system.

PROPOSED SCOPE OF WORK

The recommended repairs include:

- **Pipeline Replacement:** Remove and replace 420 linear feet of 12-inch sanitary sewer pipe with SDR 26 material to reduce infiltration.
- **Manhole Replacement:** Replace four damaged sanitary sewer manholes (Manhole numbers 3, 10, 20, and 53) to address issues like surcharging, seepage, and compromised structural integrity.
- **Roadway Restoration:** Repave 792 square feet of roadway excavation resulting from pipeline repairs.
- **Additional Work:** Plug two sewer manhole inverts to control flow during the rehabilitation work.

COST ESTIMATE

The original contractor's quote (year 2022) from Consolidated Engineering, the estimated repair costs are as follows:

• Pipeline Replacement:	\$252,000
• Manhole Replacement:	\$124,000
• Roadway Repaving:	\$13,662
• Manhole Plugging:	\$5,000
• Total Estimate:	\$394,662

The original construction estimate has been updated to account for the time difference between the year 2022 and the estimated construction season in 2025.

Table 1 provides an updated construction cost estimate in 2025 dollars, as well as the costs associated with the preparation of a bid package, advertisement and award of the bid package, and construction inspection services during construction including final inspection and acceptance of the construction.

The source of annual cost increases was the Engineering News-Record (ENR) annual Construction Cost Index published annually. The increase for the year 2022 was 7.6% and the increase for 2023 was 1.8%, which yields an average of 4.7% per year. Year 2024 CCI is not available currently. The construction year for this project was assumed to be 2025 as this year is almost over. As such, the costs were increased by $3 \times 4.7\%$ or 14.1%. An annual compounding method was not used as the variance in error is likely to be greater than either method, thus the average method was used for simplicity.

Table 1 Updated Costs for Advertisement, Award, Construction and Inspection City of Isleton Sewer System Repairs		
Item	Revised Cost	Notes
Bid Package Preparation	\$6,000	Based on estimated hours
Advertisement and Award	\$8,000	Based on estimated hours
Construction	\$450,310	Increase of 14.1% from the 2022 estimate of \$394,662
Construction Inspection	\$12,000	Based on estimated hours
Total Base Project Costs	\$476,310	
Contingency (15%)	\$71,447	
Total Revised Project Costs	\$547,747	

FINDINGS AND ADDITIONAL RECOMMENDATIONS

Bennett Engineering's detailed site investigations identified locations within Isleton where I&I issues are particularly pronounced:

- **Direct Storm Drain Connections:** Areas such as Isleton Mobile Home Park, Isleton Elementary School, and an abandoned industrial discharge point contribute to stormwater entering the sewer system.
- **Pipeline Segments for CCTV Inspection:** Several pipeline sections, identified by Bennett Engineering, require cleaning and CCTV inspection to assess the extent of damage and prioritize sections for cured-in-place pipe (CIPP) lining.
- **Manhole Repairs and Lid Replacement:** Multiple manholes were found with seepage or structural issues. Solid sanitary sewer lids are recommended for some locations to prevent stormwater inflow.

SYSTEM RESILIENCY AND FUTURE RISK REDUCTION

These repairs are critical to restoring the sewer system's resilience against future storms. Utilizing SDR 26 pipe and addressing key points of I&I will reduce risks of surcharge and overflow. The city will be better positioned to handle extreme weather events without immediate risk of further regulatory action.

ENVIRONMENTAL AND REGULATORY REQUIREMENTS

Given that repairs are "replacement-in-kind" of existing infrastructure, the project is expected to have minimal environmental impact. An environmental review document will be prepared and attached to this report to fulfill USDA requirements, confirming that the repairs do not introduce new disturbances.

CONCLUSION

The December 2022 storms severely impacted Isleton's sewer system, highlighting the urgency of structural rehabilitation to maintain compliance and prevent environmental hazards. This PER serves as the foundation for securing USDA grant funding to facilitate the repairs and ensure the system's long-term reliability.

APPENDICES

APPENDIX A – Environmental Documentation

APPENDIX B – Bennett Engineering Emergency Sewer Pipeline Assessment Memos

APPENDIX C – Consolidated Engineering Services Proposal #23-330, 11/10/2023



**LEASE LISTING AGREEMENT
EXCLUSIVE AUTHORIZATION TO LEASE OR RENT
(C.A.R. Form LL, Revised 7/24)**

Date Prepared: 12/01/2024

1. **EXCLUSIVE RIGHT TO LEASE:** City of Isleton by Uylosa Felix Oviawe ("Rental Property Owner" or "RPO") hereby employs and grants Resler Realty ("Broker") beginning (date) 12/13/2024 and ending at 11:59 P.M. on (date) 03/31/2025 ("Listing Period") the exclusive and irrevocable right to lease or rent the real property in the City of Isleton, County of Sacramento, California, described as 210 Jackson Blvd, Isleton, CA 95641 ("Premises").

2. **LISTING TERMS:**

- A. **RENT AMOUNT:** Nine Hundred Twenty-One 60/100 Dollars \$ 921.60 per month
- B. **SECURITY DEPOSIT** \$1,800.00
- C. **TYPE OF TENANCY:** (Check all that apply): Month-to-month; One year Other _____
- D. **ITEMS INCLUDED IN LEASE/RENTAL:** All fixtures and fittings attached to the Premises and the following items of personal property: none
- E. **PERSONAL PROPERTY THAT WILL NOT BE MAINTAINED OR REPLACED BY RPO:** The following items of personal property are being left on the Premises as a courtesy by RPO and are not warranted in any way, nor will they be maintained or replaced by RPO: none
- F. **ITEMS EXCLUDED FROM LEASE/RENTAL:** Garage/Carport; _____
- G. **ADDITIONAL TERMS:** See Text Overflow Addendum (C.A.R. Form TOA) paragraph 1

3. **COMPENSATION:**

Notice: The amount or rate of real estate commissions is not fixed by law. They are set by each Broker individually and may be negotiable between RPO and Broker.

- A. **ADVISORY:** Real estate commissions include all compensation and fees to Broker and are fully negotiable.
- B. **COMPENSATION TO BROKER:** RPO agrees to pay to Broker as compensation for services, (Does not include compensation, if any, to a broker representing tenant) irrespective of agency relationship(s), as specified below:
 - (1) **For fixed-term leases:**
 - (A) Either (I) _____ percent of the total rent for payments due under the term specified in paragraph 2C, (term shall be the term in the rental agreement if rental agreement is signed and tenant takes possession or is prevented from doing so by RPO); or (II) \$ _____; or (III) _____.
 - (B) RPO agrees to pay Broker additional compensation of n/a, if a fixed term lease is extended or renewed for an additional fixed term. Payment is due upon such extension or renewal.
 - (2) **For month-to-month rental:** Either (I) _____ percent of _____; or (II) \$ _____; or (III) 921.60 (Does not include compensation, if any, to a broker representing tenant).
 - (3) **For either a fixed term or month-to-month:**
 - (A) **Completed Lease Transaction or RPO Default:** If during the Listing Period, or any extension, Broker, cooperating broker, RPO or any other person procures a ready, willing, and able Tenant(s) whose offer to lease/rent the Premises on any price and terms is accepted by RPO, provided the Tenant takes possession of the Premises under the terms of the lease or rental or is prevented from doing so by RPO. (Broker is entitled to compensation whether any tenancy resulting from such offer begins during or after the expiration of the Listing Period, or any extension.)
 - (B) **Continuation of Right to Compensation for Broker Procured Tenant(s):** If RPO, within 90 calendar days after the end of the Listing Period or any extension thereof, enters into a contract to transfer, lease or rent the Premises to anyone ("Prospective Transferee") or that person's related entity: (I) who physically entered and was shown the Premises during the Listing Period or any extension thereof by Broker or a cooperating broker; or (II) for whom Broker or any cooperating broker submitted to RPO a signed, written offer to lease or rent the Premises. RPO, however, shall have no obligation to Broker under this subparagraph 3B(3)(B) unless, not later than the end of the Listing Period or any extension or cancellation, Broker has given RPO a written notice of the names of such Prospective Transferees.
 - (C) **RPO Interference with Listing:** If, without Broker's prior written consent, the Premises are withdrawn from lease/rental, are leased, rented, or otherwise transferred, or made unmarketable by a voluntary act of RPO during the Listing Period, or any extension.



C. **TENANT BREACH AND RPO RECOVERY OF DAMAGES:** If commencement of the lease or rental is prevented by a party to the transaction other than RPO, then compensation which otherwise would have been earned under paragraph 3B shall be payable only if and when RPO collects damages by suit, arbitration, settlement or otherwise, and then in an amount equal to the lesser of one-half of the damages recovered or the above compensation, after first deducting the expenses of collection, if any.

D. **ADDITIONAL COMPENSATION:** In addition, RPO agrees to pay: n/a

E. **COLLECTION OF COMPENSATION:** Broker may retain compensation due from any move-in payments made by Tenant to Broker pursuant to the lease or rental agreement. Broker is authorized to instruct Tenant to deduct the amount of Broker compensation from any move-in payment and make a separate payment to Broker for such amount.

F. **COMPENSATION ON SUBSEQUENT SALE TO TENANT:** RPO agrees to pay Broker if Tenant directly or indirectly acquires, or enters into an agreement to acquire title to Premises or any part thereof, whether by sale, exchange or otherwise, during the term or any extension of tenancy, compensation equal to _____ percent of the selling price or total consideration in said transfer, whichever is greater (Does not include compensation, if any, to a broker representing tenant). Payment is due upon Tenant's direct or indirect acquisition of any legal or equitable interest in the Premises and, if there is an escrow, shall be through escrow.

G. **ADDITIONAL COMPENSATION DUE BROKER IF TENANT IS UNREPRESENTED:**

- (1) For a fixed term lease, either _____ percent of the total rent payments due under the lease, or \$ _____; OR or _____;
- (2) For a month to month rental, either _____ percent of amount specified in paragraph 3B(2) used to calculate Broker's percentage compensation, or \$ _____ or equal to one mo. rent - \$921.60

H. **COMPENSATION OBLIGATIONS TO OTHER BROKERS:**

- (1) RPO warrants that RPO has no obligation to pay compensation to any other broker regarding the lease or rental of Premises unless the Premises are leased or rented to: n/a
- (2) If Premises are leased or rented to anyone listed in paragraph 3H(1) during the time RPO is obligated to compensate another broker: (i) Broker is not entitled to compensation under this Agreement; and (ii) Broker is not obligated to represent RPO with respect to such transaction.

4. **TENANT PAYMENTS:**

A. The following are due and payable to RPO, unless otherwise specified:

- 1. First Month's Rent: to Broker; due at execution, upon possession, other _____
- 2. Security Deposit: to Broker; due at execution, upon possession, other _____
- 3. Other: Compensation for securing a tenant to Broker; When due: 12/02/2024
- 4. Other: _____ to Broker; When due: _____

B. **DIRECT ELECTRONIC RENTAL PAYMENTS:** If RPO permits Tenant to pay rent by direct deposit such as wire or electronic payment or other online method, RPO should discuss with a Landlord-Tenant attorney the implications of doing so in the event Tenant defaults and an eviction becomes necessary. See also: Wire Fraud Advisory (C.A.R. Form WFA) for additional information.

5. **KEYSAFE/LOCKBOX:** (If checked) RPO authorizes the use of a keysafe/lockbox to allow entry into the Premises and agrees to sign a keysafe/lockbox addendum (C.A.R. Form KLA).

6. **SIGN:** (If checked) RPO authorizes Broker to install a FOR LEASE sign on the Premises.

7. **MULTIPLE LISTING SERVICE:** Information about this listing will (or will not) be provided to a multiple listing service(s) ("MLS") of Broker's selection. If not, then MLS rules may require an exclusion form, such as C.A.R Form SELM, be submitted to the MLS. All terms of the transaction will be provided to the selected MLS for publication, dissemination and use by persons and entities on terms approved by the MLS. RPO authorizes Broker to comply with all applicable MLS rules. MLS rules allow MLS data to be made available by the MLS to additional Internet sites unless Broker gives the MLS instructions to the contrary.

8. **SECURITY AND INSURANCE:** Broker is not responsible for loss of or damage to personal or real property, or person, whether attributable to use of a keysafe/lockbox, a showing of the Premises, or otherwise. Third parties, including, but not limited to, inspectors, brokers and prospective tenants, may have access to, and take videos and photographs of, the interior of the Premises. RPO agrees: (i) to take reasonable precautions to safeguard and protect valuables that might be accessible during showings of the Premises; and (ii) to obtain insurance to protect against these risks. Broker does not maintain insurance to protect RPO.

9. **OWNERSHIP, TITLE AND AUTHORITY:** RPO warrants that: (i) RPO is the legal RPO of the Premises; (ii) no other persons or entities have title to the Premises; and (iii) RPO has the authority to both execute this Agreement and lease or rent the Premises. Exceptions to ownership, title and authority: none

10. **RPO REPRESENTATIONS:** RPO represents that, unless otherwise specified in writing, RPO is unaware of: (i) any recorded Notice of Default affecting the Premises; (ii) any delinquent amounts due under any loan secured by, or other obligation affecting, the Premises; (iii) any bankruptcy, insolvency or similar proceeding affecting the Premises; (iv) any litigation, arbitration, administrative action, government investigation, or other pending or threatened action that does or may affect the Premises or RPO's ability to lease, rent or transfer it; and (v) any current, pending or proposed special assessments affecting the Premises. RPO shall promptly notify Broker in writing if RPO becomes aware of any of these items during the Listing Period or any extension thereof.



11. TAX WITHHOLDING AND REPORTING:

- A. CALIFORNIA WITHHOLDINGS:** If RPO is not a California Resident or a corporation or LLC qualified to conduct business in California, RPO authorizes Broker to withhold and transmit to California Franchise Tax Board ("FTB") 7% of the GROSS payments to RPO that exceed \$1,500 received by Broker in a calendar year, unless RPO completes and transmits to Broker FTB form 589, nonresident reduced withholding request, FTB form 588, nonresident withholding waiver, or FTB form 590, withholding exemption certificate.
- B. FEDERAL WITHHOLDINGS:** If RPO is a nonresident alien individual, a foreign entity, or other non-U.S. person, (Foreign Investor) RPO authorizes Broker to withhold and transmit to the Internal Revenue Service (IRS) 30% of the GROSS rental receipts unless RPO elects to treat rental income as "effectively connected income" by submitting to Broker a fully completed IRS form W-8ECI, Certificate of Foreign Person's Claim for Exemption from Withholding on Income Connected With the Conduct of a Trade of Business in the United States. A Foreign Investor RPO will need to obtain a U.S. tax payer identification number and file declaration with the IRS regarding effectively connected income in order to complete the form given to Broker. Further, the Foreign Investor RPO will be responsible for making any necessary estimated tax payments.
- C.** Broker has a legal duty to report rental income received to tax collection agencies via IRS form 1099.

12. BROKER'S AND RPO'S DUTIES:

- A. BROKER RESPONSIBILITY, AUTHORITY AND LIMITATIONS:** Broker agrees to exercise reasonable effort and due diligence to achieve the purposes of this Agreement. Unless RPO gives Broker written instructions to the contrary, Broker is authorized to advertise and market the Premises in any medium, selected by Broker including MLS and the Internet and, to the extent permitted by these media, including MLS, control the dissemination of the information submitted to any medium.
- B. RPO DISCLOSURES:** RPO agrees to complete a Rental Property Owner Disclosure (C.A.R. Form RPOD) and Rental Property Owner Questionnaire (C.A.R. Form RPOQ), which shall be provided to Broker within 3 Days of completing (or with) this Agreement. RPO authorizes Broker to provide tenant with the RPOD completed by RPO with any lease or rental agreement.
- C. RPO GOOD FAITH:** RPO agrees to consider offers presented by Broker and to act in good faith to accomplish the lease or rental of the Premises by, among other things, making the Premises available for showing at reasonable times and referring to Broker all inquiries of any party interested in the Premises subject to 3G, and following all applicable fair housing laws. RPO is responsible for determining at what price and terms to list and lease or rent the Premises. RPO, but NOT Broker, is responsible for compliance with all health and safety legal requirements, such as but not limited to smoke alarm and carbon monoxide detector installation, and water heater bracing.
- D. INDEMNITY:** RPO agrees to indemnify, defend and hold harmless Broker and all persons in Broker's firm, as permitted by law, from all costs, expenses, suits, claims, liabilities, damages, judgments, and claims of every type, including but not limited to those arising out of injury or death of any person, or damage to any real or personal property of any person, including RPO, (i) for those acts relating to the leasing of the Property by Broker, or any person operating through Broker's license, or the performance or exercise of any of the duties, powers, or authorities granted to Broker; (ii) from any incorrect or incomplete information supplied by RPO; (iii) from any material facts that RPO knows but fails to disclose including dangerous or hidden conditions on the Premises, and (iv) actions brought by the Department of Fair Employment and Housing or other government regulatory body. This paragraph shall apply to all actions and claims, including those arising out of Broker's negligence but not to the willful misconduct or gross negligence of Broker and shall extend to claims occurring after this Agreement is terminated as well as while it is in force. RPO's obligations under this paragraph will not be limited by insurance requirements or by any other provision of this Agreement.

13. AGENCY RELATIONSHIPS:

- A. DISCLOSURE:** If the listing is for a tenancy in excess of one year or compensation is owed to Broker under paragraph 3F, RPO acknowledges receipt of the "Disclosure Regarding Agency Real Estate Relationship" form (C.A.R. Form AD).
- B. RPO REPRESENTATION:** Broker shall represent RPO in any resulting transaction, except as specified in paragraph 3H.
- C. POSSIBLE DUAL AGENCY WITH TENANT:** Depending upon the circumstances, it may be necessary or appropriate for Broker to act as an agent for both RPO and Tenant. Broker shall, as soon as practicable, disclose to RPO any election to act as a dual agent representing both RPO and Tenant. If a Tenant is procured directly by Broker or an associate licensee in Broker's firm, RPO hereby consents to Broker acting as a dual agent for RPO and such Tenant.
- D. OTHER RPOs:** RPO understands that Broker may have or obtain listings on other properties and that potential tenants may consider, make offers on, or lease or rent through Broker, premises the same as or similar to RPO's Premises. RPO consents to Broker's representation of RPOs and tenants of other properties before, during and after the end of this Agreement.
- E. CONFIRMATION:** If the Premises includes residential property with one to four dwelling units, and the agreed-upon lease is for a tenancy in excess of one year, Broker shall confirm the agency relationship described above, or as modified, in writing, prior to or coincident with RPO's and Tenant's execution of such lease.



F. TERMINATION OF AGENCY RELATIONSHIP: RPO acknowledges and agrees that unless RPO and Broker enter into a separate property management agreement, Broker will not represent RPO in any manner regarding the management of the Premises. RPO further agrees that the representation duties of, and agency relationship with, Broker terminate at the earlier of (i) or (ii) Below:

(i) Entering into a rental or lease agreement for the Premises and, if checked, (choose all that apply) Tenant occupancy, delivering to Tenant keys or other means of entering the Premises, Tenant walkthrough, completion of Move In Inspection (such as C.A.R. Form MII or comparable form agreed-to by the parties); or (ii) If no lease is already entered into, at the expiration of this Agreement.

14. ATTORNEY'S FEES: In any action, proceeding or arbitration between RPO and Broker arising out of this Agreement, RPO and Broker shall be responsible for paying their own attorney's fees and costs except as provided in **paragraph 15A.**

15. DISPUTE RESOLUTION:

A. MEDIATION: (1) RPO and Broker agree to mediate any dispute or claim arising between them regarding the obligation to pay compensation under this Agreement, before resorting to arbitration or court action. (2) Mediation fees, if any, shall be divided equally among the parties involved. (3) If, for any dispute or claim to which this paragraph applies, any party (i) commences an action without first attempting to resolve the matter through mediation, or (ii) before commencement of an action, refuses to mediate after a request has been made, and that party is the losing party in any such action, the prevailing party shall be entitled to recover attorney fees, notwithstanding **paragraph 14.** Exclusions from this mediation agreement are specified in **paragraph 15B.**

B. ADDITIONAL MEDIATION TERMS: The following matters shall be excluded from mediation: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; and (iv) any matter that is within the jurisdiction of a probate, small claims or bankruptcy court. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver or violation of the mediation provisions.

C. ADVISORY: If RPO and Broker desire to resolve disputes arising between them through arbitration rather than court, they can document their agreement by attaching and signing an Arbitration Agreement (C.A.R. Form ARB).

16. MANAGEMENT APPROVAL: If a salesperson or broker-associate enters this Agreement on Broker's behalf, Broker/Manager has the right to cancel this Agreement, in writing, within **5 calendar days** after its execution.

17. EQUAL HOUSING OPPORTUNITY: The Premises is offered in compliance with federal, state and local anti-discrimination laws.

18. ADDITIONAL TERMS:

- A. Rental Property Owner Disclosure (C.A.R. Form RPOD);
- B. Rental Property Owner Questionnaire (C.A.R. Form RPOQ);
- C. Fair Housing and Discrimination Advisory (C.A.R. Form FHDA)
- D. California Consumer Privacy Act Advisory (C.A.R. Form CCPA);
- E. Disclosure Regarding Real Estate Agency Relationships (C.A.R. Form AD)
- F. Keysafe/Lockbox-Addendum (C.A.R. Form KLA);
- G. Other: _____

19. SUCCESSORS AND ASSIGNS: This Agreement shall be binding upon RPO and RPO's successors and assigns.

20. TIME OF ESSENCE; ENTIRE CONTRACT; CHANGES: Time is of the essence. All understandings between the parties are incorporated in this Agreement. Its terms are intended by the parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. If any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect. Neither this Agreement nor any provision in it may be extended, amended, modified, altered or changed except in writing. This Agreement and any supplement, addendum or modification, including any copy, may be signed in two or more counterparts, all of which shall constitute one and the same writing.

21. LEGALLY AUTHORIZED SIGNER: Wherever the signature or initials of the Legally Authorized Signer, identified in the signature block below, appear on this Agreement or any related documents, it shall be deemed to be in a representative capacity for the entity described and not in an individual capacity, unless otherwise indicated. The Legally Authorized Signer (i) represents that the entity for which that person is acting already exists and is in good standing to do business in California and (ii) shall deliver to Broker, within **3 Days** after execution of this Agreement, evidence of authority to act in that capacity (such as but not limited to: applicable portion of the trust or Certification Of Trust (Probate Code § 18100.5), letters testamentary, court order, power of attorney, corporate resolution, or formation documents of the business entity).



Property Address: 210 Jackson Blvd, Isleton, CA 95641

Date: 12/01/2024

By signing below, RPO acknowledges that RPO has read, understands, received a copy of, and agrees to the terms of this Agreement.

- ENTITY RENTAL PROPERTY OWNERS:** (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)
 - (1) One or more RPO's is a trust, corporation, LLC, probate estate, partnership, other entity or holds a power of attorney.
 - (2) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not for him/herself as an individual. See **paragraph 21** for additional terms.
 - (3) The name(s) of the Legally Authorized Signer(s) is: _____.
 - (4) A. If a trust, identify RPO as trustee(s) of the trust or by simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust).
 B. If Property is sold under the jurisdiction of a probate court, identify RPO as executor or administrator, or by a simplified probate name (John Doe, executor, or Estate (or Conservatorship) of John Doe).
 - (5) The following is the full name of the entity (if a trust, enter the complete trust name; if under probate, enter full name of the estate, including case #): _____.

RENTAL PROPERTY OWNER SIGNATURE(S):

(Signature) By, _____ Date: _____

Printed name of RPO: City of Isleton by Uylosa Felix Oviawe

Printed Name of Legally Authorized Signer: _____ Title, if applicable, City Manager

Address 101 2nd St (PO Box 716) City Isleton State CA Zip 95641

Email Uylosa.Oviawe@cityofisleton.com Phone # (916)777-7770

Social Security/Tax ID # (for reporting purposes): _____

(Signature) By, _____ Date: _____

Printed name of RPO: _____

Printed Name of Legally Authorized Signer: _____ Title, if applicable, _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone # _____

Social Security/Tax ID # (for reporting purposes): _____

Additional Signature Addendum attached (C.A.R. Form ASA)

Real Estate Broker (Firm) Resler Realty DRE Lic. # 01028536

Address 540 S Second Street City Rio Vista State CA Zip 94571

By _____ Gene Resler Date _____

Tel. _____ E-mail genesler@outlook.com DRE Lic# 01028536

By _____ Date _____

Tel. _____ E-mail _____ DRE Lic# _____

Two Brokers with different companies are co-listing the Premises. Co-listing Broker information is on the attached Additional Broker Acknowledgement (C.A.R. Form ABA).

© 2024, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®.

Published and Distributed by: REAL ESTATE BUSINESS SERVICES, LLC, a subsidiary of the California Association of REALTORS®

LL REVISED 7/24 (PAGE 5 OF 5)



LEASE LISTING AGREEMENT (LL PAGE 5 OF 5)

Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwoff.com

City of Isleton



RENTAL PROPERTY OWNER DISCLOSURE

(Intended to be provided with a lease listing or property management agreement and with a residential lease) (C.A.R. Form RPOD, Revised 6/23)

Rental Property Owner, City of Isleton by Uylosa Felix Oviawe ("RPO") makes the following disclosures with regard to the real property described as 210 Jackson Blvd Unit # situated in Isleton, County of Sacramento, California ("Premises"). RPO authorizes the disclosures made on this form to be used to supplement the terms of a residential lease or rental with a tenant (lessee) and, if applicable, a lease listing or property management agreement with a broker.

- 1. Disclosure Limitation: The following are representations made by the RPO and are not the representations of the agent(s), if any. This Disclosure is not a warranty of any kind by the RPO or any agent(s) and is not a substitute for any inspections or warranties the principal(s) may wish to obtain. Unless otherwise specified in writing, Broker and any real estate licensee or other person working with or through Broker has not verified information provided by RPO. A real estate broker is qualified to advise on real estate transactions. If RPO or tenant desires legal advice, they should consult a qualified California real estate attorney.
2. Note to RPO, PURPOSE: To provide tenant and broker with information about known material facts affecting the Premises, to help eliminate misunderstandings about the condition of the Premises and, where relevant, to document a RPO's response to contractual requirements.
3. Note to Tenant (lessee), PURPOSE: To give you more information about known material facts affecting the value or desirability of the Premises and help to eliminate misunderstandings about the condition of the Premises.
4. RPO's AWARENESS: For each statement below, answer the question "Are you (RPO) aware of..." by checking either "Yes" or "No." A "Yes" answer is appropriate no matter how long ago the item being asked about happened or was documented unless otherwise specified. Explain any "Yes" answers in the space provided.

5. LEAD-BASED PAINT: ARE YOU (RPO) AWARE OF...
A. Whether the Premises was constructed prior to January 1, 1978... Yes No
B. Does RPO have any reports or records pertaining to lead-based paint or lead based paint hazards in the Premises.... Yes No
C. Were any renovations (i.e. sanding, cutting, demolition) of lead-based paint surfaces started or completed ... Yes No
Explanation:

6. METH CONTAMINATION: ARE YOU (RPO) AWARE OF...
A. Whether a government health official has issued an Order identifying the Premises as being contaminated by methamphetamine... Yes No
B. If yes to A, has any contamination specified in the order not been remedied ... Yes No
C. If yes, RPO will provide a copy of the Order prohibiting occupancy of the Premises because of methamphetamine contamination as follows:
I. To Broker: Within 3 days of providing this Rental Property Owner Disclosure to Broker; OR a copy of the Order is attached.
II. To Tenant: Prior to Tenant signing a lease or rental agreement, or attached to such agreement.
Explanation:

7. PERIODIC PEST CONTROL: ARE YOU (RPO) AWARE OF...
A. Whether the Premises is covered by a contract for periodic pest control treatment of the Premises... Yes No
If yes, RPO will provide Tenant a copy of the notice given to RPO or Housing Provider by the pest control company.
A copy of the notice is attached.
Explanation:

8. WATER SUBMETERS: ARE YOU (RPO) AWARE OF...
A. Whether the Premises contains two or more units served by a single water meter... Yes No
B. If yes to A, has RPO installed a submeter to measure and charge each individual unit for water usage... Yes No
C. If yes, RPO agrees to comply with Civil Code §§ 1954.201 through 1954-219 and to provide any tenant with the required Water Submeter Notice (C.A.R. Form WSM).
Explanation:



RENTAL PROPERTY OWNER DISCLOSURE (RPOD PAGE 1 OF 2)

9. **MOLD:** **ARE YOU (RPO) AWARE OF...**
- A. Whether any elevated levels of mold are currently in the Premises..... Yes No
- B. Whether any elevated levels of mold were previously detected the Premises..... Yes No
- (1) If yes to B, was the Premises treated and the mold eradicated Yes No
If yes to B(1), identify the location and date(s) of the treatment: _____
- C. If yes to A or B, does RPO have any reports or records pertaining to elevated levels of mold in the Premises..... Yes No
Explanation: _____
-
10. **ASBESTOS:** **ARE YOU (RPO) AWARE OF...**
- A. The presence of asbestos currently in the Premises..... Yes No
- B. Whether asbestos was ever removed from the Premises..... Yes No
- (1) If yes to B, identify the location and date(s) of the treatment: _____
- (2) If yes to B, does RPO have any reports or records pertaining to asbestos in the Premises..... Yes No
Explanation: _____
-
11. **HOMEOWNER ASSOCIATION/CONDOMINIUM/PLANNED DEVELOPMENT** **ARE YOU (RPO) AWARE OF...**
- Whether the Premises is a condominium or is located in a planned development, other common interest development or otherwise subject to covenants, conditions, and restrictions..... Yes No
- (1) If yes, are you aware of any known restrictions on rentals or use of the Premises..... Yes No
- (2) If yes to A, specify below any contact information for the HOA or other entity
- (3) If yes to A, rules and CC&Rs may need to be provided to a tenant upon execution of a lease or rental
- Explanation: _____
-
12. **MILITARY ORDNANCE LOCATION:** **ARE YOU (RPO) AWARE OF...**
- If the Premises are located within one mile of an area once used for military training, and may contain potentially explosive munitions. Yes No
-
13. **DEATH ON PREMISES:** **ARE YOU (RPO) AWARE OF...**
- Whether an occupant of the Premises died on the Premises within the last 3 years..... Yes No
- (1) If yes, does RPO knows the manner of death..... Yes No
- (2) If yes to (1), the manner of death could be a material fact to a tenant and should be disclosed by RPO except for death due to HIV/AIDS
-
14. **OTHER MATERIAL FACTS:** **ARE YOU (RPO) AWARE OF...**
- Any other material facts affecting the Premises..... Yes No
Explanation: _____

RPO represents that RPO has provided the answers and, if any, explanations and comments on this form and any attached addenda and that such information is true and correct to the best of RPO's knowledge as of the date signed by RPO. RPO acknowledges (i) RPO's obligation to disclose information requested by this form is independent from any duty of disclosure that a real estate licensee may have in this transaction, and (ii) nothing that any such real estate licensee does or says to RPO relieves RPO from their own duty of disclosure.

Rental Property Owner _____ *City of Isleton by Uyiosa Felix Oviawe* Date _____
 Rental Property Owner _____ Date _____

If provided to Tenant by signing below, Tenant acknowledges that Tenant has read, understands and has received a copy of this Rental Property Owner Disclosure Form.

Tenant _____ Date _____
 Tenant _____ Date _____

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS RENTAL PROPERTY OWNER DISCLOSURE.

Real Estate Broker *Resler Realty* _____, By _____ *Gene Resler* _____ Date _____

© 2023, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

RFLS Published and Distributed by:
 REAL ESTATE BUSINESS SERVICES, LLC.
 a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®
 525 South Virgil Avenue, Los Angeles, California 90020





FAIR HOUSING AND DISCRIMINATION ADVISORY

(C.A.R. Form FHDA, Revised 6/23)

1. **EQUAL ACCESS TO HOUSING FOR ALL:** All housing in California is available to all persons. Discrimination as noted below is prohibited by law. Resources are available for those who have experienced unequal treatment under the law.
2. **FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION AGAINST IDENTIFIED PROTECTED CLASSES:**
 - A. **FEDERAL FAIR HOUSING ACT ("FHA")** Title VIII of the Civil Rights Act; 42 U.S.C. §§ 3601-3619; Prohibits discrimination in sales, rental or financing of residential housing against persons in protected classes;
 - B. **CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT ("FEHA")** California Government Code ("GC") §§ 12900-12996, 12955; 2 California Code of Regulations ("CCR") §§ 12005-12271; Prohibits discrimination in sales, rental or financing of housing opportunity against persons in protected classes by providers of housing accommodation and financial assistance services as related to housing;
 - C. **CALIFORNIA UNRUH CIVIL RIGHTS ACT ("Unruh")** California Civil Code ("CC") § 51; Prohibits business establishments from discriminating against, and requires full and equal accommodation, advantages, facilities, privileges, and services to persons in protected classes;
 - D. **AMERICANS WITH DISABILITIES ACT ("ADA")** 42 U.S.C. §§ 12181-12189; Title III of the ADA prohibits discrimination based on disability in public accommodations; and
 - E. **OTHER FAIR HOUSING LAWS:** § 504 of Rehabilitation Act of 1973 29 U.S.C. § 794; Ralph Civil Rights Act CC § 51.7; California Disabled Persons Act; CC §§ 54-55.32; any local city or county fair housing ordinances, as applicable.
3. **POTENTIAL LEGAL REMEDIES FOR UNLAWFUL DISCRIMINATION:** Violations of fair housing laws may result in monetary civil fines, injunctive relief, compensatory and/or punitive damages, and attorney fees and costs.
4. **PROTECTED CLASSES/CHARACTERISTICS:** Whether specified in Federal or State law or both, discrimination against persons based on that person's belonging to, association with, or perceived membership in, certain classes or categories, such as the following, is prohibited. Other classes, categories or restrictions may also apply.

Race	Color	Ancestry	National Origin	Religion
Age	Sex, Sexual Orientation	Gender, Gender Identity, Gender expression	Marital Status	Familial Status (family with a child or children under 18)
Citizenship	Immigration Status	Primary Language	Military/Veteran Status	Source of Income (e.g., Section 8 Voucher)
Medical Condition	Disability (Mental & Physical)	Genetic Information	Criminal History (non-relevant convictions)	Any arbitrary characteristic

5. **THE CALIFORNIA DEPARTMENT OF REAL ESTATE REQUIRES TRAINING AND SUPERVISION TO PREVENT HOUSING DISCRIMINATION BY REAL ESTATE LICENSEES:**
 - A. California Business & Professions Code ("B&PC") § 10170.5(a)(4) requires 3 hours of training on fair housing for DRE license renewal; Real Estate Regulation § 2725(f) requires brokers who oversee salespersons to be familiar with the requirements of federal and state laws relating to the prohibition of discrimination.
 - B. Violation of DRE regulations or real estate laws against housing discrimination by a real estate licensee may result in the loss or suspension of the licensee's real estate license. B&PC §10177(I)(1); 10 CCR § 2780
6. **REALTOR® ORGANIZATIONS PROHIBIT DISCRIMINATION:** NAR Code of Ethics Article 10 prohibits discrimination in employment practices or in rendering real estate license services against any person because of race, color, religion, sex, disability, familial status, national origin, sexual orientation, or gender identity by REALTORS®.
7. **WHO IS REQUIRED TO COMPLY WITH FAIR HOUSING LAWS?**
 Below is a non-exclusive list of providers of housing accommodations or financial assistance services as related to housing who are most likely to be encountered in a housing transaction and who must comply with fair housing laws.
 - Sellers
 - Landlords/Housing Providers
 - Sublessors
 - Real estate licensees
 - Real estate brokerage firms
 - Property managers
 - Mobilehome parks
 - Homeowners Associations ("HOAs");
 - Banks and Mortgage lenders
 - Insurance companies
 - Government housing services
 - Appraisers

8. **EXAMPLES OF CONDUCT THAT MAY NOT BE MOTIVATED BY DISCRIMINATORY INTENT BUT COULD HAVE A DISCRIMINATORY EFFECT:**
 - A. Prior to acceptance of an offer, asking for or offering buyer personal information or letters from the buyer, especially with photos. Those types of documents may inadvertently reveal, or be perceived as revealing, protected status information thereby increasing the risk of (i) actual or unconscious bias, and (ii) potential legal claims against sellers and others by prospective buyers whose offers were rejected.
 - B. Refusing to rent (i) an upper-level unit to an elderly tenant out of concern for the tenant's ability to navigate stairs or (ii) a house with a pool to a person with young children out of concern for the children's safety.
9. **EXAMPLES OF UNLAWFUL OR IMPROPER CONDUCT BASED ON A PROTECTED CLASS OR CHARACTERISTIC:**
 - A. Refusing to negotiate for a sale, rental or financing or otherwise make a housing opportunity unavailable; failing to present offers due to a person's protected status;
 - B. Refusing or failing to show, rent, sell or finance housing; "channeling" or "steering" a prospective buyer or tenant to or away from a particular area due to that person's protected status or because of the racial, religious or ethnic composition of the neighborhood;
 - C. "Blockbusting" or causing "panic selling" by inducing a listing, sale or rental based on the grounds of loss of value of property, increase in crime, or decline in school quality due to the entry or prospective entry of people in protected categories into the neighborhood;
 - D. Making any statement or advertisement that indicates any preference, limitation, or discrimination;



FAIR HOUSING AND DISCRIMINATION ADVISORY (FHDA PAGE 1 OF 2)

- E. Inquiring about protected characteristics (such as asking tenant applicants if they are married, or prospective purchasers if they have children or are planning to start a family);
 - F. Using criminal history information before otherwise affirming eligibility, and without a legally sufficient justification;
 - G. Failing to assess financial standards based on the portion of the income responsible by a tenant who receives government subsidies (such as basing an otherwise neutral rent to income ratio on the whole rent rather than just the part of rent that is the tenant's responsibility);
 - H. Denying a home loan or homeowner's insurance;
 - I. Offering inferior terms, conditions, privileges, facilities or services;
 - J. Using different qualification criteria or procedures for sale or rental of housing such as income standards, application requirements, application fees, credit analyses, sale or rental approval procedures or other requirements;
 - K. Harassing a person;
 - L. Taking an adverse action based on protected characteristics;
 - M. Refusing to permit a reasonable modification to the premises, as requested by a person with a disability (such as refusing to allow a tenant who uses a wheelchair to install, at their expense, a ramp over front or rear steps, or refusing to allow a tenant with a disability from installing, at their own expense, grab bars in a shower or bathtub);
 - N. Refusing to make reasonable accommodation in policies, rules, practices, or services for a person with a disability (such as the following, if an actual or prospective tenant with a disability has a service animal or support animal):
 - (i) Failing to allow that person to keep the service animal or emotional support animal in rental property,
 - (ii) Charging that person higher rent or increased security deposit, or
 - (iii) Failing to show rental or sale property to that person who is accompanied by the service animal or support animal, and;
 - O. Retaliating for asserting rights under fair housing laws.
- 10. EXAMPLES OF POSITIVE PRACTICES:**
- A. Real estate licensees working with buyers or tenants should apply the same objective property selection criteria, such as location/neighborhood, property features, and price range and other considerations, to all prospects.
 - B. Real estate licensees should provide complete and objective information to all clients based on the client's selection criteria.
 - C. Real estate licensees should provide the same professional courtesy in responding to inquiries, sharing of information and offers of assistance to all clients and prospects.
 - D. Housing providers should not make any statement or advertisement that directly or indirectly implies preference, limitation, or discrimination regarding any protected characteristic (such as "no children" or "English-speakers only").
 - E. Housing providers should use a selection process relying on objective information about a prospective buyer's offer or tenant's application and not seek any information that may disclose any protected characteristics (such as using a summary document, e.g. C.A.R. Form SUM-MO, to compare multiple offers on objective terms).
- 11. FAIR HOUSING RESOURCES:** If you have questions about your obligations or rights under the Fair Housing laws, or you think you have been discriminated against, you may want to contact one or more of the sources listed below to discuss what you can do about it, and whether the resource is able to assist you.
- A. Federal: https://www.hud.gov/program_offices/fair_housing_equal_opp
 - B. State: <https://calcivilrights.ca.gov/housing/>
 - C. Local: local Fair Housing Council office (non-profit, free service)
 - D. DRE: <https://www.dre.ca.gov/Consumers/FileComplaint.html>
 - E. Local Association of REALTORS®. List available at: <https://www.car.org/en/contactus/rosters/localassociationroster>.
 - F. Any qualified California fair housing attorney, or if applicable, landlord-tenant attorney.
- 12. LIMITED EXCEPTIONS TO FAIR HOUSING REQUIREMENTS:** No person should rely on any exception below without first seeking legal advice about whether the exception applies to their situation. Real estate licensees are not qualified to provide advice on the application of these exceptions.
- A. Legally compliant senior housing is exempt from FHA, FEHA and Unruh as related to age or familial status only;
 - B. An owner of a single-family residence who resides at the property with one lodger may be exempt from FEHA for rental purposes, PROVIDED no real estate licensee is involved in the rental;
 - C. An owner of a single-family residence may be exempt from FHA for sale or rental purposes, PROVIDED (i) no real estate licensee is involved in the sale or rental and (ii) no discriminatory advertising is used, and (iii) the owner owns no more than three single-family residences. Other restrictions apply;
 - D. An owner of residential property with one to four units who resides at the property, may be exempt from FHA for rental purposes, PROVIDED no real estate licensee is involved in the rental; and
 - E. Both FHA and FEHA do not apply to roommate situations. See, *Fair Housing Council v Roommate.com LLC*, 666 F.3d 1216 (2019).
 - F. Since both the 14th Amendment of the U.S. Constitution and the Civil Rights Act of 1866 prohibit discrimination based on race; the FHA and FEHA exemptions do not extend to discrimination based on race.

Buyer/Tenant and Seller/Housing Provider have read, understand and acknowledge receipt of a copy of this Fair Housing & Discrimination Advisory.

Buyer/Tenant _____ Date _____

Buyer/Tenant _____ Date _____

Seller/Housing Provider _____ *City of Isleton by Uyiosa Felix Oviawe* Date _____

Seller/Housing Provider _____ Date _____

© 2023, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:
 REAL ESTATE BUSINESS SERVICES, LLC.
 a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®
 525 South Virgil Avenue, Los Angeles, California 90020

FHDA REVISED 6/23 (PAGE 2 OF 2)

FAIR HOUSING AND DISCRIMINATION ADVISORY (FHDA PAGE 2 OF 2)

Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.lwolf.com

City of Isleton





**CALIFORNIA CONSUMER PRIVACY ACT ADVISORY,
DISCLOSURE AND NOTICE**
(C.A.R. Form CCPA, Revised 12/22)

The California Consumer Privacy Act (commencing with Civil Code § 1798.100) ("CCPA"), as amended by California voters in 2020, grants to California residents certain rights in their private, personal information ("PI") that is collected by companies with whom they do business. Under the CCPA, PI is defined broadly to encompass non-public records information that could reasonably be linked directly or indirectly to you. PI could potentially include photographs of, or sales information about, your property.

During the process of buying and selling real estate your PI will be collected and likely shared with others, including real estate licensees, a Multiple Listing Service, real estate internet websites, service providers, lenders, and title and escrow companies, to name several possibilities. Businesses that are covered by the CCPA are required to grant you various rights in your PI, including the right to know what PI is collected, the right to know what PI is sold or shared and to whom, the right to request that the business correct or delete your PI, the right to "opt out" or stop the transfer of your PI to others, and the right to limit the use of certain PI which is considered "sensitive." You may get one or more notices regarding your CCPA rights from businesses you interact with in a real estate transaction. However, not all businesses that receive or share your PI are obligated to comply with the CCPA. Moreover, businesses that are otherwise covered under the CCPA may have a legal obligation to maintain PI, notwithstanding your instruction to the contrary. For instance, regardless of whether they are covered by CCPA, under California law, brokers and Multiple Listing Services are required to maintain their records for 3 years. If you wish to exercise your rights under CCPA, where applicable, you should contact the respective business directly.

You can obtain more information about the CCPA and your rights under the law from the State of California Department of Justice (oag.ca.gov/privacy/ccpa). Additionally, the California Privacy Protection Agency is authorized to promulgate regulations which may further clarify requirements of the CCPA (cpa.ca.gov/regulations/).

I/we acknowledge receipt of a copy of this California Consumer Privacy Act Advisory, Disclosure and Notice.

Buyer/Seller/Landlord/Tenant _____ Date _____
City of Isleton by Uyiosa Felix Oviawe

Buyer/Seller/Landlord/Tenant _____ Date _____

© 2022, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:
REAL ESTATE BUSINESS SERVICES, LLC.
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®
525 South Virgil Avenue, Los Angeles, California 90020



CCPA REVISED 12/22 (PAGE 1 OF 1)

CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (CCPA PAGE 1 OF 1)

City of Isleton

City Council Staff Report

DATE: December 10, 2024

ITEM#: 5.A and 5.B

CATEGORY: Consent Calendar

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF NOVEMBER 12, 2024 AND NOVEMBER 26, 2024

SUMMARY

A. Review and approval of the Regular City Council Meeting minutes of November 12, 2024 and November 26, 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 November 12, 2024 and November 26, 2024.

ATTACHMENTS

- Minutes of the Regular City Council Meeting of November 12, 2024 and November 26, 2024.

Reviewed by: Uyiosa Oviawe, City Manager __

Prepared by: Diana O'Brien, Grants Manager __

Submitted by: Yvonne Zepeda, Deputy City Clerk __

CITY OF ISLETON

City Council Meeting Agenda DIANA

Tuesday, November 12, 2024 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641

The public may participate and provide public comments in person and/or zoom. 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 or comment on the City Council Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGR1M1BpajcwZz09&omn=85933387418>

Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor
- B. Pledge of Allegiance
- C. Roll Call: PRESENT: Council Member Iva Walton, Council Member Kelly Hutson, Council Member David Kent, Vice-Mayor Paul Steele, Mayor Pamela Bulahan and City Manager, Uyiosa Felix Oviawe

- D. Staff Reports
 - ___ Nate Anderson, Code Enforcement - none
 - ___ Dean Dockery, Fire Chief
 - Provided City Council with Fire Department % of Incident Report; One call for Delta District City of Isleton; **lost audio 2:07**; reported two accidents at A Street & 160. The reports are pending.
 - ___ Cristina Garcia, Accounting
 - Finance Report; answered questions regarding Kaiser, property tax, Cannabis, CSG and Unwired expenses; CPA will be coming in on Thursday; suggested that two signatures are required on checks.

- E. Council Reports
 - Council Member Iva Walton:** LAFCO-nothing to report, 1 more meeting when 2-year term is up; GHAD meeting Wednesday Nov 20th, Spectrum News upcoming interview tomorrow from Southern California, congratulate the two new elected council members. Diana: January usually sworn in.

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.

Iva questioning how to allow one of the councilmembers to serve on council with conflict with his job. City Manager Uyiosa Oviawe: Mr. Dockery is reaching out to FPCC for information any incompatibility, will let him know.

Council Member Hutson – Nothing not at this time

Council Member Kent – I thought you give your own staff report Mr. Oviawe, regardless were you able to inquire of SACOG the requirements project initiation document? City Manager Uyiosa Oviawe: No not yet. Council Member Kent: So that is the lynch pin and its actually I think, this your decision not anyone else is, affordable for the City to pursue it and so Mr. Steele you brought up twice now this debacle on A Street and 160 so the local commission of Rio Vista on highway 160 and Highway 12 is a piece of it and whatever you are doing on your own initiative is a piece of it and then SACOG and STA joint initiative to elevate Isleton's concerns is crucial and the only thing I think we need to do is Caltrans to pay attention is get this project initiation document done and then make the case. SACOG as I mentioned in previous sessions they function not only as a funding source but as a recommendation service and they will recommend you to other agencies and that is their roll in this matter. And we have to do what I consider an important responsibility for Isleton we have to punch above our weight. We are not eligible for Caltrans to pay any attention to us, that was sort of alluded to when you talk about the numbers game but if you insist and you talk about the detriment to the community and the hazards involved then it becomes a concern of the republic where citizens should not be stranded because they do not have the population density to command attention from the state. The point of this if we pursue this I think we have a shot. By the way we have couple of other important initiatives in the same priority list the top one we have identified Mr. Steele is this 160 issue. But there is the farm to fork routes which can turn the City into a transportation mecca for alternative transportation like cyclists and other green mean go initiatives in there as well. You can see the priority list as time goes on. It is important to pursue.

Council Member Steele: Council Member Kent, thank you very much for acknowledging that there is one more issue that is coming up and STA needs to be aware of this. Highway 80 from Sacramento to all the way to Bay Area is going to be a toll road. You can see all the stuff in there shows under construction anybody that's been there. Now we all know right what is going to happen?

Mayor Bulahan: They are going to come through here,

Vice-Mayor Paul Steele: Exactly, "I know how to get around this one".

Council Member Kent: But we might want to put this item on the agenda. Can anyone explain to me why this never comes up in any agenda of the items in these agencies.

Vice-Mayor Paul Steele: Because they don't look us, because they don't look at us. Council Member Kent, they doing look at us. They don't care if we are alive or not. They know there is a road coming through there. They will fix something if they absolutely have to. I was coming down Hwy 160 the other day and just for giggles I pulled off the side of the road I went by all the turns and watched the decay of the road on the land side on every single turn.

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.

Council Member Kent: Maybe Mayor Bulahan has experience on with this as well. The toll road conversion affects many communities along that corridor. I don't know why it's not top agenda item to discuss the impact to us.

Vice-Mayor Paul Steele: not eligible ... It comes right up our butt.

Council Member Kent: well that is what it looks like

Council Member Hutson: not legible

Vice-Mayor Paul Steele –Annual Holiday Brunch at Peter's Steakhouse is scheduled for Dec 8th; last SPAM festival Feb 16th, 2025. This will be the last year SPAM for Paul. All the proceeds will be going to the Isleton Elementary School. Do not give money. Will go to PTA and ask for what they need. Pencils and papers. Need raffle prizes. Thanked donators. Date and Time for the tree lighting event will be announced next City Council Meeting.

Mayor Pam Bulahan – SACOG Land Use and Natural Resources Committee meeting last Thursday. Talked about Greens Means go and Regional Trial that ends at 6th Street. Nothing else to report.

2. AGENDA CHANGES OR DELETIONS

City Manager, Uyiosa Oviawe, requests to Move Item 7.C First;
Council Member, Iva Walton, would like to move Item 8.A forward
Approved by Mayor Pamela Bulahan.

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.

NAME: Lori Kent: Lost Audio – spoke about IHPRB issues regarding the Brown Act. There was a meeting set up with Attorney with 3-hour notice and one board member was not able to attend. Felt that they were unable to talk with the Attorney.

NAME: David Kent

SUBJECT: (regained Audio 33.17, video 19.02.40) this was my initiative originally, my concept to try to re-staff and reinvigorate the review board, have a municipal board with enough valid and lawful association with the City to be able to issue COA and comply with State and Federal mandates duty to maintain and for the entire district, however, that is adjudicated, have a valuable as Ms. Walton pointed out asset to attract tourism here. The preservation of historic districts considered to be of value, settled in Europe, settled here and settled in California. The problem

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.

with the Brown Act which can be resolved the board to function carefully one assignment at a time, cannot have a quorum unless they meet in public. Technical assignments when have to do their due diligence in historical matters and comply with state and federal regulations is difficult to do because they can't meet and cannot meet except being in public so they would have to prepare their assignments in some manner before they meet in public. I think it is feasible to do but it is not as easy as it was like the past 11 years. Paul Steele: I understand it, all they have to do a meeting place and agenda and post it and that takes care of the whole situation.

David Kent: Note quite they have to have a process where Paul Steele: what do mean a process, I don't understand. David Kent: Let me explain they have to have a process where they prepare the COA going to be issuing ahead of the meeting. So right now they can issue a COA immediately. They are not going to be able to do that and that's fine. I don't want them to take 6 months to do it. If they can show us a process under the Brown act where a business owner or a property owner on Main Street can get a COA within 30 days I think that is absolutely fine with this. Paul Steele: I concur, I understand what you are saying there but hey here we got this this in 30 days and we are operating under the Brown Act. When I was over in Thailand I attended this meeting by nothing more by putting the agenda and a meeting room on my door. David Kent: I'll try one more time Paul Steele: We are making a lot more of this of this than we should because we do need this board, we do need them I agree with you totally and hardily while we are dealing with this Pam Bulahan: the COA is before you get the building permit. David Kent: It takes staff level work that's the problem Kelly Hutson: and more than one person needs to work on it together outside of the meeting time? You can go to the meeting schedule it has the meeting and then you divvy out the parcels of the work where one person is doing one thing one person doing another can you do that? (Pam Bulahan talking at same time unable to transcribe) Iva Walton: Thank you Pam (lost sound 37:23) that would be kind of way around it. You have the Brown Act, you have the meeting posted, you get together and meet, I know you want to collaborate (lost sound 37:14)

NAME: Ruby Fowler, Main Street Resident

SUBJECT: Why is the City is not reaching out to Fair Practices people about this incompatible offices issue, why is Mr. Dockery reaching out and not the City. This is an issue the City to determine as well so is not the City not being proactive. Uyiosa Oviawe: The City reached out when brought up earlier a month ago and reached out to City Attorney. City Attorney did say roll is incompatible, being a council member and Fire Chief is incompatible. In terms in reaching out to FPCC, will need to check with Yvonne.

NAME: Cristina Garcia

SUBJECT: Yes, we don't have a planning commission, go back to Historical Board. Could one of the City Council Members serve on their board to make sure they follow the Brown Act. IVA: Pamela is on the board. Council Member Kent: It is a gray area that the Mayor is on the board, been for decades. Cristina Garcia: Iva can you be on the board. IVA: Maybe, it is possible but

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.

we already have a council member on the board. Does not feel it should be disband. David Kent: No council member can serve on the planning commission. Want this board to have an elevated standing, not one that some ow diminished, to be as formal as can be to have more authority to rejuvenate that district. Cristina Garcia: Knows City need more business, it's hard to get people to volunteer; maybe homeowners, business owners even if you can one or two more to serve on the board. David Kent: members of the public will be welcome.

NAME: Cara (online)

SUBJECT: Revisiting what the question that Ruby asked why the City isn't following up on potential conflict of interest. What she heard the City Manager just say is that we have been advised there is indeed a conflict of interest. She is confused on what we are now following up on and what actions are going to be taken. This following up with Yvonne having been reached out, we keep hearing there is a conflict of interest, but no resolution. Bit of plea that we actually bring to a resolution and that the City is the decision maker and the ones doing the research into that verses the person who very may have a conflict of interest seems more counter-intuitive.

NAME: Michelle Burke

SUBJECT: It is Government Code Section 1090 prohibits an officer, employee, and agency from participating in making government contracts in which the official or employee has within the agency which has financial agency. City Council sets the budget, the budget governs the Fire Dept. and because he is a paid employee when he was a volunteer. So his argument in the past was this has happened before. Volunteers aren't paid therefore not a conflict of interest to be on City Council. The thing signed when going up for vote means you give up the thing that is a conflict of interest when you win. He won therefore so he has to give up being the Chief according to law.

4. COMMUNICATION

A. Deputy City Clerk provided information from Resources for Independent Living.

Uyiosa Oviawe – Packet that staff put together talks about “are we prepared for the next public safety power shut-off. This is the PSPS program managed by PG&E how citizens can help make that process more efficient by having shortages. Involved in this project in San Jose, a lot of effort is put in managing power outages, so people are able to stay cool or hot when needed. Information flyer talking about it. Council Member Hutson: There are people to contact if they need this? Paul Steele: yes, there is information on the flyer

Council Member Kent – We are an aging community; it is known statically, and many communities are in our position anything that can help people who are move vulnerable should be vigorously supported. Controversy about PG&E requiring citizens to cut back on power consumption when it's their responsibility to build the grid. What was told to be by engineers that work on massive projects there is no shortage of power to purchase

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.

and prepare at the source. There's infrastructure issues with engineering and building the grid especially with zero emission vehicle program which is another debacle which can be go another time or need to be agendized. It's part of the STA issues.

Vice-Mayor Steele – Worked for years as a nuclear diver eastern seaboard of the United States, been to every nuclear power plant to Florida and a big proponent of production of nuclear Energy. We are on the verge of developing Fission, producing nuclear power with byproduct but nothing but helium gas, non-radioactive helium gas, but the problem is that it has same temperature as the Sun. But it will boil water what is actually what you are doing. Not much too much to do what we got. The war on fossil fuel, wind and solar isn't cutting it. Hopefully, technology will allow us to catch up with East Coast and develop nuclear power so we don't have to worry about brown or black outs. City Manager Uyiosa: PG&E is doing massive electrical projects helping with power shortage issues in San Jose. Mayor Bulahan: remembers of Rancho Seco.

5. CONSENT CALENDAR

- A. **SUBJECT:** Approval of the Regular City Council Meeting Minutes of October 22, 2024.

RECOMMENDATION: City Council review and approve the draft minutes of the Regular City Council Meeting of October 22, 2024.

CC COMMENTS: None

PUBLIC COMMENT: None

ACTION: 1st: VM Paul Steele Motion to accept. 2ND: CC Kelly Hutson

VOTE: **AYES:** Council Member Iva Walton, Council Member Kelly Hutson, Council Member David Kent, Vice-Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None

ABSTAIN: None. **ABSENT:** None

6. PUBLIC HEARING

- A. NONE

7. OLD BUSINESS

- A. **SUBJECT:** Second reading of Ordinance No. 2024-08, an Uncodified Ordinance of the City Council of the City of Isleton approving Development Agreement DA 2024-01 with Yuanqiang Feng, 402 Jackson Blvd., Isleton, CA 95641.

RECOMMENDATION: It is recommended that City Council approve second reading of Ordinance No. 2024-08 by title only, waive further reading and adopt ordinance.

CC COMMENTS: None

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.

PUBLIC COMMENT:

NAME: Sebastian Maldonado, Owner

CPUs already in place that covers payments to City. However, City has completed yearly CPU reviews. Suggests implementing reviews. If not, non-compliance, City has right to call Cannabis Control.

ACTION: 1st: VM Paul Steele Motion to waive further reading and adopt ordinance with direction to Staff to create schedule for annual CPU reviews, if not compliant, City to contact Cannabis Control. 2nd: CC David Kent

VOTE: AYES: Council Member Iva Walton, Council Member Kelly Hutson, Council Member David Kent, Vice-Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None

ABSTAIN: None. **ABSENT:** None

B. SUBJECT: State review of Zoning Code/Housing Element Compliance.

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 26-24.

CC COMMENTS:

CC Hutson – should comply with state requirements, more affordable to lower income.

Gary – Revised to not specific sites.

Tyler: Low Income is 80% of Sacramento County Median Income

PUBLIC COMMENT:

None.

ACTION: 1st: Motion to adopt Resolution, changes to come to align with Housing Element 2nd: Council Member Paul Steele

VOTE: AYES: Council Member Iva Walton, Council Member Kelly Hutson, Vice-Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None **ABSTAIN:** Council Member David

Kent. **ABSENT:** None

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.

- C. **MOVED TO FIRST: SUBJECT:** City Council to review and give direction from Prentice Long, PC Proposal for Attorney Services for Chapter 9 Bankruptcy.

RECOMMENDATION: It is recommended that the City Council accept and approve Prentice Long, PC proposal for filing Chapter 9 so the City can move forward from financial distress toward sustainable economic recovery.

Introduction: Andrew Long, to answer any questions and concerns if anyone has. Briefly introduce Prentice Long, founding partners, 10 years, 14 attorneys, offices in Hollister, Fresno and Redding. 45 public agencies including 7 or 8 counties and several cities. Practice is brick and mortar locations would rather be where clients are, intend to be here if Council approves it.

CC COMMENTS:

David Kent: Initial questions: Can do bankruptcy on an expedited basis which may forestall some of obligations we have in the 3rd fiscal quarter which is in January which could be highly deleterious to us. If we default on bridge loan it's tantamount to having the initial bridge loan vote fail a year ago where we were told there would be massive layoffs and other economic consequences from that and that can come due ago but instead in the form of failing to secure the loan a year will come in the form in a default. Told the initiative to seek bankruptcy does not intersect with that emergency, it is more of a long-term recovery plan for the City's finances. Is that the correct interpretation?

Andrew Long: The filing of a bankruptcy is an immediate automatic stay in any creditors claims against the City. Filing Chapter 9 Bankruptcy is very easy, nothing like a Chapter 7 or 11, It's easy because the City is sovereign and courts see us as sovereign. Basically the filing is only a form petition and a list of credits. Already reached out to City for the list, we need to fill out contact information and addresses and the court can notice them. Once we file, we are in automatic stay. There is no doubt we can file before January. The credits cannot do anything until bankruptcy court either discharges them to take action. City Manager Uyiosa Oviawe: The red bridge loan is top priority due to the emergency and fully amortized by January 1st. Last week received email from Red Bridge, asking if City is interested in some form of extension, 3 months, 6 months or a year. Forwarded to David as well. Having a firm like Prentice and take a look at long term obligation it is a win for the city because there are ways that his team can look at long term obligations and come up different ideas with how we negotiate hoping David can do.

Andrew Long: Did take a look at Red Bridge, extensions come with a cost. We can file and they can't foreclose or anything. The extensions come with a cost, a cost that we don't want to spend thinking about bankruptcy. David Kent: Sounds like an amazing rescue what is the long term penalties for City? Andrew Long: Chapter 9 federal law in the sense the federal government takes cognizance as the fact that as a municipal entity we are sovereign and we have a sovereign government that runs the city, they don't. The City facilities, unlike a Chapter 7 or 11 where a bankruptcy judge can take property from a debtor, they can't do it

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.

here. The whole purpose of Chapter 9 is to reorganize, negotiate with creditors that comes up with a plan filed with court approves it go going forward and the bankruptcy is over. City Uyiosa Oviawe: Looking at long term obligations and our short-term obligations to make sure our immediate short term obligations will be able to meet them. In situations obviously bills weren't paid, we have been able to stabilize and don't want to get out of wack with it. Recommendations to long-term and short-term should be packaged together. We can keep operating, stay in business to provide a service to the public. That is the ultimate goal **ANDREW**: Will assist in negotiating deals with the creditors and they have to come to the table. If they don't the bankruptcy judge handles it. The whole purpose is to prepare a plan moving forward so that the City does not stop providing service. Uyiosa Oviawe: Can firm offer help evaluate staffing, City operations, areas that need help, loop holes that we currently doing that we can do differently. Andrew Long: That is outside of the bankruptcy realm. But yes of course. Firm is built on the practice in public agencies and their operations. Do that in general council, vary city attorneys, JPAs and all of that. At the front lines with staff to assist them in organizational issues. Always involved in operations and counsel. 35 years' experience see what is going on to see where things can be changed, operations can be consolidated until get hands in it, if there is something to be changed, we can recommend changes. David Kent: We have been advised to have a duty to restructure, it's not just financial its operational. What is the current view of how the State or County will view this action? Andrew Long: City will join the cities like San Bernadino, Stockton, Vallejo that didn't hurt them, it's not going to hurt. State won't look at it other than being responsible to get finances in line to continue to operate. Not the first. It's a remedy to allow municipal governments to continue operations when get into financial emergency. Council needs to decide to use Prentice, Resolution to authorize bankruptcy. Will have authority to pay attorney. Outlined in services to get through end of bankruptcy.

PUBLIC COMMENT:

NAME: Lori Kent

SUBJECT: Praise Cristina paying bills doing a job. Any family, any company, any organization with no plan is a definition of going bankrupt. Without the budget being pre-approved by this group without the transparency and cooperation between you and staff making a plan for our spending in the future we will keep doing this over and over. Encourage to push budget initiative to make sure it is important. The number one thing to prevent this to happening again is having a budget that the City must stick to.

NAME: Cara (online)

SUBJECT: Just to repeat last speaker said excited about this possibility and having looked through background with firm gives confidence. Given the whole reason for this we have well overspent what we have. How do we pay for the firm estimate \$34K just to get filing

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.

done? Where is that money going to come from? Council Member Kent: legally can stall all other obligations and be able to cover. Council Member Hutson: It will be paid, learned Chapter 9 is for municipalities.

NAME: Cristine Garcia

SUBJECT: Suggest checking with SCORE to cover attorney cost. Vice-Mayor Paul Steele will look into it.

ACTION: 1st: Iva Walton 2ND: CC David Kent

VOTE: AYES: Council Member Iva Walton, Council Member Kelly Hutson, Council Member David Kent, Vice-Mayor Paul Steele, Mayor Pamela Bulahan. NOES: None

ABSTAIN: None. ABSENT: None

8. NEW BUSINESS

- A. MOVED TO 2ND SUBJECT: City Council to adopt Resolution No. 29-24, Censure of Councilmember David Kent.

Recommendation: It is recommended that City Council adopt Resolution No. 29-24, Censure of Councilmember David Kent.

CC COMMENTS:

Vice-Mayor Bulahan: Read Resolution and staff report.

Council Member Kent: Looked into extensively. Believe to allow a preliminary response then call upon a postponement of a final vote while I prepare a barrel defense and attain legal counsel. Direct public and council to the actual verbiage of the resolution. The problem will permanently alter contribution. It was entered into public agenda packet and was never forewarned, there was no progressive process of advisory process or critical process of any kind and if can show or attorney if any of these charges are false, this is liable. Cannot defend against 2/3s of it. There are charges that are 3 categories, one adjudication of a hire which is protected for the individuals that engage here and earn their livelihood here all that is handled confidentially in closed session, discussing a topic that is sensitivity to be in closed session. Sometimes direction is issued to one council member to another to investigate, fact find, achieve consensus not to come in with preconceived opinions to adjudicate an important matter when there is a crisis a foot. The demands what Isleton is presented this council no one here deserve. If a drill sergeant, limited scope of responsibility, 4-star general clearly quite a bit different. Ending up in a fire fight, got to step up. This is basic middle management technics, know how to hire, form evaluation, all done in closed session. Everyone allowed

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.

can draw their own conclusions. All is confidential. Can't claim anything. 1/3 accusations are heresy have no direct knowledge of what is being talked about when it is not a matter of public record. The only staff interacted communication was with City Managers, two resignations, two changes of role, just initiated a hire. Expressed public to be confident in changing City Managers, not a unanimous sentiment. The only individual was with Ms. O'Brien, commissioned to work on website project. Thought was pleasant and productive but apparently not. Will withdraw with this project with bearing in participation California Emerging Technology Fund Delta Protection and Valley Vision. No longer will have any contact with municipality of Isleton will participate here in public where there are recordings. It is easy to refute because all of this that is public because cable television, live streaming, extensive minutes, mayors, supervisors, other council members other agencies that will set the record straight. There may be some announcement of each of these categories, waste of public's time. Deeply regret this that the minutes from the River Delta Chief Gardner's report. That is the Mayor of Isleton, has nothing to do with me. That's the Mayor I don't set fire chief schedules. Only concern was about if we vote no on the Bridge Loan then it was about laying offs an inability to provide essential services, that proposal should be received and recommended to City Manager. The entrenched rivalry is inappropriate for any fire districts to assist in emergencies. Asked to stand down on decades old rivalry. Would of stayed down. The fire chiefs do not agree with him and can work it out themselves. If any one of them came to him saying he is making it worse, he would of stood down. Made donation to Council Member Steele for Christmas Tree. Steele encouraged to continue in this role even though of financial hardships on himself due to City financial hardships. Appreciate encourage no mention on these items. No mentions of any of these charges. Regular meetings with Council Members Hutson and Mayor with none of these concerns. Will no longer hold office hours. Any citizen can come to him to give them a fair hearing and escalate their issues appropriately and report back. Met regularly with all City Managers as advised and consider to be a solemnly responsibility as city council members and has been weaponized, utterly betrayed and mischaracterized and reputation ruined. All the individuals trying to assist with this, they called me, anyone here tonight I did not call them. They called me so the point is nobody can understand it and that one individual is the most confused is council member David Kent.

Council Member Walton: Notes under these accusations huh? No? What? BS? Not going over each one. Under the voting on two ones why aren't they listed there. The rest is so vague and nebulous. Directed to Mayor: you have a gavel and thankful you used it tonight, encouraged you to use it, I never used against Mr. Kent before one brings a censure why didn't you talk to David. You felt he talked too much. There is no one thing that says a council member can't talk a lot, not talk less. Nobody had the decency to talk to him before going to a censure seems to alienate a council member. Really appalled on this would like to make a motion to let this go away, to stop the censure of council member David Kent. This

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.

is one of the most amazing Council Member she worked with, need to support to continue the good work, not try to silence him to defeat, defame him. Concerned about liability for things that the City does wrong. Some things in this are liable, does not have to brought to this level. If this is not dropped, will be on back burner and will not participate beyond this if not withdrawn. Ashamed but can move on from this.

Vice-Mayor Steele: This is a legal document from the fire district. Pam were you at this meeting? No she was not. Why does it say it here? It is the problem is that people go out of the box. People doing stuff without anyone else know saying the Mayor is trying to negotiate a contract with the River Delta Fire Department. It creates a very hostile environment. This concerns people going outside the box. Have to work as a body. It's the City of Isleton's Council. Council Member IVA: Steele gone to meetings that weren't on assignment with. If I am invited to meet someone, she is going to do it. It's her job as a council member to respond to the public. Council Member Steele: not your job to misrepresent as a Mayor. It's on the report. Council Member Kent: Just read it is a report from Chief Gardner will explain, that he has no direct knowledge of, occurred between Chief and Mayor Bulahan. Mayor Bulahan: Both on highway coalition that has nothing to do with the fire department

PUBLIC COMMENT:

NAME: Aleida

Censure is extreme

PUBLIC COMMENT:

NAME: Larry Gardiner

#3 and #6 is false. The minutes say that the Mayor went to the meeting and talked to Paul Cutino, not Council Member Kent.

ACTION: 1st: Iva Walton Motion to Dismiss 2ND: Vice-Mayor Paul Steele

VOTE: **AYES:** Council Member Iva Walton, Council Member Kelly Hutson, Vice-Mayor Paul Steele, Mayor Pamela Bulahan. **NOES:** None. **ABSTAIN:** Council Member David Kent **ABSENT:** None

9. FUTURE AGENDA ITEMS

A. Future Agenda Items – IHPRB if not comply, will dissolve the board. No Action

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.

10. CLOSED SESSION

10.1 None.

11. ADJOURNMENT 9:14pm (Diana O’Brien- Due to technical difficulties during meeting, audio of parts of the meeting was not recorded)

I, Yvonne Zepeda, Deputy City Clerk for the City of Isleton, declare that the foregoing Agenda for the November 12, 2024, Regular Meeting of the Isleton City Council was posted on Friday, November 8, 2024, at the office of the City of Isleton, 101 Second Street, Isleton, California, 95641; DE Jacks Country Store, 105 2nd Street, Isleton, Ca. 95641 and Isleton Post Office, 103 C Street, Isleton, Ca. 95641.

Dated: November 8, 2024

Yvonne Zepeda, Deputy City Clerk

2024 CITY COUNCIL MEETING SCHEDULE

~~January 9 & 23, 2024~~ ~~April 9 & 23, 2024~~ ~~July 9 & 23, 2024~~ ~~October 8 & 22, 2024~~
~~February 13 & 27, 2024~~ ~~May 14 & 28, 2024~~ ~~August 13 & 27, 2024~~ ~~November 12 & 26, 2024~~
~~March 12 & 26, 2024~~ ~~June 11 & 25, 2024~~ ~~September 10 & 24, 2024~~ ~~December 10 & 24, 2024~~

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.

CITY OF ISLETON

City Council Meeting Agenda Minutes

Tuesday, November 26, 2024 at 6:30pm
208 Jackson Boulevard
Isleton, California 95641

The public may participate and provide public comments in person and/or zoom. 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 or comment on the City Council Meeting

<https://us02web.zoom.us/j/3379037904?pwd=cWdVNkN5aHUxcjVwRGR1M1BpajcwZz09&omn=85933387418>

Meeting ID: 337 903 7904

Passcode: 123456

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Pamela Bulahan called to order at 6:30pm.
- B. Pledge of Allegiance
- C. Roll Call: Councilmember’s Kelly Hutson, David Kent, Iva Walton, Vice Mayor Paul Steele, Mayor Pamela Bulahan.
- D. Staff Reports: Jory Hadden Public Works Supervisor discussed the progress of various projects, including the UnWired tower, which is currently near completion. UnWired will have a ribbon cutting on December 11, 2024 and food at the event. The City’s winter preparations are complete, including clearing the storm drains and maintaining the catch basins. The backup generator for the sewer system has been serviced and tested. City thanks Robert McGahey for his hard work during my absence. The city also has sand pile at the corporation yard for sandbags to protect the citizens from flooding between the hours of 6-2 at corporation yard. Code Enforcement had completed with our POP officer and Sacramento County Sheriff’s to clear out 104 4th street is cleaned up. They will also meet with Mr. Yandow. Fire Chief Dean Dockery discussed the progress the Fire Department had 11 calls from 11-1-24 to 11-26-24. Fire Department is working on Fully Funded Grants for SBA and filing a hardship. Inspections at Java Jacks, Pallet Yard needs a CUP. Gary Price is working on the CUP. They hired Robert Wood to do the Site Plan. Hotel Del Rio Site plan was turned in yesterday. City Engineer came back with a lot of issues. If Hotel Del Rio change use they need to acquire a CUP. Uyiosa Oviawe stated we will have more cameras put at City facilities. Treasury Report was handed out at meeting from Pamela Bulahan. Accounts: General Fund \$94,258.06, Grants Fund \$25,214.31, LtF \$7,401.33, Measure A \$15,253.04, Sewer Fund \$50,746.36 and Strom Account \$116,360.21. Uyiosa Oviawe storm account is high due to we got a check from FEMA. We are very active on our collections and Code Enforcement making sure permits are pulled. David Kent LTF account is from SACOG?

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.

Storm account and very glad to see it not comingled in the general fund accounts. Uyiosa Oviawe I can't fully guarantee that funds won't be moved from storm account to stabilize our short-term needs. Kelly Hutson the funds we received from OES was mostly for the Sewer. Uyiosa Oviawe the 500k FEMA asked did our predecessor contact the core of engineer. We could not find it but we did find communication to the Levee District.

- E. Council Reports: Kelly Hutson I have been seeing more police here. I hope we keep up every quarter. Iva Walton: GHAD Wednesday. 100k in account early December. Interview with Monterey Herald. Isleton is getting State wide and international. It's been a pleasure and learned a lot about different agencies. Remind City Manager that City Council sets the agenda. I've spoken to you about a few things and it's our job to agenda. Uyiosa It is some communication gap. Iva Walton, we do set the agenda. I'd like to reiterate public restrooms on Main Street when we get grants. I've heard from staff it's not as important? It's something when we get in a position to do new products it's very important to our community. David Kent I am unclear on the laws. I don't know how to stable our legal laws on what we can do. I also want council back in chamber. Uyiosa I agree and make sure technology, it's a priority. Reschedule the December 24 meeting. Paul Steele: Delta Protection Meeting. SPAM Festival use funds to buy school, raffle prizes and need and would like to make it a good event. December 8, 2024 11-2 Holiday Buffet at Peter's and Christmas Tree lighting December 8, 2024 at 5:30pm. Thank you Kent and Hutson for your contribution. Pamela Bulahan: Town Hall meeting and saw Pat Hume. David Kent: None.

2. AGENDA CHANGES OR DELETIONS

ACTION: To move 7.B Chapter 9 Bankruptcy before 7.A.

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: Aleida Suarez: Isleton Truck Lot, 301 H Street it is currently being shown on Bill Board, double stack bob tail trucks welcome. In Industrial development. Should big rigs be allowed to park there? Is the storage yard governed by the same codes? Mr. Yandow said he did a feasibility study. It did not environmental impact study. The issue on nuisance noise fumes hazardous fumes lined out in the code remain. I urge City Council to review any truck routes, ordinance and codes as public safety concerns. Conversations is not approval. Mr. Yandow said he will never use the building at 301 H St. will never be used as a dispensary, I feel City Council should revoke it. David Kent – anyway if you would like to search that (truck route) if council agrees to put on agenda and to give direction to modify the ordinance and David Kent work on the process to get it removed from the app. Raul Quilizapa I had the pleasure of councilman to keep us informed and thank you to everybody and I would like the communication to be better. I have came to city hall to bring up matters with Yandow and have been told it is a civil matter. The truck route should be looked into and I hope council looks into it. Cristina Garcia Isleton is not made to handle those trucks. We have to have the truck route for when they harvest the fields.

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.

The truck route is A St. to connect to 160. Paul Cantelli, he hears complaints all the time. Our dirt out there shifts. I object to having that truck route at 6th Street. Michelle Burke on the agenda thing is one of the city codes I have tried to have repaired. That was actively thwarted by the previous city manager. There does need to be a bunch of improvements and it does need to follow state law. The treasury report needs to be written and to see real numbers. You can't make good financial decisions and citizens can't see it. Give it a confidence score and we need to see what happened over the passed 5 years. Closed session Fire Chief, before evaluating a person and position in closed session both need to hear who evaluated the budget, you decide how they use it. 60k Fire Truck purchase who authorized it and approved that. Mandy Elder: Truck Route is not to bring trucks into town. You can only take this truck route and you have to have this truck route. Cara Pelligrini: Truck route concern is we've had situations in past and problems and many conversations and discussion at City Council didn't end well. The assurance to avoid having a truck route and determinantal to our Historic District and public safety and welfare. If we can make sure the city is actively putting in place rules, regulations and signage in place. If there is a path forward there needs to be an Environmental Impact study needs to be done. Paul Cantelli a topic is brought up and everybody shakes there head yes and nothing gets done. A few months ago, I submitted a report for the IHPRB. Maybe show that and present it to council and I can send a copy to you of the report of what's open and closed. It's just a recommendation. Closed.

4. COMMUNICATION

A. None.

5. CONSENT CALENDAR

A. **SUBJECT:** None.

6. PUBLIC HEARING

A. **SUBJECT:** None.

7. OLD BUSINESS

A. **SUBJECT:** City Council give direction to staff regarding Isleton Historic Preservation Review Board to comply with Brown Act by January 1, 2025.

RECOMMENDATION: It is recommended City Council give direction to staff regarding Isleton Historic Preservation Review Board if does not comply with the Brown Act by January 1, 2025.

ACTION: David Kent would like to defer to council and receive confirmation from council. When this was proposed Mayor Bulahan was the only one on the board. We did this to get more involvement. We approved people to the board. Then there was challenged whether the board was operating properly. What perimeter changed? This ordinance was done by an attorney. What has changed and why is it necessary to update our ordinance to comply. Jeff Mitchell there is nothing wrong with the ordinance. The board needs to follow the brown act and it's a legislative body and that has not changed. It is clearly a brown act body. Pam Bulahan is was me and Clay Bodenhamer and Jack Chima. David Kent said there was about 20 COA

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.

done. That is how this board is doing it now. Pamela Bulahan said we rarely met. Iva Walton general question why picking the date, I know I didn't request that. Why is it there. Uyiosa said it was the Mayor's direction. Iva I would like to hear from the board. Kelly Hutson are they not meeting at all right now, is January not sufficient. David Kent does that mean Mayor Pamela Bulahan can't sit on board. Jeff Mitchell said, normally you do not have council sitting on subordinate. You definitely don't have Planning Commissioner sit on Council. I would not recommend it.

- B. SUBJECT:** City Council to set Public Hearing for a Resolution of the City Council of the City of Isleton, California, declaring a Fiscal Emergency and Authorizing the Filing of a Petition under Chapter 9 of the United States Bankruptcy Code.

RECOMMENDATION: It is recommended City Council set public hearing for December 10, 2024 for Resolution 30-24 A Resolution of the City Council of the City of Isleton, California, Declaring Fiscal Emergency and Authorizing the Filing of a Petition Under Chapter 9 of the United States Bankruptcy Code.

ACTION: Councilmember David Kent recommended City Council set public hearing for December 10, 2024 for Resolution 30-24 A Resolution of the City Council of the City of Isleton, California, Declaring Fiscal Emergency and Authorizing the Filing of a Petition Under Chapter 9 of the United States Bankruptcy Code. 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.**

PUBLIC COMMENTS: None.

8. NEW BUSINESS

- A. SUBJECT:** None.

9. FUTURE AGENDA ITEMS

- A. Future Agenda Items – Swear in new council and city clerk and city treasurer to office.

10. CLOSED SESSION

10.1 Public Employee Performance Evaluation Pursuant to Government Section §54957, position: Fire Chief.

ACTION: Fire Chief Dean Dockery to resign as Fire Chief when he takes his oath of office.

11. ADJOURNMENT

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.

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR, Pamela Bulahan

ATTEST: _____
DEPUTY CITY CLERK, Yvonne Zepeda

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.

City of Isleton

City Council Staff Report

DATE: December 10, 2024

ITEM#: 7.A

CATEGORY: Old Business

CITY COUNCIL TO ADOPT RESOLUTION 30-24 OF THE CITY COUNCIL OF THE CITY OF ISLETON, CALIFORNIA, DECLARING A FISCAL EMERGENCY AND AUTHORIZING THE FILING OF A PETITION UNDER CHAPTER 9 OF THE UNITED STATES BANKRUPTCY CODE

SUMMARY

In order for a city to qualify for Bankruptcy under the Government Code (§ 53760 and 59125), it must participate in a neutral evaluation process under Government Code § 53760.3 or declare a fiscal emergency under § 53760.5, with a resolution finding that (1) absent bankruptcy protection, the financial state of the city jeopardizes the health, safety, or well-being of the residents, and (2) the city is or will be unable to pay its obligations within the next 60 days.

DISCUSSION

Government Code § 53760.5 further clarifies that prior to a declaration of fiscal emergency and adoption of resolution, the local public entity shall place an item on the agenda of a noticed public hearing on the fiscal condition of the entity to take public comment.

Staff is requesting City Council to adopt Resolution 30-24 A Resolution of the City Council of the City of Isleton, California, Declaring Fiscal Emergency and Authorizing the Filing of a Petition Under Chapter 9 of the United States Bankruptcy Code.

FISCAL IMPACT

Prentice Long, LLC estimated cost for filing Chapter 9 Bankruptcy is \$33,775 was reported to City Council at the November 12, 2024 meeting.

RECOMMENDATION

It is recommended City Council approve for Resolution #30-24 A Resolution of the City Council of the City of Isleton, California, Declaring Fiscal Emergency and Authorizing the Filing of a Petition Under Chapter 9 of the United States Bankruptcy Code.

ATTACHMENTS

1. Resolution 30-24 A Resolution of the City Council of the City of Isleton, California, Authorizing the Filing of a Petition Under Chapter 9 of the United States Bankruptcy

Written by: Diana O'Brien, Administrative Assistant/Grants Manager

Reviewed by: Uyiosa Felix Oviawe, City Manager ___

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk ___

RESOLUTION 30-24

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISLETON,
CALIFORNIA, DECLARING A FISCAL EMERGENCY AND AUTHORIZING THE
FILING OF A PETITION UNDER CHAPTER 9 OF THE UNITED STATES
BANKRUPTCY CODE**

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

WHEREAS, the City of Isleton has been experiencing a severe financial crisis, resulting in the inability to meet its financial obligations and provide essential public services; and

WHEREAS, pursuant to Government Code Section 53760(b), the City may file a petition under Chapter 9 of the United States Bankruptcy Code upon a declaration of a fiscal emergency; and

WHEREAS, the City Council has reviewed and considered evidence, reports, and testimony demonstrating that the financial condition of the City constitutes a fiscal emergency requiring immediate action; and

WHEREAS, the City has explored all feasible alternatives to avoid bankruptcy, including cost reductions, revenue enhancements, and negotiations with creditors, but these measures have proven insufficient to resolve the fiscal crisis; and

WHEREAS, the City is unable to meet its financial obligations or provide essential services to its residents without the protections afforded under Chapter 9 bankruptcy; and

WHEREAS, the City is unable to pay its obligations; and

WHEREAS, due to the expenditures of the Storm in 2023, it created financial hardship on operational funds. Therefore, there have missed payments and budget deficits in which the City has not been able to recover from; and

WHEREAS, the financial state of the City jeopardizes the health, safety, or well-being of the residents of the local public entity's jurisdiction or service area absent the protections of Chapter 9;

NOW, THEREFORE, BE IT RESOLVED that the City of Isleton City Council of the City of Isleton in Sacramento County that:

Section 1. Fiscal Emergency Declared. The City Council hereby declared that a fiscal emergency exists in the City of Isleton pursuant to California Government Code Section 53760.5, as the City is unable to pay its obligations within the meaning of Section 109(c)(3) of the United States Bankruptcy Code. (Attachment A - Resolution 30-24 A Resolution of the City Council of the City of Isleton, California, Declaring a Fiscal Emergency and Authorizing the Filing of a Petition Under Chapter 9 of the United States Bankruptcy Code).

Section 2. Bankruptcy Filing Authorized. The City Council authorizes the City Manager (or another designated official) to file a voluntary petition for relief under Chapter 9 of the United States Bankruptcy Code on behalf of the City of Isleton.

Section 3. Efforts to Negotiate. The City Council finds that prior to this resolution, the City made reasonable efforts to negotiate in good faith with its creditors or that such negotiations were impracticable due to the urgency of the fiscal emergency. City Council authorizes staff to continue good faith efforts towards negotiation, to the extent it may benefit the City.

Section 4. Transparency and Oversight. The City shall continue to maintain transparency and oversight during the bankruptcy process, including the provision of regular updates to the public regarding the City's financial condition and restructuring efforts.

Section 5. Effective Date. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Isleton this ____ day of December, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pamela Bulahan, Mayor

ATTEST:

APPROVED AS TO FORM:

Yvonne Zepeda, Deputy City Clerk

Jeffrey Mitchell, City Attorney

City of Isleton

City Council Staff Report

DATE: December 10, 2024

ITEM#: 7.B

CATEGORY: Old Business

FIRST READING ORDINANCE 2024-05 AN ORDINANCE OF THE CITY OF ISLETON ENACTING SECTIONS 8.04.040, 8.04.050, AND 8.04.060 OF THE ISLETON MUNICIPAL CODE ADOPTING DOG PARKS, SKATEBOARD PARKS, AND HOURS OF OPERATION AND REGULATIONS WITHIN THE CITY OF ISLETON, AND AMENDING SECTION 8.04.030 OF THE ISLETON MUNICIPAL CODE, AND RE-NUMBERING SECTION 8.04.040 AS SECTION 8.04.070 AND SECTION 8.04.050 AS SECTION 8.04.080

SUMMARY

The purpose of this ordinance is to enact regulations governing the use of the City of Isleton's ("the City") dog and skateboard parks in a manner that protects the health, safety, and welfare of the community and its pets, and to establish hours of operation for all municipal parks.

Once the Ordinance is fully adopted, staff will be able to order signs and open the skate park and picnic areas. However, the City will be preparing to repair the storm drain, finish the dog park fencing and install the new playground equipment earlier in the year. Staff is estimating May 2025 for Wilson Park to be fully open and operational for the community.

DISCUSSION

Staff is requesting City Council approve first reading of the Ordinance 2024-05 An Ordinance of the City of Isleton Enacting Sections 8.04.040, 8.04.050, and 8.04.060 of the Isleton Municipal Code Adopting Dog Parks, Skate Board Parks, and Hours of Operation and Regulations within the City of Isleton, and Amending Section 8.04.030 of the Isleton Municipal Code, and Re-Numbering Section 8.04.040 as Section 8.04.070 and Section 8.04.050 as Section 8.04.080

FISCAL IMPACT

No Fiscal Impact to City Funds

RECOMMENDATION

It is recommended City Council approve first reading of Ordinance 2024-05 An Ordinance of the City of Isleton Enacting Sections 8.04.040, 8.04.050, and 8.04.060 of the Isleton Municipal Code Adopting Dog Parks, Skate Board Parks, and Hours of Operation and Regulations within the City of Isleton, and Amending Section 8.04.030 of the Isleton Municipal Code, and Re-Numbering Section 8.04.040 as Section 8.04.070 and Section 8.04.050 as Section 8.04.080

ATTACHMENTS

1. Ordinance 2024-05 An Ordinance of the City of Isleton Enacting Sections 8.04.040, 8.04.050, and 8.04.060 of the Isleton Municipal Code Adopting Dog Parks, Skate Board Parks, and Hours of Operation and Regulations within the City of Isleton, and Amending Section 8.04.030 of the Isleton Municipal Code, and Re-Numbering Section 8.04.040 as Section 8.04.070 and Section 8.04.050 as Section 8.04.080

Written by: Diana O'Brien, Administrative Assistant/Grants Manager

Reviewed by: Uyiosa Felix Oviawe, City Manager __

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk __

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE CITY OF ISLETON ENACTING SECTIONS 8.04.040, 8.04.050, AND 8.04.060 OF THE ISLETON MUNICIPAL CODE ADOPTING DOG PARKS, SKATEBOARD PARKS, AND HOURS OF OPERATION AND REGULATIONS WITHIN THE CITY OF ISLETON, AND AMENDING SECTION 8.04.030 OF THE ISLETON MUNICIPAL CODE, AND RE-NUMBERING SECTION 8.04.040 AS SECTION 8.04.070 AND SECTION 8.04.050 AS SECTION 8.04.080

WHEREAS, the City Council desires to add Sections 8.04.040, 8.04.050, and 8.04.060 to the Municipal Code in order to regulate uses at the City's dog park, skateboard park, and to establish hours of operation for all municipal parks; and

WHEREAS, the City Council desires to amend Section 8.04.030 of the Municipal Code to clarify dogs will be permitted off-leash within the City's dog park; and

WHEREAS, the City Council desires to re-number Section 8.04.040 as Section 8.04.070 and Section 8.04.050 as Section 8.04.080 to the Municipal Code.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISLETON HEREBY ORDAINS AS FOLLOWS:

Section 1. Purpose. The purpose of this ordinance is to enact regulations governing the use of the City of Isleton's ("the City") dog and skateboard parks in a manner that protects the health, safety, and welfare of the community and its pets, and to establish hours of operation for all municipal parks.

Section 2. Enactment. Sections 8.04.040, 8.04.050, and 8.04.060 are hereby added to the Isleton Municipal Code as follows:

8.04.040 Dog Parks.

In addition to the regulations established in Isleton Municipal Code sections 8.04.030, the following regulations shall apply to the use of dog parks within the City:

- A. Each dog owner or handler assumes all liability and risk related to use of the dog park, including all injuries and damages caused by their respective dogs. The City shall not be liable for any injury or damage caused by any dog brought to the dog park.
- B. Each dog owner or handler may bring up to two (2) dogs each per visit to the dog park.
- C. For the safety of the people at the dog park, as well as the dogs, it is prohibited to bring the following dogs to the dog park at any time:
 - 1. Aggressive dogs. For purposes of this section, an "aggressive dog" means:

- (a) Any dog which has a known propensity, tendency or disposition to

attack unprovoked, to cause injury, or to otherwise endanger the safety of any person or domestic animal or fowl; or

(b) Any dog which engages in, or is found to have been trained to engage in, exhibitions of dogfighting; or

(c) Any dog at large found to attack, menace, display threatening or aggressive behavior or otherwise threaten or endanger the safety of any person or domestic animal or fowl.

D. The following dogs are also prohibited in any public park within the City:

1. Dogs younger than four (4) months old.
2. Female dogs in heat.

E. All users of the dog park must comply with the following rules of conduct in the dog park area:

1. All dogs must be on a leash when entering and exiting the dog park area. Dogs are permitted off-leash while in the dog park area.
2. All dogs must wear a collar with identification and current dog license and rabies tags.
3. All dogs must be under their owner's or handler's control at all times.
4. Dog owners or handlers must keep their dogs in their view at all times. Dogs shall not be left unattended.
5. Dog owners or handlers must have pet waste disposal materials at all times.
6. Dog owners or handlers must pick up and properly dispose their dog's waste in one of the provided trash receptacles.
7. Dog owners or handlers must immediately fill in any holes dug by their respective dogs.
8. All children under the age of sixteen (16) must be accompanied by an adult inside the dog park area.
9. It is prohibited to smoke in the dog park area.
10. It is prohibited to bring dog food or raw hide to the dog park area.

F. The violation of any provision of this chapter is punishable by temporary or permanent exclusion from the use of the dog park. In addition, a violation may result in any fines authorized by Municipal Code Section 8.04.080.

8.04.050 Skateboard Parks.

In addition to the regulations established in Isleton Municipal Code section 8.04.030, the following regulations shall apply to the use of skateboard parks within the City:

- A. Each user of the skateboard park must wear a helmet, elbow pads, and knee pads. The helmet must be secured to the rider's head with a chin strap. The helmet, elbow pads, and knee pads must be in good condition at all times.
- B. Only a skateboard and in-line skates may be used at a skateboard park. Other items, such as a bicycle, scooter, wheelchair being used for recreational purposes, or motor vehicle are not permitted to be brought in, or used in, a skateboard park.
- C. Only users of the skatepark are permitted in the skatepark. Spectators shall spectate from outside the skatepark.
- D. Each user of the skateboard park assumes all liability and risk related to its use, including all injuries and damages caused by its use. The City shall not be liable for any injury or damage resulting from use of the skateboard park.
- E. The following items are prohibited at the skateboard park:
 - 1. Glass containers. Users may only bring aluminum cans and plastic bottles.
 - 2. Alcohol, tobacco, or any other drugs.
 - 3. Litter.
 - 4. Additional obstacles including, but not limited to, ramps, rails, and jumps.
- F. All users of the skateboard park must comply with the following rules of conduct:
 - 1. Using abusive, threatening, or obscene language is prohibited.
 - 2. Graffiti and tagging are prohibited.
 - 3. Excessive noise to the point of disturbing nearby residents is prohibited.
 - 4. No person shall, by use of a radio, tape, record, amplifiers, amplifying equipment, microphone or other electronic or mechanical device, produce or allow to be produced a noise level which disturbs a reasonable person's peace and quiet and in no event shall the noise level exceed the noise limits set forth in the City's Municipal Code, unless a special event permit is obtained first.
 - 5. All trash must be disposed in designated trash receptacles.

6. It is unlawful to use a skateboard park when the surface of the amenities is wet or other conditions exist which could adversely affect the safety of users of the skateboard park.

G. The violation of any provision of this chapter is punishable by temporary or permanent exclusion from the use of the skateboard park. In addition, a violation may result in any fines authorized by Municipal Code Section 8.04.080.

8.04.060 All Municipal Park Hours.

All parks located in the City of Isleton shall be open from dawn to dusk. Dawn to dusk refers to the time between sunrise and sunset.

Section 3. Amending. Section 8.04.030 of the Isleton Municipal Code is hereby amended as follows:

The activities enumerated in this section shall be regulated or prohibited as set forth herein:

A. Except for city employees on official business, it shall be unlawful for any person to:

1. Operate a motor vehicle in any park or recreation facility other than those areas clearly marked for public vehicular use.
2. Park a motor vehicle in other than an established or designated parking area. The use of such parking area shall be in accordance with any posted direction or instructions of any attendant who may be present.
3. Cause any motor vehicle to enter or remain on any park or recreation facility during the hours the facility is closed.
4. Operate a commercial vehicle within a park, except for the purpose of making deliveries therein.

B. It shall be unlawful for any person to operate a bicycle within a park except in those areas authorized for motor vehicles or designated bicycle lanes. No bicycle shall be left unattended, except in areas designated for bicycle parking.

C. It shall be unlawful for any person to ride or walk a horse within a park or recreation facility, except on marked trails or paths.

D. It shall be unlawful for any person to bring a domestic animal or pet within a park or recreation facility unless it is on a leash at all times except as stated in Section 8.04.040. Domestic animals and pets are prohibited within any playground area or upon the baseball diamond while games or practice sessions are in progress.

E. It shall be unlawful for any person to pick, dig, remove, injure, or destroy any tree, flower, seed, plant, shrub, rock, wood, soil or leaf mold, without prior authorization of the director of parks and recreation. It shall be unlawful for any person to deface, mar, move, or remove any

public property, including signs, in any park or recreation facility.

- F. No person shall hunt, molest, harm, frighten, kill, trap, chase, tease, shoot, or throw missiles or objects at any animal, reptile, or bird, in or upon any park or recreation facility, or remove or have in his possession, the young of any animal, or the eggs or nest or young of any bird or reptiles.
- G. No person shall dump, deposit, leave any bottles, broken glass, ashes, papers, cans, dirt, rubbish, waste, garbage, refuse, or trash anywhere on a park or recreation facility, except in proper receptacles provided for such purpose. Disposing or depositing of any waste, refuse, trash, or garbage not accumulated within a park or recreation facility, is prohibited.
- H. No person shall light or maintain any fire in any park or recreation facility except in on-site barbecue pits or portable barbecues used within designated picnic areas. Fuels shall be of such type and kindled in such manner, as to prevent the danger of fire in surrounding vegetation. All open fires are prohibited.
- I. No person shall camp or lodge within any park or recreation facility.
- J. No person shall engage in any commercial activity within any park or recreation facility. The sale of food or beverage shall be permitted within areas established for such purpose, provided a permit is first obtained.
- K. The use of any sound reproducing or amplification equipment of any kind or sort whatsoever, is prohibited within the boundaries of any park or recreation facility without the prior issuance of a permit for the specific use of such equipment by the director of parks and recreation.
- L. No person shall willfully interfere with, annoy, or harass any person or persons lawfully using any park or recreation facility, nor shall any person interfere with any maintenance activity being carried on by any employee or agent of the city or prevent such activity from taking place or refusing or failing to leave the park or recreation facility when requested to do so.

Section 4. Re-Numbering. Section 8.04.040 (titled "Rules and regulations.") of the Isleton Municipal Code is hereby re-number as Section 8.04.070. Section 8.04.050 (titled "Violation and penalty") of the Isleton Municipal Code is hereby re-numbered as Section 8.04.080.

Section 5. Severability. The provisions of Isleton Municipal Code sections 8.04.040, 8.04.050, and 8.04.060 are hereby declared to be severable. If any provision, clause, word, sentence or paragraph of sections 8.04.040, 8.04.050, or 8.04.060, or the application thereof to any person, establishment, or circumstances, shall be held invalid, such invalidity shall not result in the invalidity of the entire chapter which can be given effect without the invalid provision or application. The Isleton City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof.

Section 6. Effective Date and Publication. This ordinance shall take effect thirty (30) days after its adoption. The City Clerk is hereby directed to publish a summary of the ordinance within fifteen (15) days after passage in a newspaper of general circulation published in the City of Isleton.

I, _____, DEPUTY CITY CLERK OF THE CITY OF ISLETON, HEREBY CERTIFY this ordinance was Introduced at a regular meeting of the Isleton City Council on the day of and PASSED and ADOPTED at a regular meeting of the Isleton City Council on the day of by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor, Pamela Bulahan

ATTEST:

Deputy City Clerk, Yvonne Zepeda

APPROVED AS TO FORM:

//s//
City Attorney

City of Isleton

City Council Staff Report

DATE: December 10, 2024

ITEM#: 7.C

CATEGORY: Old Business

CITY COUNCIL TO AWARD THE CALOES JUMPSTART SUSTAINABILITY AND RECOVERY COORDINATOR SUPPORT SERVICES CONTRACTOR TO SCOTT LANPHIER, LLC

SUMMARY

The City received the 2022 Prepare California Jumpstart JS22016 Grant Award for \$895,343 on July 25, 2023. The grant has now been changed to permit the hiring of one full-time staff member (a Sustainability and Recovery Coordinator, (SRC)) and a consulting team to support the staff member (a Sustainability and Recovery Coordinator Support Services Contractor (SRCSSC)). Further, the grant period has changed to now expire on March 25, 2026.

The City advertised the Request for Proposal for the Sustainability and Recovery Coordinator Support Services Contractor on September 19, 2024 and interviews were conducted on November 20, 2024.

DISCUSSION

Staff recommends City Council award Scott Lanphier, LLC for the Sustainability and Recovery Coordinator Support Services Contractor. The amount of the contract award would be for \$672,011 (see attached Proposal & Budget). Staff deems Scott Lanphier, LLC and Team would provide the services for the grant objectives for the City. Scott will be presenting his proposal to City Council for questions.

FISCAL IMPACT

No impact to General Fund.

2022 Prepare California Jumpstart JS22016 Grant Award for \$895,343:

Scott Lanphier, LLC	\$672,011
Sustainability and Recovery Coordinator (TBD) 4 years	200,332
City Administration	23,000
Total Cost	\$895,343

RECOMMENDATION

City Council to award the CALOES Jumpstart Sustainability Recovery Coordinator Support Services Contractor to Scott Lanphier, LLC

ATTACHMENTS

1. Scott Lanphier, LLC Presentation
2. Scott Lanphier Proposal and Budget

Written by: Diana O'Brien, Administrative Assistant/Grants Manager

Reviewed by: Uyiosa Felix Oviawe, City Manager __

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk __

Scott Lanphier, LLC

1962 Letterkenny Dr.

Lincoln, CA 95648

925-337-6163

scottmlanphier@gmail.com

October 25, 2024

Mr. Uyiosa Oviawe
City Manager
City of Isleton
101 2nd Street
Isleton, CA 95641

RE: Cost Proposals for Prepare CA Jumpstart Grant

Dear Uyiosa,

We are pleased to submit our cost proposals for the Prepare CA Jumpstart Grant Project in Isleton, CA. This submittal includes two separate budget estimates. The first is for the work effort required to complete the tasks outlined in the proposal (submitted under cover separately). The second is the cost of the work effort in the proposal, plus the additional cost to assume full management of all CalOES Jumpstart Grant activities.

We understand the city is currently seeking an individual (or firm) to manage the grant as an extension of staff for the City. In the event this search is successful, we are prepared to begin work on the effort described in the proposal. However, if it becomes evident that the city may need immediate assistance with the Grant Management efforts, the second cost proposal is available to identify the fees associated with performing those additional tasks.

If you have any questions or require any additional information, please don't hesitate to let me know.

Sincerely,



Scott M. Lanphier, PE, CFM, CPC

Attachments: *Cost Proposals for Prepare CA Jumpstart Grant Workl*

CITY OF ISLETON - JUMPSTART GRANT PROJECT BUDGET

Scott Lanphier, LLC Project Team

* Assumes City or Other Performs Grant Management Task (Objective 1)

	Scott Lanphier, LLC	Dayo Sownumi	EPS, Inc.	Kayuga	MIG	Grand Total By Task
OBJECTIVE 1: GRANT MANAGEMENT						
Grant Oversight and Management	\$2,500	\$1,000	\$1,000	\$1,000	\$1,000	\$6,500
Budget Management	\$3,250					\$3,250
Progress Reporting	\$4,000	\$1,120	\$1,500	\$1,500	\$1,000	\$9,120
Project Team Meetings and City Council Updates	\$15,000	\$7,800	\$4,500	\$4,500	\$2,750	\$34,550
Grant Close-Out	\$2,500	\$3,000	\$2,500	\$2,500	\$2,560	\$13,060
<i>Subtotal</i>	\$27,250	\$12,920	\$9,500	\$9,500	\$7,310	\$66,480
OBJECTIVE 2: 2023 DISASTER RECOVERY SUPPORT						
Financial Assessment	\$7,500		\$36,800			\$44,300
FEMA Reimbursement Strategy	\$12,500	\$47,500	\$15,460	\$4,110		\$79,570
Wastewater Infrastructure Evaluation	\$6,500	\$35,000	\$7,730	\$3,640		\$52,870
Financial Plan Development	\$7,450		\$33,430			\$40,880
Support Community Presentations	\$15,600		\$8,530	\$5,500		\$29,630
<i>Subtotal</i>	\$49,550	\$82,500	\$101,950	\$13,250	\$0	\$247,250
OBJECTIVE 3: RECOVERY PLANNING						
Planning Document Inventory	\$12,500		\$2,360	\$4,110		\$18,970
Vulnerability and Risk Assessment	\$12,500	\$17,400	\$13,660	\$35,800		\$79,360
Recovery Capability and Capacity Assessment	\$9,500		\$13,660	\$21,500		\$44,660
Long-Term Resilience Strategy	\$11,450		\$2,000	\$22,700		\$36,150
<i>Subtotal</i>	\$45,950	\$17,400	\$31,680	\$84,110	\$0	\$179,140
OBJECTIVE 4: DC-GHAD SUPPORT ACTIVITIES						
Engineer's Report for Proposition 218 Election	\$4,500	\$35,200	\$2,680			\$42,380
Public Outreach and Communication	\$22,500			\$3,900	\$41,670	\$68,070
RISER Initiative Implementation	\$18,500					\$18,500
<i>Subtotal</i>	\$45,500	\$35,200	\$2,680	\$3,900	\$41,670	\$128,950
Subtotal By Firm	\$168,250	\$148,020	\$145,810	\$110,760	\$48,980	\$621,820
Indirect Costs By Firm	\$5,000	\$3,000	\$4,190	\$5,000	\$1,000	\$18,190
Grant Total By Firm	\$173,250	\$151,020	\$150,000	\$115,760	\$49,980	\$640,010
Subtotal All Costs						\$640,010
Contingency (5%)						\$32,001
GRAND TOTAL ALL COSTS						\$672,011

CITY OF ISLETON - JUMPSTART GRANT PROJECT BUDGET

Scott Lanphier, LLC Project Team

* Assumes Contractor Performs Grant Management Task (Objective 1)

	Scott Lanphier, LLC	Dayo Sownumi	EPS, Inc.	Kayuga	MIG	Grand Total By Task
OBJECTIVE 1: GRANT MANAGEMENT						
Grant Oversight and Management	\$35,600	\$1,000	\$1,000	\$9,220		\$46,820
Budget Management	\$22,650					\$22,650
Progress Reporting	\$32,500	\$1,120	\$1,500	\$1,500	\$83,730	\$120,350
Project Team Meetings and City Council Updates	\$15,000	\$7,800	\$4,500	\$4,500	\$3,750	\$35,550
Grant Close-Out	\$31,500	\$3,000	\$2,500	\$2,500	\$21,500	\$61,000
<i>Subtotal</i>	\$137,250	\$12,920	\$9,500	\$17,720	\$108,980	\$286,370
OBJECTIVE 2: 2023 DISASTER RECOVERY SUPPORT						
Financial Assessment	\$7,500		\$36,800			\$44,300
FEMA Reimbursement Strategy	\$12,500	\$47,500	\$15,460			\$75,460
Wastewater Infrastructure Evaluation	\$6,500	\$35,000	\$7,730	\$3,640		\$52,870
Financial Plan Development	\$7,450		\$33,430			\$40,880
Support Community Presentations	\$15,600		\$8,530	\$5,500		\$29,630
<i>Subtotal</i>	\$49,550	\$82,500	\$101,950	\$9,140	\$0	\$243,140
OBJECTIVE 3: RECOVERY PLANNING						
Planning Document Inventory	\$12,500		\$2,360			\$14,860
Vulnerability and Risk Assessment	\$12,500	\$17,400	\$13,660	\$35,800		\$79,360
Recovery Capability and Capacity Assessment	\$9,500		\$13,660	\$21,500		\$44,660
Long-Term Resilience Strategy	\$11,450		\$2,000	\$22,700		\$36,150
<i>Subtotal</i>	\$45,950	\$17,400	\$31,680	\$80,000	\$0	\$175,030
OBJECTIVE 4: DC-GHAD SUPPORT ACTIVITIES						
Engineer's Report for Proposition 218 Election	\$4,500	\$35,200	\$2,680			\$42,380
Public Outreach and Communication	\$22,500			\$3,900	\$41,670	\$68,070
RISER Initiative Implementation	\$18,500					\$18,500
<i>Subtotal</i>	\$45,500	\$35,200	\$2,680	\$3,900	\$41,670	\$128,950
Subtotal By Firm	\$278,250	\$148,020	\$145,810	\$110,760	\$150,650	\$833,490
Indirect Costs By Firm	\$5,000	\$3,000	\$4,190	\$5,000	\$1,000	\$18,190
Grant Total By Firm	\$283,250	\$151,020	\$150,000	\$115,760	\$151,650	\$851,680
Subtotal All Costs						\$851,680
Contingency (5%)						\$42,584
GRAND TOTAL ALL COSTS						\$894,264

CITY OF ISLETON

CALOES JUMPSTART GRANT PROJECT

CITY COUNCIL PRESENTATION

DECEMBER 10, 2024

Scott Lanphier, LLC



Focus Points

- ▶ Infrastructure resilience and flood risk mitigation
- ▶ Economic resilience, sustainability and project funding strategies
- ▶ 2023 storm disaster recovery
- ▶ Assess and enhance levee systems
- ▶ Water treatment facility improvements
- ▶ Improve stormwater management
- ▶ Community education and awareness
- ▶ Environmental sustainability and biodiversity
- ▶ Compliance with CalOES requirements

PROJECT OVERVIEW



- ▶ Scott Lanphier, LLC
- ▶ Dayo Sowunmi, PE
- ▶ Economic & Planning Systems, Inc.
- ▶ Kayuga Solution
- ▶ MIG



TEAM QUALIFICATIONS
EXPERIENCE, KNOWLEDGE, AND INNOVATION

Mission Statement

"Enhance Isleton's resilience and sustainability by developing and implementing strategies that address flood risks, promote beneficial and cost-effective solutions, and ensure long-term economic stability for the City of Isleton and surrounding community."

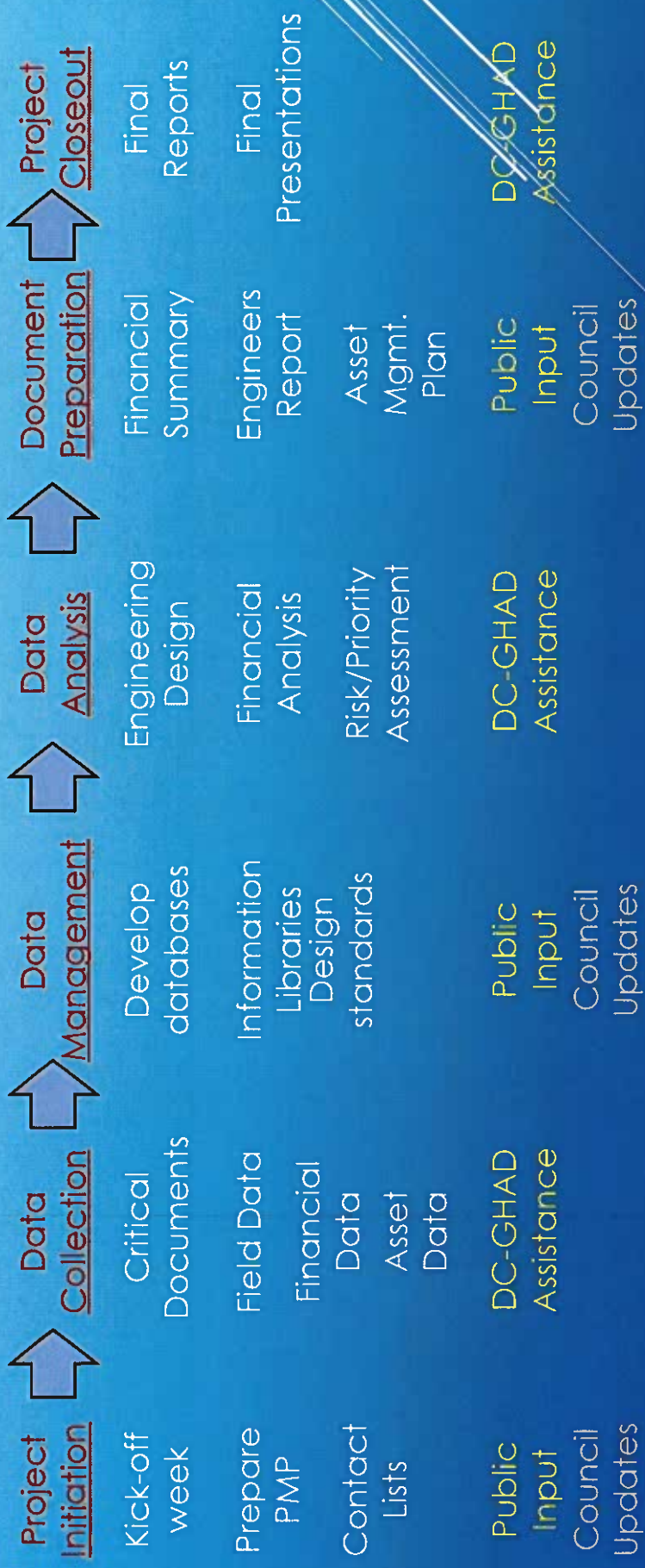
PROJECT APPROACH

Outcomes

- ▶ Comprehensive summary report of existing relevant documents, reports, and literature
- ▶ Critical infrastructure projects sorted by priority and risk level
- ▶ City finance information/plans for funding priority projects through grants, assessments, or taxes
- ▶ Recovery Capability and Capacity Report
- ▶ Community-wide Flood Risk and Recovery Financial Plan
- ▶ Engineer's Report for Prop 218 Election
- ▶ Draft plans for critical infrastructure projects
- ▶ 2023 storm disaster recovery
- ▶ RFP for water treatment facility
- ▶ Grant Applications
- ▶ Outreach materials
- ▶ DC-GHAD Assistance
- ▶ RISER Support
- ▶ Informed public, City Council and Stakeholders
- ▶ Successful Jumpstart Grant administration with city staff support

PROJECT APPROACH

Project Flow Chart



PROJECT APPROACH

Areas of Focus

- ▶ Infrastructure Resilience and Flood Risk Mitigation
 - ▶ Levee System Assessment and Evaluation
 - ▶ Delta Communities – Geologic Hazard Abatement District
- ▶ Financial Resilience and Sustainability
 - ▶ Community Based Flood Insurance Program
 - ▶ Diversification of Economic Activities
- ▶ Stakeholder Engagement and Compliance
 - ▶ Alignment with Federal and State Agencies
 - ▶ Collaboration with Regional Bodies
- ▶ Community Education and Preparedness
 - ▶ Public Awareness Campaigns
 - ▶ Training and Capacity Building
- ▶ Environmental Sustainability
 - ▶ Ecosystem Restoration Projects
 - ▶ Sustainable Land Use Planning
- ▶ Monitoring and Evaluation
 - ▶ Build a Monitoring Framework
 - ▶ Regular Reporting to Stakeholders

PROJECT APPROACH

Measures of Success

- ▶ Infrastructure Resilience and Flood Risk Mitigation
- ▶ Financial Resilience and Sustainability
- ▶ Community Engagement and Preparedness
- ▶ Environmental Sustainability
- ▶ Stakeholder Satisfaction and Collaboration
- ▶ Quality Deliverables and Timeliness
- ▶ Risk Reduction and Long-Term Sustainability

PROJECT APPROACH

Category	Measure of Success	Evaluation Metric
Infrastructure Resilience and Flood Risk Mitigation	Critical vulnerabilities in the levee system identified and prioritized improvements implemented. Key city facilities safeguarded against flood risks with flood-resistant designs or retrofits.	Levee assessments and improvement documentation. Engineering assessments and evidence of retrofiting.
Financial Resilience and Sustainability	Community-based flood insurance programs established or enhanced with increased coverage. Reduced average flood insurance premiums through mitigation efforts.	Program enrollment records and insurance policy data. Insurance cost comparisons pre- and post-project.
Community Engagement and Preparedness	Active resident participation in workshops, stakeholder meetings, and feedback sessions. Updated emergency response plan with community input and clear evacuation procedures.	Attendance records, surveys, and meeting summaries. Emergency response plan updates and distribution logs.
Environmental Sustainability	Restoration or enhancement of natural floodplain or wetland areas. Sustainable urban planning features implemented, improving stormwater management.	Reports on ecological improvements and biodiversity metrics. Stormwater management performance data and project designs.
Stakeholder Satisfaction and Collaboration	Positive feedback from city leadership on project alignment with strategic goals. Timely submission of reports meeting or exceeding CalOES expectations.	Leadership satisfaction surveys or meeting feedback. Report submission logs and compliance audits.
Deliverable Quality and Timeliness	Completion of all deliverables within the approved scope of work. Project completed on time and within the allocated budget.	Checklist of deliverables and completion dates. Budget performance reports and financial tracking.
Risk Reduction and Long-Term Sustainability	Quantifiable reduction in flood risk for high-risk areas and infrastructure. Roadmap developed for maintaining and expanding resilience efforts post-grant.	Flood risk analysis reports and hazard mitigation assessments. Published sustainability roadmap and identified funding sources.

- ▶ Report: Summary of existing documentation
- ▶ Report: Financial Analysis Summary
- ▶ Report: Engineers Report (Prop 218)
- ▶ Community-wide Flood Risk and Recovery Financial Plan
- ▶ Recovery Capability and Capacity Report
- ▶ Database: Infrastructure Asset Management Program
- ▶ Outreach materials
- ▶ RFP for Water Treatment Facility
- ▶ Draft plan sets for critical infrastructure projects
- ▶ Public Meetings
- ▶ Council Updates
- ▶ Regular Stakeholder Meetings
- ▶ Project Managements
- ▶ Grant Applications
- ▶ Community Engagement Summary Report

DELIVERABLES
ADAPTABLE AND SCALABLE

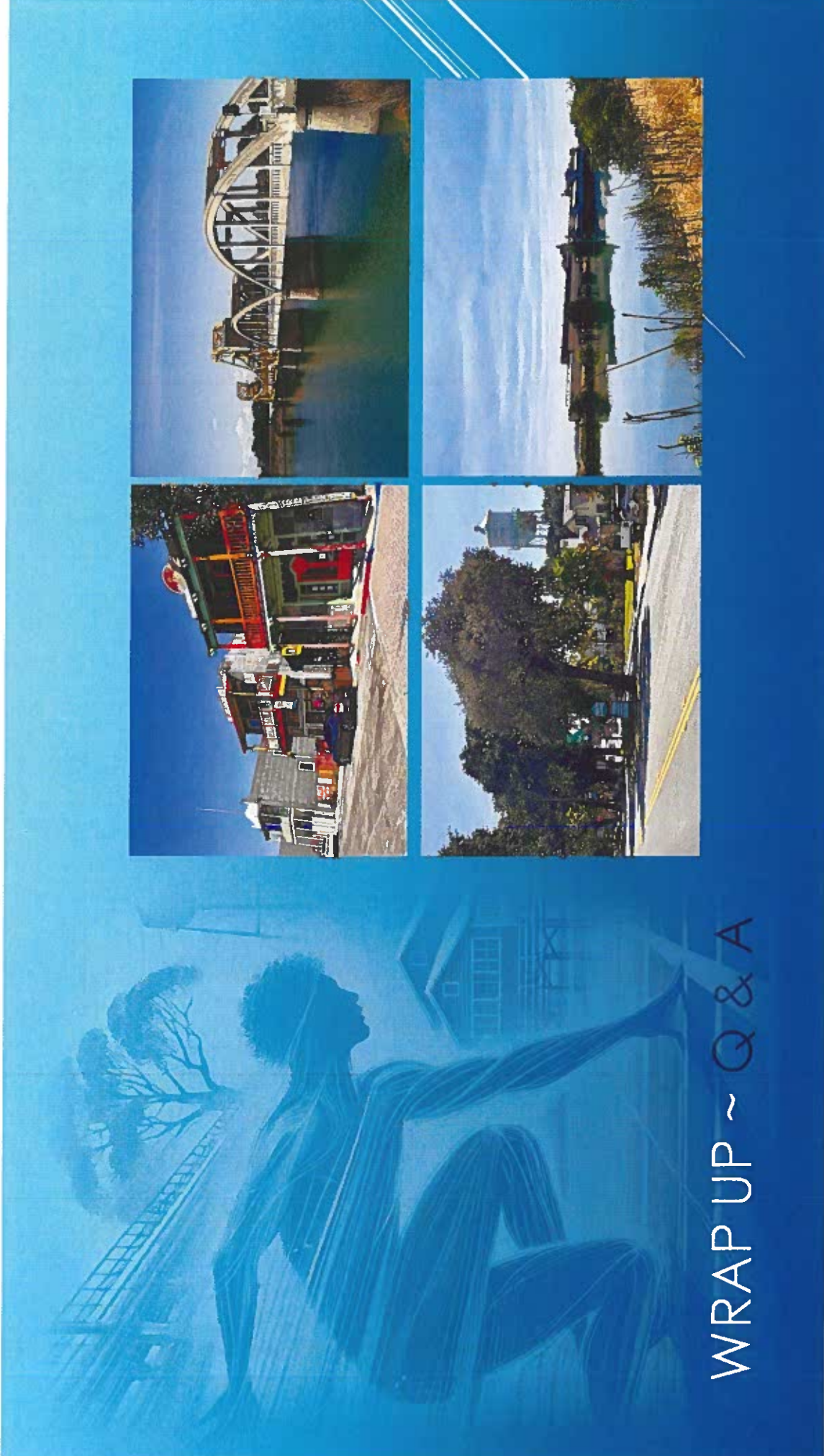
CITY OF ISLETON - JUMPSTART GRANT DRAFT PROJECT SCHEDULE

Scott Lanphier, LLC Project Team

	2024					2025												2026		
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
OBJECTIVE 1: GRANT MANAGEMENT																				
1.1 Grant Oversight and Management	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
1.2 Budget Management	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
1.3 Progress Reporting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
1.4 Project Team Meetings and City Council Updates	○	○	○	■	○	○	○	○	○	○	○	○	○	○	○	○				
1.5 Grant Close-Out	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	□				
OBJECTIVE 2: 2023 DISASTER RECOVERY SUPPORT																				
2.1 Financial Assessment	○	○	○	○	○	■	○	○	○	○	○	○	○	○	○	○				
2.2 FEMA Reimbursement Strategy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
2.3 Wastewater Infrastructure Evaluation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
2.4 Financial Plan Development	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
2.5 Support Community Presentations	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
OBJECTIVE 3: RECOVERY PLANNING																				
3.1 Planning Document Inventory	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
3.2 Vulnerability and Risk Assessment	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
3.3 Recovery Capability and Capacity Assessment	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
3.4 Long-Term Resilience Strategy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
OBJECTIVE 4: DC-GHAD SUPPORT ACTIVITIES																				
4.1 Engineer's Report for Proposition 218 Election	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
4.2 Public Outreach and Communication	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				
4.3 RISER Initiative Implementation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○				

○ - Work in Progress ■ - Work Complete ■ - Meeting or Update

SCHEDULE
DRAFT



WRAP UP ~ Q & A

City of Isleton

City Council Staff Report

DATE: December 10, 2024

ITEM#: 7.D

CATEGORY: Old Business

FY 2021-2022, 2022-2023 AND 2023-2024 AUDIT UPDATES, CITY COUNCIL TO GIVE STAFF DIRECTION AND APPROVAL TO MOVE FORWARD WITH MANOSH SINGH & ASSOCIATES PROPSAL FOR CPA SERVICES TO COMPLETE AUDITS

SUMMARY

The City received communication from the City's auditor, Richardson & Company, regarding the estimated timeline on completing FY 2021-2022, 2022-2023 and 2023-2024 audits (see attachment 1). Richardson & Company referred Manosh Singh CPA & Associates to assist the City to make necessary corrections to clean up and close the books to finish the audits.

DISCUSSION

Per the direction of Richardson & Company, the City needs to provide reports in order to compete the audits. Staff met Manosh Singh CPA and Associates and received a proposal for bookkeeping services. Total estimated timeline is 6-1/2 months to finish all audits.

City Manager is requesting City Council to give direction and approval to move forward with Manosh Singh CPA and Associates to complete the financial reports for FY 2021-2022 and ongoing CPA services for FY 2022-2023, FY 2023-2024 audits and ongoing support.

FISCAL IMPACT

- The initial assessment and account reconciliation services is an hourly rate of \$95.00.
- Ongoing support: an hourly rate of \$85.00 (optional, for a monthly fixed rate fee). Total investment will be confirmed after initial assessment.

RECOMMENDATION

It is recommended City Council give staff direction and approval to move forward with Manosh Singh CPA and Associates proposal to complete the reports for CPA services for FY 2021-2022, 2022-2023, FY 2023-2024 audits and ongoing support.

ATTACHMENTS

1. Richardson & Company - Letter FY 2022-2023 and 2024 audit updates
2. Manosh Singh CPA Associates Proposal

Written by: Diana O'Brien, Administrative Assistant/Grants Manager

Reviewed by: Uyiosa Felix Oviawe, City Manager __

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk __



550 Howe Avenue, Suite 210
Sacramento, California 95825

Telephone: (916) 564-8727
FAX: (916) 564-8728

November 29, 2024

Mr. Uyiosa Felix Oviawe
City of Isleton
101 2nd Street
Isleton, California 95641

Dear Mr. Oviawe:

This letter is to confirm that we were hired by the City of Isleton to audit the financials for the years ended June 30, 2022, through 2024. We have mostly completed the audit of the year ended June 30, 2022, except for responded to the list of questions we provided. The City has experienced turnover in the accounting function and is seeking assistance from a CPA to respond to our questions. Once we receive the responses, we expect to have the audit completed in approximately 3 weeks. Once the fiscal year audit for June 30, 2022, is completed, the City will need to reflect the audit adjustments in their system, and will need to close the books for fiscal years ended June 30, 2023, and 2024. This process is expected to take considerable time to complete, as the City's general ledger appears to need much cleanup to be in the condition to audit. The City is in the process of contracting with an outside CPA to review the general ledger and make the necessary corrections. We will need approximately 5 weeks to complete the audit of each once, once the books are closed and the items needed for the audit are provided.

If you have any questions, please do not hesitate to call.

Very truly yours,

RICHARDSON & COMPANY, LLP

A handwritten signature in cursive script that reads 'Ingrid M. Sheplaine'.

Ingrid Sheplaine, CPA

Manosh Singh CPA & Associates

A Certificate Public Accountant

**Proposal to Provide
Bookkeeping Services**

City of Isleton

December 5, 2024

Contact Person: Manosh Singh, CPA, Partner
manosh@msinghcpa.com
(916) 481-8550

**Proposal to Provide
Bookkeeping Services**

City of Isleton

TABLE OF CONTENTS

	<u>Page</u>
Executive Summary	1
Introduction	1
Scope of Service.....	1
Timeline	2
Fees	3
Benefit of Our Service	3
Next Step	3
Conclusion	4

Manosh Singh CPA & Associates

A Certificate Public Accountant

December 5, 2024

Uyiosa Oviawe, The City Manager
City of Isleton
101 Second Street
Isleton, CA 95641.

Thank you for the opportunity to present this proposal to serve the City of Isleton (collectively, “the City”), as its independent accountants.

Our firm has developed considerable expertise in providing accounting, audit, and tax services to a wide variety of industries and we have dedicated a significant amount of our resources and efforts to serving the industry.

We believe that our unique combination of expertise differentiates us from other public accounting firms and will enable us to assist you in efficiently and effectively achieving your financial objectives.

Executive Summary

This proposal outlines our specialized bookkeeping services aimed at general ledger reconciliations of various funds of the City’s accounting records for the fiscal years ending June 30, 2022 through 2024. Our objective is to ensure that your financial data is accurate, complete, and compliant, which will provide you with a solid foundation for future financial planning and reporting.

Introduction

Keeping accurate accounting records is vital for business sustainability and growth. Given the complexities often encountered in financial management, particularly with past data, our team at Manosh Singh CPA & Associates offers expert bookkeeping services focused on addressing discrepancies, reconciling records, and ensuring that your financial statements reflect a true and fair view of your business operations for each fiscal years.

Scope of Services

1. Data Collection and Assessment:

- Gather all necessary financial documents from the City, including bank statements, invoices, receipts, and prior accounting records for the fiscal years 2022, 2023 and 2024.

8035 Madison Ave, Ste E-3 Citrus Heights, CA 95610 | P: 916.481.8550 | F: 916.481.8551

msinghcpa.com

- 1 -

City of Isleton Bookkeeping Proposal

- Conduct an initial assessment to identify gaps, inconsistencies, and areas that require immediate attention.
- 2. General Ledger Accounting Records:**
 - Review and correct any discrepancies in the funds general ledger and other records. Remove duplicate entries, correct misclassifications, and adjust any erroneous transactions.
 - Organize and categorize transaction data appropriately to make future bookkeeping easier.
- 3. Bank Reconciliation:**
 - Reconcile all bank statements with the recorded transactions for the fiscal years 2022, 2023 and 2024 to identify and resolve any discrepancies.
 - Ensure that all transactions are accurately accounted for and that the ending balances match bank statements.
- 4. Accounts Payable and Receivable Reconciliation:**
 - Review and reconcile outstanding invoices, ensuring that accounts payable and receivable records reflect the correct amounts.
 - Follow up on overdue accounts to ensure cash flow is optimized.
- 5. Financial Reporting:**
 - General accurate financial statements, including profit and loss statements, balance sheets, and cash flow statements for the fiscal years 2022, 2023 and 2024.
 - Provide insights and analysis on financial performance, helping to identify trends and areas for improvement.
- 6. Ongoing Support and Consultation:**
 - Provide continued consultation on best bookkeeping practices and software options for accurate record-keeping in the future.

Timeline

<u>Phase</u>	<u>Description</u>	<u>Estimated Duration</u>
Data Collection	Gather and assess all relevant financial documents	1 week
Cleanup of Accounting Records	Review, correct, and organize accounting records	3 weeks
Bank and Accounts Reconciliation	Reconcile bank and accounts payable/receivable	2 week
Financial Reporting	Prepare financial statements and provide analysis	1 week
Review and Finalization	Final review with the client and make necessary adjustments	1 week

Total Estimated Duration: Approximately 8 weeks

Fees

Our pricing for the bookkeeping and reconciliation services is as follows:

- **Initial Assessment and account reconciliation:** an hourly rate of \$95.00
- **Ongoing Support:** an hourly rate of \$85.00 (optional, for a monthly fixed rate fee based on the)

Total investment will be confirmed after the initial assessment.

This fee will be billed upon completion of the engagement and is subject to adjustments based on the actual time and resources utilized. We would like to obtain a retainer of \$5,000.

Impact of significant unusual transactions

Significant, unusual transactions that are not part of the normal recurring operations have not been included in our fee quote. In the event of transactions of this nature occur, we will discuss the extent and complexity of the related transaction(s) and come to a mutual agreement on any revisions in our fees.

Benefits of Our Services

- **Expertise:** Our professional team has extensive experience in bookkeeping, ensuring all records are accurate and compliant with accounting standards.
- **Efficiency:** We streamline the cleanup process to minimize disruption to your business operations.
- **Peace of Mind:** With our expert services, you can have confidence in your financial data, making it easier to make informed business decisions.
- **Future Readiness:** We provide practical recommendations for improved bookkeeping practices going forward, helping you to maintain accuracy in future financial reporting.

Next Steps

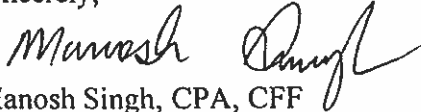
To proceed with our bookkeeping cleanup and reconciliation services, we suggest the following steps:

1. **Schedule a Consultation:** Let's set up a meeting to discuss your specific needs and concerns regarding the fiscal years 2022, 2023 and 2024 accounting records.
2. **Sign Engagement Letter:** Upon agreement, we will finalize the engagement letter to outline the terms of our engagement.
3. **Commence Work:** Begin the data collection and assessment phase as outlined in our timeline.

City of Isleton Bookkeeping Proposal

I sincerely hope that I have demonstrated that we have the experience, resources and enthusiasm to provide the City with outstanding service. The City would be a valued client of our firm and you have my commitment that you will receive the highest quality service and attention that you expect and deserve. I believe our proposal is responsive to your request; however, if further information is needed, please call me at 916-481-8550

Sincerely,



Manosh Singh, CPA, CFF

Manosh Singh CPA & Associates
A Certificate Public Accountant