

SUBJECT

Community Service/Code Enforcement Division Report

SUMMARY

The City of Isleton Community Service/Code Enforcement Division is committed to enhancing public safety, maintaining general code compliance, fostering community service initiatives, and revitalizing Downtown Main Street. This monthly report highlights the ongoing efforts.

DISCUSSION

Public Safety:

Community Service is working alongside the Sacramento County Sheriff's Office on recent narcotic complaints and suspicious activities.

General Code Enforcement/Parking Enforcement:

Code Enforcement is working closely with the building official to ensure proper permits are pulled and enforced.

Code Enforcement is completing onsite spot inspections of properties that are performing work and checking on their permit status and ensuring all sites are complying with regulations regarding posting and displaying of approved permits.

On-Going/Open Complaints/Cases:

- 58 Main Street Municipal Code Violations have proceeded and are in the Administrative Citation Phase
- Del Rio Project was inspected and violations noted and documented, verbal warnings were issued
- Pallet Yard case has been forwarded to the County Fire Marshal and awaiting secondary reinspection
- Sacramento County District Attorney's Office has been updated and asked to assist with several properties within the City Limits that have become a neighborhood nuisance and the owners have failed to communicate and/or comply with Code Enforcement.

Future Projects:

NONE

FISCAL IMPACT

NONE

ATTACHMENTS

NONE

Reviewed by: **Scott Baroni**, Interim City Manager

Submitted and prepared by: **Scott Baroni**, Interim City Manager _____

City of Isleton

DATE: January 7, 2025

City Council
Staff Report

ITEM#:

CATEGORY: City Engineer

CITY ENGINEER'S REPORT

SUMMARY

City Engineer's Update

This staff report provides a history of work completed to date, the status of the current City Engineer's contract, as well as current critical projects, grants, and other City Engineer-related items as the new year begins. Finally, a list of the city's current Capital Improvement Program is provided. This list was being maintained by former City staff and will require updating as soon as possible.

It should be noted that the current contract for City Engineering services has been exhausted as of December 13th, 2024 and requires either an amendment or a new agreement altogether.

Work Completed To Date

Table 1 on the following page provides a summary of the projects worked on since September 2024. Specific projects were provided by the City Manager along with priority consideration for certain projects.

The status of the Kushner Site development project is not known currently. The last correspondence with the owner's Civil Engineer was that they were not able to fund the necessary Geotechnical Study that is required based on the conditions of approval of the Tentative Map.

Several other projects have been completed such as the Unwired Cell Tower, drilling for the Vega site monitoring (in between 2nd and 3rd Streets), and the T Mobil Tower upgrades. Work continued many of the projects listed in Table 1. One critical effort includes the required ADA, DBE, and Title VI programs necessary to receive federal aid funding from Caltrans/FHWA. Two specific projects that require these programs are funded by the

Highway Safety Improvement Program. It is expected that requests for federal reimbursement will commence in 2025 for these projects, and the programs need to be in place prior to requesting reimbursement.

Every effort has been made to provide the maximum possible effort and time to the highest

priority projects and tasks for the City Engineer position per direction by the city. However, with the limited amount of funding available on the existing contract, it became apparent that there was not sufficient funding available for all the tasks. Thus, only the high priority projects were addressed until such a time that an agreement amendment or subsequent contract could be executed.

Table 1
Summary of Accomplishments
September 2024 – December 2024

Project Name	Action	Notes
Kushner Subdivision	Subdivision Agreement in Progress	Need to finalize map, identify all fees, add signature blocks, circulate for review
Unwired Cell Tower	Encroachment Permit Signed	Completed
Vega Drilling	Encroachment Permit Signed	Monitoring wells placement
704 F Street	Submitted hours estimate to building inspector.	Pending owner approval of estimate
Bernadette St, 3 new homes	Letter submitted 10/15/24	Approval letter submitted to City
T Mobile Tower	Building Permit Only	Sent to Building Inspector and CM
Cannabis Cultivation	Staff Report Review and Comment	Submitted email to Gary with comments
Wilson Park	Prelim plans, env info to SHRA	Reviewed project app, developed prelim plans, submitted to SHRA
Sewer System Repairs	Developed schematic plans, identified costs	Confirm funding source, submit staff report
HSIP (Federal)	Meeting with GreenDot	Attended meeting, reviewed file
HSIP (State)	Meeting with GreenDot	Attended meeting, reviewed file
ADAD/DBE/Title VIMtgs	Meet with Caltrans Staff/Fed Projects	Attended three separate meetings, prepared binders for each program
Hotel Del Rio Letter	Letter regarding hotel structural items	Provided comment letter to applicant
Sewer Rate Study	Meeting to discuss sewer rate study	Reviewed sewer rate study, provided comments
PER for Sewer Repairs	Prelim Engineering Report for SS	Prepared and revised PER, submitted to USDA
California Pallets	Application submittal	Provide comment letter to Planning
ADAD/DBE/Title VI Programs	Met with Caltrans staff for each program to identify critical steps moving forward. Develop and implement necessary programs to receive federal funding from FHWA.	Attended three separate meetings, prepared binders for each program, binders prepared, preliminary programs established, requires Council approval once complete.

Status of current City Engineer's Contract

The initial contract for on-call City Engineering services was executed on September 9th, 2024 for an amount of \$15,000, after a competitive advertisement for on-call City Engineering services. A Statement of Qualifications was submitted to the City Manager in response to this advertisement for review and consideration. Upon selection of Scott Lanphier, LLC as the preferred on-call City Engineer, a scope of work was submitted to be attached to the City's agreement for execution. The initial agreement was to use periodic work orders to add additional tasks to the agreement, up to the maximum amount of the contract.

The scope of work submitted and attached to the original agreement included immediate work on two specific projects totaling \$9,750 including:

- Kushner Site Development (Corner of 6th & D Street)
- Unwired Cell Tower Project

In early October, it was apparent that the owner of the Kushner Site was unprepared to continue to fund the technical studies needed for the development of the site. Unfortunately, a significant number of hours were spent preparing the Subdivision Improvement Agreement, as well as mark-ups on the Final Map. As such, directions were provided to halt all work on the Kushner Site and proceed with various other duties as they arose. These projects and tasks are outlined in Table 1 and include many of the normal duties required of the City Engineer, as well as additional project-specific duties such as assuming the role of DBE Coordinator, ADA Coordinator, and Title VI Coordinator. It should be noted that these roles were not included in the original contract.

Current Critical Projects

Table 2 provides a summary of projects that are currently underway and require additional effort. The Flood Emergency Plan is ready to be advertised for an RFP to have a consultant prepare the plan. The Wilson Park Rehab project is scheduled for design in early 2025 and construction later in the year. The Main Street Rehab Pedestrian Improvement projects, as well as the two HSIP Projects are either underway or ready to go to RFP for additional work. The Sewer Rate Study is in its final draft and should be presented to City Council in early 2025 for review and approval. It is unclear exactly what action needs to be taken on the China/Main Street Park RR. This should be addressed with the new City Manager. Finally, the JumpStart project should be awarded in early 2025.

<p style="text-align: center;">Table 2 High Priority CIP Projects Underway As of December 2024</p>			
Project Name	Cost in \$1,000's	Status	Notes
Flood Emergency Plan	\$250	In Process	DWR - Contract Signed - Need to do RFP for Consultant and Start Project
Wilson Park Rehab Prop 68	\$353	Partial Completed	PROP 68/ARPA-SAC COUNTY/SAC COUNTY PARKS/SHRA
Main Street Rehab & Pedestrian Improvements Project	\$472	Design contract to be signed	SACCOG/SHRA 2023 FUNDS
H11-03-010 Traffic (HSIP-1)	\$110	Ready to go RFP	CALTRANS - CITY 11.47% / SACOG DESIGN GRANT
H11-03-011 Pedestrian (HSIP-2)	\$268	Ready to go RFP	CALTRANS - CITY 11.47% / SACOG DESIGN GRANT
Sewer Rate Study		In Progress	RCAC - ETA Review in Jan 2025
China/Main Street Park RR	\$100	TBD	SHRA 2024 ACTION PLAN
JumpStart Grant Project	\$895	In Process	Pending award of contract

Status of Current CIP

Attachment A provides a summary of all of the CIP projects from the year 2020 through 2028. As the new year commences, this list should be updated and moved forward to years 2024 – 2030 after the new City Manager is on board. Discussions between existing city staff, the City Engineer, and the new City Manager will help identify which projects should remain on the CIP list, and which can be omitted.

FISCAL IMPACT

As this is just an update, there is no direct fiscal impact from this report. Each project, grant, or specific item will be brought before City Council prior to expending any city funds. The cost of the new City Engineer’s contract will depend on negotiations between the City and the City Engineer (current or prospective).

RECOMMENDATION

Review the City Engineer’s Report and provide direction to staff regarding an updated City Engineer’s contract, or the advertising and hiring of a new City Engineer.

ATTACHMENTS:

Attachment A: Copy of City’s Capital Improvement Program

PASSED AND ADOPTED by the City Council of the City of Isleton this 7th day of January, 2025, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Iva Walton, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Baroni, Interim City Manager

, City Attorney

ATTACHMENT A

CITY OF ISLETON CAPITAL IMPROVEMENT PLAN FY20 - FY28

NO.	PROJECT	Cost in \$1000	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	STATUS	FUNDS
23-01	6th St. Walking & Biking Trail	\$400					\$400						NONE
23-02	Flood Emergency Plan	\$250				\$250						In Process	DWR - Contract Signed - Need to do RFP for Consultant and Start Project
23-03	Marina Rehab Planning	\$200				\$200						Canceled	DBW - Grant & Project Canceled
23-04	Boat Launch Planning	\$200			\$200							Canceled	DBW - Signed Feasibility Study completed - Grant & Project Canceled
23-05	Wilson Park Skate Park	\$40				\$40						Completed	ARPA-SAC COUNTY - PAID Completed - Signage under Attorney Review
23-06	Records Backup	\$50				\$50							NONE
23-07	ADA Ramps	\$100				\$100							NONE
23-08	Sewer Maintenance Plan	\$35				\$35							HCD SB2 Completed
23-09	City Hall Repairs	\$60				\$60							NONE
23-10	Storm Drain Master Plan	\$50				\$50						Completed	HCD SB2 Completed
23-11	Zoning Code Update	\$65										Completed	HCD LEAP
23-12	Delta Avenue Humps												NONE
24-01	Delta West Street Rehab	\$700		\$700								Completed	MEASURE A - Completed
24-02	Wilson Park Rehab Prop 68	\$353				\$353						Partial Completed	PROP 68/ARPA-SAC COUNTY/SAC COUNTY PARKS/SHRA
24-03	Main Street Rehab & Pedestrian Improvements Project	\$472				\$472						Design contract to be signed	SACCOG/SHRA 2023 FUNDS
24-04	EV Charging Station	\$100							\$100				NONE
24-05	Tower Park Landscaping	\$140								\$140			NONE
24-06	Sludge Removal	\$300		\$150		\$150							NONE
24-07	Transit Study	\$50				\$50							NONE
24-08	Water Tower Acquisition	\$30				\$50							USDA-TBD
24-09	Community Center Renovation	\$40											NONE
24-10	H11-03-010 Traffic (HSIP-1)	\$110					\$109,800					Ready to go RFP	CALTRANS - CITY 11.47% / SACOG DESIGN GRANT
24-11	H11-03-011 Pedestrian (HSIP-2)	\$268					\$267,500					Ready to go RFP	CALTRANS - CITY 11.47% / SACOG DESIGN GRANT
24-12	Sewer Rate Study											In Progress	RCAC - ETA Review in Jan 2025
25-01	6th Street Rehab	\$1,500						\$1,500					NONE
25-02	China/Main Street Park RR	\$100					\$100					TBD	SHRA 2024 ACTION PLAN
25-03	IT & Broadband	\$700						\$700					NONE *Unwired Tower
25-04	Delta East Paving	\$1,000					\$1,000						NONE
25-05	Mid Town Paving	\$1,000						\$1,000					NONE
26-01	Boat Launch Construction	\$2,500							\$2,500			Canceled	Canceled
26-02	WWTP San Sewer Upgrade	\$7,000							\$7,000			App In Progress	CA STATE WATERBOARD *Application Process No Match Required
27-01	New City Hall	\$7,000					\$1,000	\$1,000	\$5,000				NONE
27-02	Fire Station Upgrade	\$2,000							\$2,000				NONE
28-01	Main Street Redesign Project and Waterfront	\$240,357				\$241						Canceled	CALTRANS/SACOG - Isleton Match \$27,569 - Grant & Project Canceled
24-XX	JumpStart Grant Project	\$895,000						\$495	\$400			Underway	Pending Council Award
TOTALS		\$1,162,170	\$0	\$850	\$200	\$1,851	\$380,050	\$4,695	\$17,000	\$140	\$0		

