

City of Isleton

City Council Staff Report

DATE: September 28, 2021

ITEM#: 4.A, B, C & D

CATEGORY: Communications

CITY COUNCIL COMMUNICATIONS

SUMMARY

City has received the following communications:

- A. County of Sacramento, Order of Health Officer
- B. 2022 Budget/Project – Community Development, SHRA.
- C. CONVERGE
- D. Sacramento County Yolo Mosquito Vector Control District-Board Member

FISCAL IMPACT

There is no fiscal impact with this appointment.

RECOMMENDATION

There is no action required.

ATTACHMENT

- County of Sacramento, Order of Health Officer
- 2022 Budget/Project – Community Development, SHRA
- CONVERGE
- SYMVCD

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

COVID-19 Mega Event Guidance – Beyond the Blueprint

Effective Friday, July 30, 2021, at 12:01 a.m., face coverings shall be worn in all indoor public settings, regardless of vaccination status, per the County Health Order, until it is rescinded or amended by the Health Officer.

COVID-19 in the Community

On June 15, 2021, California reopened the economy and moved beyond the Blueprint for a Safer Economy. All sector listed on the Blueprint Activities and Business Tier Chart return to usual operations.

However, COVID-19 is still causing illness and hospitalizations in Sacramento County. Variants of COVID-19 continue to pose a significant risk.

Vaccinations, sanitation measures and face coverings have helped reduce the spread of COVID-19, but businesses and customers need to remain vigilant.

California Department of Public Health (CDPH) has updated public health requirements and recommendations for Mega Events that are effective **September 20, 2021** and will remain in place until **November 1, 2021**.

Mega Events

Large events involve several factors that increase the risk of COVID-19 transmission because

- ✓ Participants and attendees are spending extensive periods of time physically close to large numbers of people they don't usually interact with,
- ✓ The frequency and total duration of close contact between attendees is increased,
- ✓ The event draws from beyond the nearby community and will often draw attendees and participants from other states and countries who may be infected with more infectious COVID-19 variants, and
- ✓ Effective contact tracing may be difficult given the number of potentially uncontrolled mixing between groups and attendees among individuals who are unlikely to be together again and the nature of the events.

Mega Events are defined as events drawing greater than **1,000 (indoors)** and **10,000 (outdoors)** attendees.

Mega Events may have either assigned or unassigned seating, and may be either general admission or gated, ticketed, and permitted events. Mega Events do not include venues such as

shopping malls or museums that are open to public circulation as part of their regular operations, except to the extent that such venues host a qualifying event.

Requirements

All Mega Event venues must:

- Require all patrons to wear face coverings, over the mouth and nose, regardless of vaccination status, and
- Post clearly visible and easy-to-read signage at all entry points for indoor settings to communicate the masking requirements to all patrons, and

Indoor Mega Event (greater than 1,000 attendees): Example: conventions, conference, expos, sporting events and concerts

- Verification of fully vaccinated status or pre-entry negative test result is required of all attendees. Testing must be conducted within 72 hours before event start time (both PCR and antigen are acceptable). Results of the test must be available prior to entry into the event or venue.
- Indoor venue and event operators may not use self-attestation as a mode of verification or negative test for events scheduled after September 20, 2021.
- Information is prominently placed on all communications, including the reservation and ticketing systems, to ensure guests are aware of testing and vaccination requirements (including acceptable modes of verification).
- Attendees must follow CDPH Guidance for Face Coverings.
- Venues should make masks available to attendees upon request.

Outdoor Mega Event (greater than 10,000 attendees): Example: music or food festivals, car shows, large endurance events, marathons, parades, sporting events and concerts

- Verification of fully vaccinated status or pre-entry negative test result is strongly recommended for all attendees. Testing must be conducted within 72 hours before event start time (both PCR and antigen are acceptable). Results of the test must be available prior to entry into the event or venue.
- If implemented, venue and event operators are recommended to not use self-attestation as a mode of verification but rather use verification options for providing proof of vaccination in the CDPH Vaccine Guidelines and Standards.
- Attendees must follow CDPH Guidance for Face Coverings.
- Information will be prominently placed on all communications, including the reservation and ticketing systems, to ensure guests are aware that the State strongly recommends that they be fully vaccinated or obtain a negative COVID-19 test prior to attending the event.
- Venues should make masks available to attendees upon request.

Additional Recommendations for Sponsors of Mega Events:

- ❑ Encourage everyone to get vaccinated when eligible.
- ❑ Facilitate increased ventilation of indoor spaces (i.e., open all windows and doors to increase natural air flow), following current CDPH and CalOSHA guidance.
- ❑ Encourage everyone to sign up for CA Notify as an added layer of protection for themselves and the community to receive alerts when they have been in close contact with someone who tests positive for COVID-19.
- ❑ Convey the risk of attending large, crowded events where the vaccine status of others in attendance may be unknown to the individuals.
- ❑ Convey the risk of attending large, crowded events for populations that may not currently be eligible for vaccination or may be immunocompromised and whose vaccine protection may be incomplete.
- ❑ Encourage all venues along any parade or event route to provide outdoor spaces for eating/drinking/congregating to reduce the risk of transmission in indoor settings.

Prevention Measures

To continue reducing the spread of COVID-19 within the community, the following prevention measures are still highly encouraged:

- ❑ Provide outdoor options
- ❑ Review CDPH's ventilation tips for reducing COVID-19 risk indoors
- ❑ Encourage social distancing where lines and gatherings might occur
- ❑ If using tables, consider keeping tables spaced at least 6 feet apart
- ❑ Provide hand sanitizer for public and worker use
- ❑ Use an approved sanitizer to wipe down surfaces throughout your facility on a routine basis
- ❑ Be sure that all handwashing sinks are always stocked with liquid soap and paper towels
- ❑ Watch for symptoms of COVID-19, especially following an exposure to someone with suspected or confirmed COVID-19
- ❑ If symptoms develop, all people, regardless of vaccination status, should isolate and be clinically evaluated for COVID-19, including SARS-CoV-2 testing. Anyone testing positive for SARS-CoV2, regardless of vaccination status, must follow the General Isolation Order of the Sacramento County Health Officer

Guidance for the Use of Face Coverings

The Guidance for the Use of Face Coverings issued by the California Department of Public Health (CDPH), continues to apply throughout the County, but may be amended periodically. For detailed requirements, exceptions and updates, please refer to the CDPH guidance.

Effective Friday, July 30, 2021, at 12:01 a.m., face coverings shall be worn in all indoor public settings, regardless of vaccination status, per the County Health Order, until it is rescinded or amended by the Health Officer.

Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS)

The Occupational Safety and Health Standards Board adopted revised ETS on June 17, 2021, and immediately effective. Employers and businesses subject to the ETS and/or the Cal/OSHA Aerosol Transmissible Diseases Standards can find additional information on the Cal/OSHA's website.

The ETS allow local health jurisdictions to mandate more protective measures. Sacramento County's Public Health Order, which requires face coverings for all individuals in indoor settings and businesses, regardless of vaccination status, takes precedence over the more permissive ETS regarding employee face coverings.

Checklist for the Workplace and Workers

The following checklist is a summary of requirements for the workplace. For more information, visit Cal/OSHA's website.

Workplace Employer Checklist

- Unless in a healthcare or congregate setting, fully vaccinated workers without COVID-19 symptoms do not need to be tested or quarantined after close contacts with COVID-19 cases unless they have symptoms
- No face covering requirements outdoors (except during outbreaks), regardless of vaccination status, though workers should be trained on CDPH recommendations for outdoor use of face coverings. See CDPH Guidance for the Use of Face Coverings.
- Face coverings required indoors, regardless of vaccination status.
 - In outbreaks, all workers must wear face coverings indoors and outdoors when six-foot physical distancing cannot be maintained, regardless of vaccination status.
- Must provide unvaccinated workers with approved respirators for **voluntary use** when working indoors or in a vehicle with others, upon request. Refer to Cal/OSHA Title 8, Section 5144(c)(2) for information about respirator voluntary use.
- May not retaliate against workers from wearing face coverings.
- No physical distancing or barrier requirements regardless of worker vaccination status with the following exceptions:
 - Employers must evaluate whether it is necessary to implement physical distancing and barriers during an outbreak (3 or more cases in an exposed group of workers)
 - Employers must implement physical distancing and barriers during a major outbreak (20 or more cases in an exposed group of workers)
- No physical distancing requirements whatsoever in the employer-provided housing and transportation regulations.

Employers must

- Require all patrons to wear face coverings for all indoor settings, regardless of their vaccination status; and
 - Post clearly visible and easy-to-read signage at all entry points for indoor settings to communicate the masking requirements to all patrons.
 - In addition, those responsible for indoor public settings are strongly encouraged to provide face coverings at no cost to individuals required to wear them.

- Evaluate ventilation systems to maximize outdoor air and increase filtrations efficiency, and evaluate the use of additional air cleaning systems.
- Implement an effective written COVID-19 Prevention Program.
- Provide effective training and instruction to workers on the employer's prevention plan and their rights under the ETS.
- Provide notification to public health departments of outbreaks.
- Provide notification to workers of exposure and close contacts.

Workers should

- Be aware of the requirements to offer testing after potential exposures.
- Be aware of requirements for responding to COVID-19 cases and outbreaks.
- Be aware of quarantine and exclusion pay requirements.
- Be aware of basic prevention requirements for employer-provided housing and transportation, where applicable.

This guidance document is an overview. For the full requirements, see title 8 sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

Control Measures

- Recommend frequent handwashing and use of hand sanitizer. Assign staff to regularly check soap and paper towel dispensers are stocked and functional. Keep extra batteries available for motion sensing dispensers.
- Consider disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer.
- Post signs in strategic and highly visible locations to remind patrons and visitors that they will need to use face coverings.
- Consider the use of social media, website, texts, email, newsletters, etc., to communicate face covering requirements to protect visitors and workers so that they are familiar with the policies to slow the spread of COVID-19 before arriving at the facility.
- Remind visitors in advance to bring a face covering if needed and if possible consider making them available for those who arrive without one.

Cleaning and Disinfecting

- Perform cleaning of high traffic areas such as lobbies, halls, and areas of ingress and egress including stairways, stairwells, handrails, and elevator controls.
- Frequently disinfect commonly used surfaces including doorknobs, toilets, handwashing facilities, and seating areas.
- Establish frequent cleaning and disinfection of personal work areas such as desks and cubicles and supply the necessary cleaning products.
- Consider discouraging the sharing of performance items, whenever possible.
- Avoid sharing work equipment and supplies, such as phones, office equipment, computers, etc., wherever possible. Never share personal protective equipment (PPE).
- Where such items must be shared, disinfect between shifts or uses, whichever is more frequent, including the following: shared office equipment (copiers, fax machines, printers, telephones, keyboards, staplers, etc.) with a cleaner appropriate for the surface.

- Ensure that sanitary facilities remain operational and stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed.
- Consider providing hand sanitizer dispensers, touchless if possible, at entrances and contact areas such as meeting rooms, lobbies, and elevator landings.

Please note: For high touch surfaces where chlorine bleach may be used, the CDC recommends mixing 1/3 cup of chlorine bleach per gallon of water. Do not use scented bleach or “no-splash” bleach.

Resources

- [Sacramento County Public Health Order](#)
- [Sacramento County COVID-19 Information](#)
- [California Department of Public Health \(CDPH\) Beyond the Blueprint for Industry and Business Sectors](#)
- [California Department of Public Health \(CDPH\) Guidance for the Use of Face Coverings](#)
- [Cal/OSHA: Requirements to Protect Workers from Coronavirus](#)
- For business assistance information, contact the [Sacramento Business Environmental Resource Center \(BERC\)](#).
- [Sacramento County Environmental Management Department](#)
- CDC Guidance for [Vaccinated](#) and [Unvaccinated](#) People

Questions

Questions about Mega Event planning, call Sacramento County Environmental Management Department at (916) 875-1944.

Sacramento County COVID-19 Hotline: (916) 875-2400

Cal/OSHA Consultation: (833) 579-0927

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

Summary of Revisions

8/24/2021: Initial version

9/7/2021: Added link for CDPH tips for reducing COVID risk indoors. Added phone number for Sacramento County Environmental Management Department. Added testing must be conducted within 72 hours of the start time of the vent and results must be available for entry.

Diana O'brien

From: Stanley Felix <sfelix@shra.org>
Sent: Wednesday, September 22, 2021 9:18 AM
To: Diana O'brien
Subject: 2022 Budget/Project

Hello Diana,

Hope your day is going well. when will you and the City manager be available for a meeting with SHRA? The 2022 Action Plan will be going to the Board for approval on 10/19/2021 and we should have the budget for the City of Isleton approved as well.

Thank you,

Stanley Felix
Community Development Analyst 2
SHRA
801 12th Street,
Sacramento, CA 95814
(916) 449-6220
(916) 809-0031 (Cell)
(916) 498-1655 Fax
sfelix@shra.org
www.shra.org

<https://cityofisleton.com>

GO TO CITY LINKS AND THEN CLICK ON BILL PAY



Account ID *

User ID *

Password *

SIGN IN WITH CONVERGE

Forgot Password? () | Help (<https://support.convergepay.com/s/article/Change-Your-Account-Password>)

English

Still have questions? We're here to help! [Support.ConvergePay.com \(https://support.convergepay.com/s/\)](https://support.convergepay.com/s/)

Yvonne Zepeda

From: Janna McLeod <jmcleod@fightthebite.net>
Sent: Tuesday, September 21, 2021 10:27 AM
To: Yvonne Zepeda
Subject: Re: SYMVCD Board of Trustees Appointment

Thank you!

Janna McLeod, Administrative Manager
Sacramento Yolo Mosquito & Vector Control District
8631 Bond Road, Elk Grove CA 95624
(800) 429-1022 - www.FightTheBite.net
Direct Line (916) 405-2054

On Tue, Sep 21, 2021 at 10:09 AM Yvonne Zepeda <yvonne.zepeda@cityofisleton.com> wrote:

Hi Janna,

No one has stepped up to be on board. I have it posted and will run by council on September 28th again.

Best,

Yvonne Zepeda

From: Janna McLeod [mailto:jmcleod@fightthebite.net]
Sent: Tuesday, September 21, 2021 9:50 AM
To: Yvonne <yvonne.zepeda@cityofisleton.com>
Subject: Re: SYMVCD Board of Trustees Appointment

Hi Yvonne, I wanted to touch bases and see if you've had any luck with appointing a Trustee for our Board. Please let me know what the status is, thank you. Hope everyone in Isleton are doing well.

Janna McLeod, Administrative Manager
Sacramento Yolo Mosquito & Vector Control District
8631 Bond Road, Elk Grove CA 95624
(800) 429-1022 - www.FightTheBite.net

Direct Line (916) 405-2054

City of Isleton

City Council
Staff Report

DATE: September 28, 2021

ITEM#: 5.A

CATEGORY: Consent Calendar

MINUTES OF THE SPECIAL CITY COUNCIL MEETINGS OF AUGUST 5, 2021 AND SEPTEMBER 9, 2021.

SUMMARY

Review of the Special City Council Meetings of August 5, 2021 and September 9, 2021.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

City Council review and approve the draft minutes of the Special City Council Meeting on August 5, 2021 and September 9, 2021.

ATTACHMENTS

Minutes of August 5, 2021 and September 9, 2021.

Reviewed by: Charles Bergson, City Manager 

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

CITY OF ISLETON

Special City Council Meeting Minutes

Thursday, August 5th, 2021 at 11:00am
208 Jackson Boulevard
Isleton, California 95641

You can call in to join our public meeting
TELECONFERENCE MEETING

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Eric Pene called to order at 11:02am
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Councilmember's Paul Steele, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene, City Manager Charles Bergson.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

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

ACTION: Chris Jones – Filing deadlines, Measure B Oversight Committee, Fire Department no ladder truck? Mike Comfort-Oversight Committee. Ms. Suarez-Oversight Committee. Terri Comfort-Fire Department for 800 people, contract with other Fire Department. Don Cain-Fire report on house fire. Ruby Fowler-Oversight board disbanded? Michelle Burke-All points everyone said.

4. COMMUNICATIONS

- A. None.

5. CONSENT CALENDAR

- A. None.

6. PUBLIC HEARINGS

2113733.1 11571-009 AMERICANS WITH DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to Yvonne.zepeda@cityofisleton.com at least 48 hours prior to the meeting.

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

- A. **SUBJECT:** None.

7. OLD BUSINESS

- A. **None.**

8. NEW BUSINESS

- A. **SUBJECT:** Consider adoption of Ordinance No. 2021-006 "An Urgency Ordinance of the City of Isleton Establishing a Special Transactions and Use Tax for Fire Protection Services to be Administered by the California Department of Tax and Fee Administration, Subject to Adoption by the Electorate."

RECOMMENDATION: Staff respectfully recommends that the City Council approve Ordinance No. 2021-006.

ACTION: Councilmember Paul Steele motion to respectfully recommend that the City Council approve Ordinance No. 2021-006. Mayor Eric Pene second the motion. **AYES:** Councilmember's Paul Steete, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

- B. **SUBJECT:** Consider adoption of Resolution No. 022-21 "A Resolution of the City of Isleton Placing an Ordinance Measure on the November 2, 2021 Ballot that Establishes a One-Half Cent Special Transactions and Use Tax for Fire Protection Services; Requesting that the Sacramento County Board of Supervisors Conduct the Election; Authorizing the Mayor to Prepare a Written Argument in Support of the Tax Measure; and Directing the City Attorney to Prepare an Impartial Analysis of the Measure."

RECOMMENDATION: Staff respectfully recommends that the City Council approve Resolution No. 022-21.

ACTION: Councilmember Paul Steele motion to respectfully recommend that the City Council approve Resolution No. 022-21. Mayor Eric Pene second the motion. **AYES:** Councilmember's Paul Steete, Iva Walton, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 4-0.**

9. COUNCIL REPORTS AND COMMITTEE UPDATES

- A. Councilmember Vacant
- B. Councilmember Paul Steele-None.
- C. Councilmember Iva Walton-None.
- D. Vice Mayor Pamela Bulahan-None.
- E. Mayor Eric Pene-Reg. Comments-

10. STAFF GENERAL REPORTS AND DISCUSSION

- A. City Manager Report – None.
- B. Fire Chief Report – None.

11. ADJOURNMENT

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR, Eric Pene

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

CITY OF ISLETON

Special City Council Meeting Minutes

Thursday, September 9th, 2021 at 6:30pm

208 Jackson Boulevard

Isleton, California 95641

You can call in via zoom or join our public meeting

TELECONFERENCE MEETING

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

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Mayor Eric Pene called to order 6:30pm
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Councilmember's Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene, City Manager Charles Bergson. ABSENT: Councilmember Iva Walton.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

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

ACTION: None.

4. COMMUNICATIONS

- A. None.

5. CONSENT CALENDAR

- A. SUBJECT: None.

6. PUBLIC HEARINGS

- A. SUBJECT: 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.

7. OLD BUSINESS

- A. **SUBJECT:** Resolution No. 023-21, a Resolution of the City Council of the City of Isleton, State of California, amending the Housing Element of the Isleton General Plan.

RECOMMENDATION: That City Council amends the County General Plan to update the Housing Element as set forth in exhibit A, attached hereto and direct staff to complete any minor, administrative changes to the Housing Element that are necessary or required by the State of California Department of Housing and Community Development for certification.

ACTION: Mayor Eric Pene motion that the City Council amends the County General Plan to update the Housing Element as set forth in exhibit A, attached hereto and direct staff to complete any minor, administrative changes to the Housing Element that are necessary or required by the State of California Department of Housing and Community Development for certification. Councilmember Paul Steele second the motion. **AYES:** Councilmember's Paul Steele, Vice Mayor Pamela Bulahan, Mayor Eric Pene. **NOES:** None. **ABSTAIN:** None. **ABSENT:** Councilmember Iva Walton. **PASSED 3-0.**

8. NEW BUSINESS

- A. **SUBJECT:** None.

9. COUNCIL REPORTS AND COMMITTEE UPDATES

- A. Councilmember Vacant
- B. Councilmember Paul Steele – None.
- C. Councilmember Iva Walton – Absent.
- D. Vice Mayor Pamela Bulahan – None.
- E. Mayor Eric Pene – None.

10. STAFF GENERAL REPORTS AND DISCUSSION

- A. City Manager Report – None.
- B. Fire Chief Report – None.

11. ADJOURNMENT

AYES:
NOES:
ABSTAIN:
ABSENT:

MAYOR, Eric Pene

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

City of Isleton

City Council Staff Report

DATE: September 21, 2021

ITEM#: 7.A

CATEGORY: Old Business

TRANSBAY CHALLENGE 3 SPECIAL EVENT LICENSE, OCTOBER 30, 2021 APPLICANT; EMERALD FARM TOURS, LLC

UPDATE: At the Council meeting of September 14, the Council tabled action on this permit request in order to receive reports from the City Attorney and the City's insurance agent. The meeting was continued to a special meeting for September 21. However this meeting was canceled as the applicant had revised his permit in view of comments received at the September 14 meeting. This revised permit was received on September 20, prompting the cancellation of the special meeting and moving the permit application to this meeting.

The salient changes to the permit application (attached) are that the cannabis vendors are relocated from Main Street to private property on H Street. The non-cannabis vendors are relocated from the E- F Street segment of Main Street to the F-H Street segment. There will be no use of the E-F Street segment for this event. All other terms and conditions do not change. There will be no cannabis consumption or sales on public property.

The City Attorney has reviewed this permit application and finds that it complies with the laws and regulations of the City and State. The City's insurance carrier has forwarded the City's insurance standards for professional liability, general liability, auto liability and workmen's compensation. The applicant states that they have the insurance capacity to meet City requirements.

The previous Council report from September 14, 2021 is included with this report.

RECOMMENDATION:

Staff recommends City Council Emerald Farm Tours application and grant a Special Event License for Transbay Challenge 3 for October 30th, 2021; subject to the following conditions of approval:

1. The Applicant shall apply for and have approved by City staff all supplementary permits to the Special Event License, including but not limited to building and encroachment permits.
2. The applicant/developer/operator shall be responsible to pay all sales, use, business and other applicable taxes, and all license, registration, and other fees and permits required under federal, state and local law and pursuant to Development Agreement 2018-06.

3. The applicant shall provide a security plan that includes participation of public safety officers authorized to enforce laws in the State.

4. The Applicant shall submit all remaining application materials currently pending including proof of insurance, Bureau of Cannabis Control Temporary Cannabis Events Permit, Proof of owner consent for temporary parking use, and proof of retained medic ambulance services.

5. Any amendments to this use permit application, or changes in to the business plan, will require the applicant to submit an amended use permit application for approval by the City.

=====previous Council report from 09-14-21=====

BACKGROUND

Emerald Farm Tours, LLC has submitted a special event license application packet for a proposed 1-day festival along the City's Main Street for October 30th, 2021. The event would be a Halloween-themed cannabis festival requiring the closure of Main Street to outside traffic and including live music, food trucks, vendors, and licensed cannabis sales.

Staff is presenting the Transbay Challenge 3 application to City Council for discretionary review of a Special Event License.

DISCUSSION

Overview

Transbay Challenge 3 would, if approved, take place on October 30th, 2021 from 12 pm to 10 pm. The event would close Main Street from E street to H Street including China Park (44 Main Street) from 6pm Friday October 29th to 12 pm Sunday, October 31st. A site plan and traffic plan has been included with this report as part of the special event license application (Attachment 1).

The event will be separated into cannabis and non-cannabis vendor zones with both requiring ticketed entry and age-restricted to persons 21 or older. A live music stage will be erected at the empty lot at 42 Main Street.

The event is expected to draw upwards of 3,000 attendees. The applicant has submitted plans for adequate security, fencing, traffic control, toilets, and parking (see attachment 2, Special Event Supplemental Package).

Fee Considerations

All cannabis sales from Transbay Challenge 3 will be covered under 66 Main Group, LLC's (dba Delta Boyz) Conditional Use Permit CUP 09-18. This means 66 Main group

will be responsible for documenting sales from the event and paying the required gross revenue fee per their development agreement with the City.

A condition has been added to the City Council's approval of the Transbay Challenge 3 special event license requiring fee documentation and submittal pursuant to the 66 Main Group Development Agreement.

Pending Submittals

Emerald Farm Tours's application notes that several items required for the Special Event License are pending approval by outside agencies and private individuals (see Attachment 1 "pending items"). These items include:

- Proof of insurance. The applicant has initiated an application for event insurance from Coastal Brokers, but has not yet obtained and submitted proof of insurance to the City.
- CA BCC Temporary Cannabis Events Permit. State law requires cannabis events to receive permits from the Bureau of Cannabis Control (BCC). The applicant shall be required to submit proof of state licensing to the City.
- Parking Plan. While the applicant has submitted a site plan showing adequate parking for the event with the use of the private lots at 401 6th Street and 100 H street, owner consent of this property use has not been confirmed as of yet. The applicant shall be required to submit proof of owner consent for use of private property to the City.
- Medic ambulance services. Additional medic and ambulance services are required to supplement City resources for events of this size. The applicant shall be required to submit proof of retained medic ambulance services to the City.

All of the above are attached to the City Council's approval as conditions.

FISCAL IMPACT

The City is expecting to receive an estimated \$20,000 from an increase in sales tax and a gross revenue fee on cannabis sales.

RECOMMENDATION

Staff recommends City Council Emerald Farm Tours application and grant a Special Event License for Transbay Challenge 3 for October 30th, 2021; subject to the following conditions of approval:

1. The Applicant shall apply for and have approved by City staff all supplementary permits to the Special Event License, including but not limited to building and encroachment permits.
2. The applicant/developer/operator shall be responsible to pay all sales, use, business and other applicable taxes, and all license, registration, and other fees and permits

required under federal, state and local law and pursuant to Development Agreement 2018-06.

3. The applicant shall provide a security plan that includes participation of public safety officers authorized to enforce laws in the State.

4. The Applicant shall submit all remaining application materials currently pending including proof of insurance, Bureau of Cannabis Control Temporary Cannabis Events Permit, Proof of owner consent for temporary parking use, and proof of retained medic ambulance services.

5. Any amendments to this use permit application, or changes in to the business plan, will require the applicant to submit an amended use permit application for approval by the City.

=====end of previous Council report from 09-14-21=====

Prepared & reviewed by Charles Bergson, City Manager
Submitted by Yvonne Zepeda, Deputy City Clerk



ATTACHMENTS

1 – Special Event License Application

2 – Special Event Supplemental Package.

Transbay Challenge 3 City of Isleton Event Permit Application

(Revised 9/20/21)

Executive Summary
Site Plan
Traffic Plan
Security Plan
Vendor (Non-Cannabis) Plan
Permitted Cannabis Sales Zone Plan
Waste Management Plan
Promotional & Advertising Exhibits
Pending Items

Executive Summary

Dear City of Isleton Councilmembers,

Transbay Challenge is in its third year since its inception in 2019. This event celebrates our legal cannabis culture and marketplace by bringing together the top regional brands and entertainment to create an immersive, cannabis-centric festival experience. The first two Transbay Challenges focused on highlighting the best of the Bay Area; but we know California is a massive state with many regions and diverse products and people. As such, we arrived in Isleton as the neutral challenge grounds for a competition pitting the Best in the Bay against the Best in the Delta.

On behalf of Jimi Devine, The Delta Boyz, and Emerald Farm Tours, I thank you for your consideration of this permit application and we look forward to working with the City of Isleton on this fun-filled, full-day event. We anticipate a wonderful time will be had by all, and are working toward the mutual success for Transbay Challenge and the City of Isleton and its community of residents and businesses.

Should you have any questions for us along this process, please feel free to contact me directly at (510) 666-5953 or via email at victor@emeraldfarmtours.com. We are at your service.

Thank you,

Victor Pinho

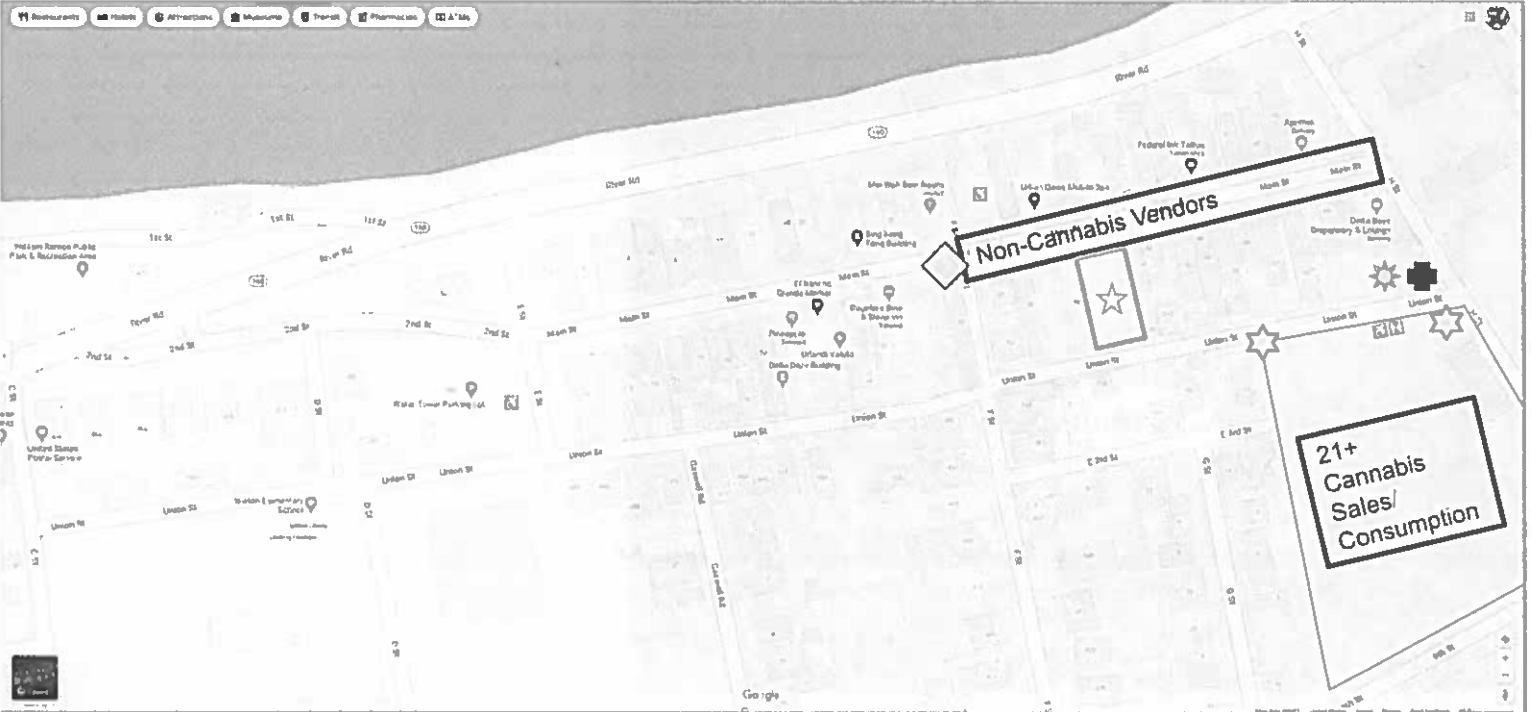
CEO

Emerald Farm Tours, LLC

EmeraldFarmTours.com




Site Plan

- ➦ First Aid Tent
- ☀️ 6 kW Light Tower
- ★ Stage Area (See Stage Plan)
- ★ Age-Restricted Checkpoint
- ◇ Main Entrance / Exit
- ♿️ Accessible Restrooms
- 🚻 Restrooms

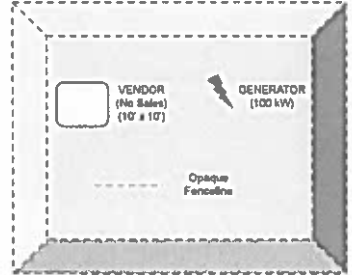


Site Plan - Supplemental Parking



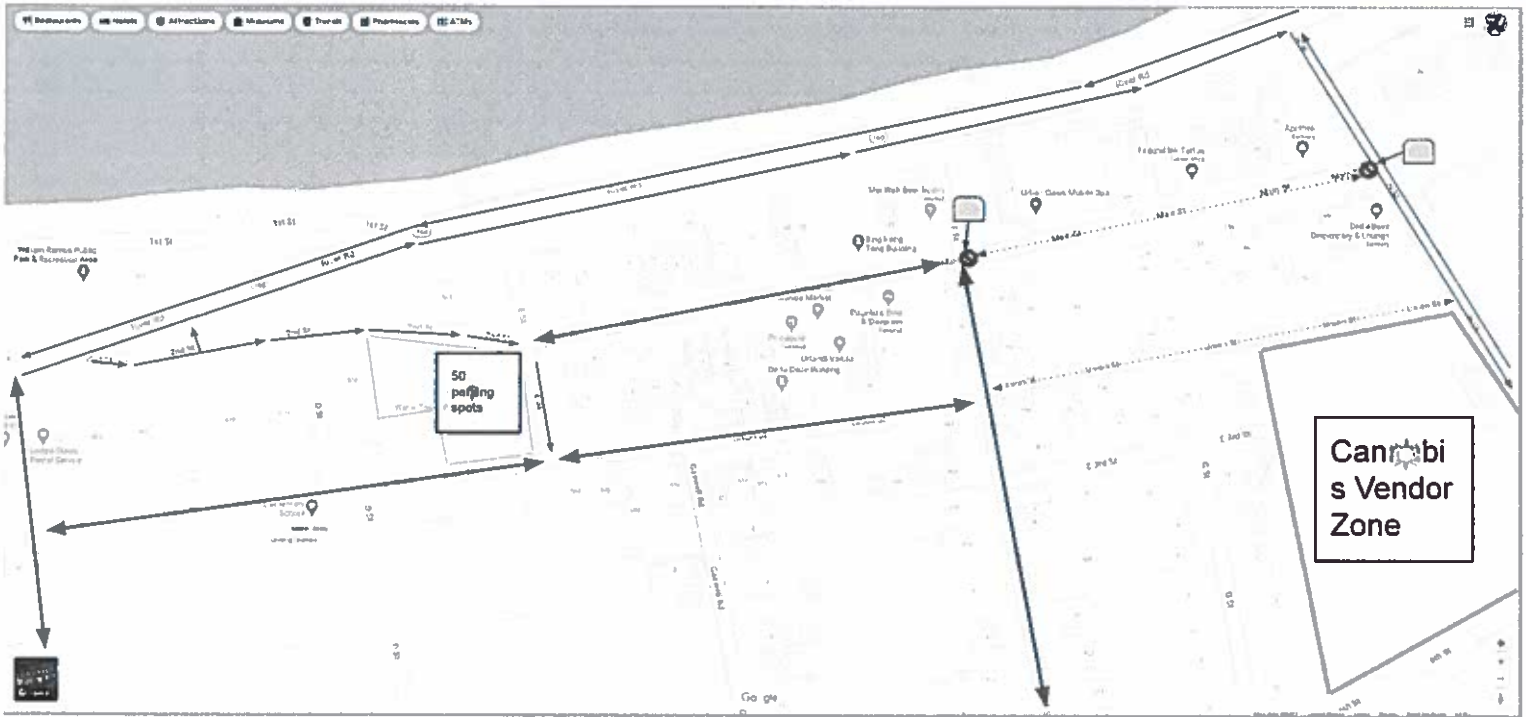
-  6 kW Light Tower
-  Accessible Restrooms  Restrooms

Site Plan - Stage Plan



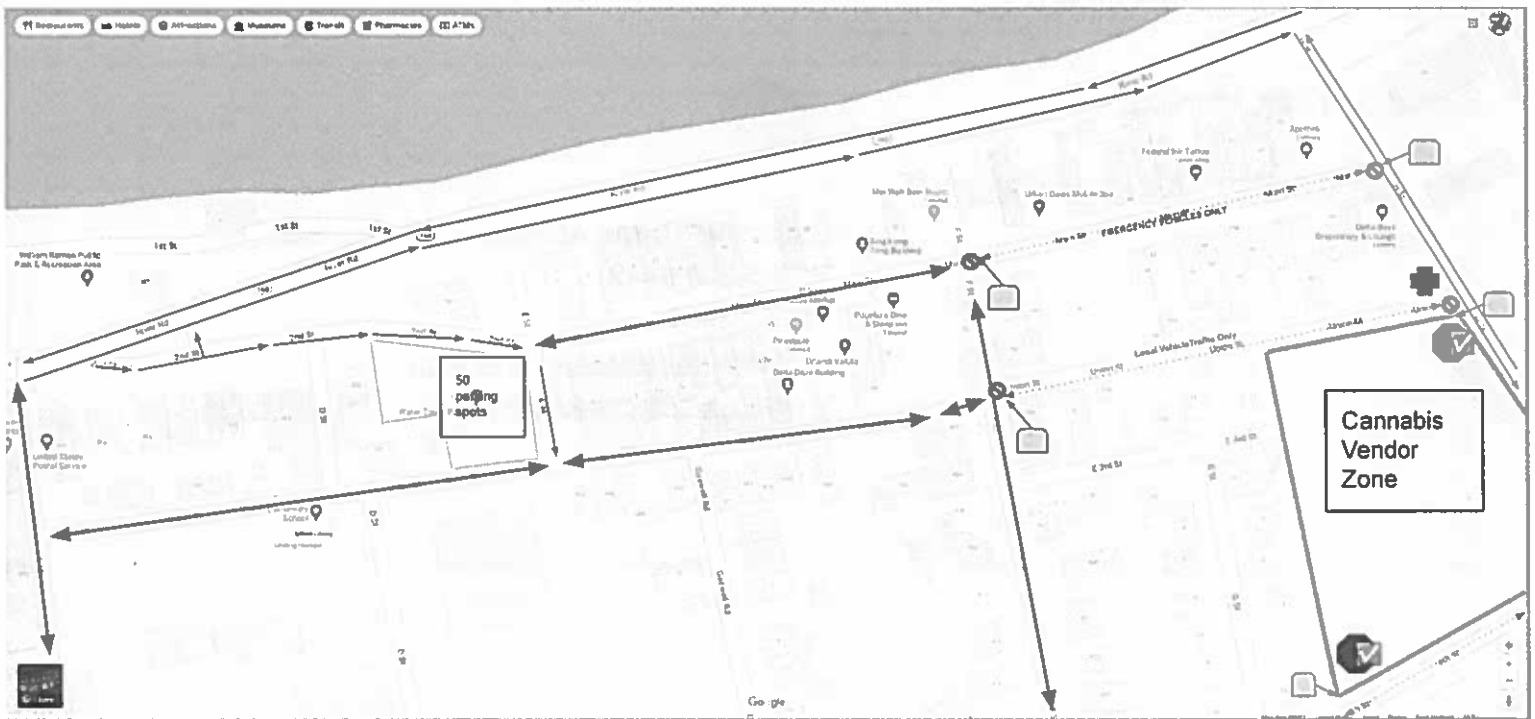
Traffic Plan

Road Closure:  Fire Access Gate:  Fire Access Lane:  Two-Way Traffic:  One-Way Traffic: 



Security Plan

Road Closure: Fire Access Gate: Fire Access Lane: Two-Way Traffic: One-Way Traffic: First Aid Tent:



Security Plan (cont.)

Security Plan Vendor

- Supporting Documentation



California Crime Abatement Team, Inc.

P: 925.308.6442

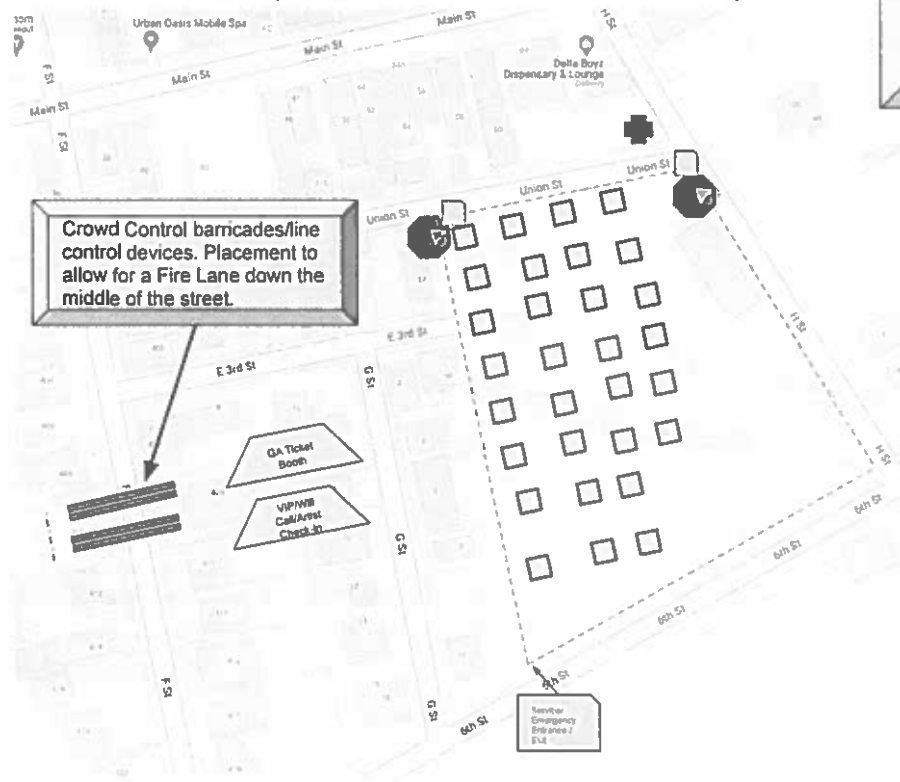
PPO :120661

Website: www.ccatsecurity.com

Video: www.dropbox.com/t/DYGAJhvt2HrEjZle

Vendor Plan (Cannabis Vendors)

	Entry/Exit Gate (2 guards per entry)		Opaque Fenceline
	10' x 10' Booth		First Aid Tent
	First Aid Tent		21+ ID Checkpoint






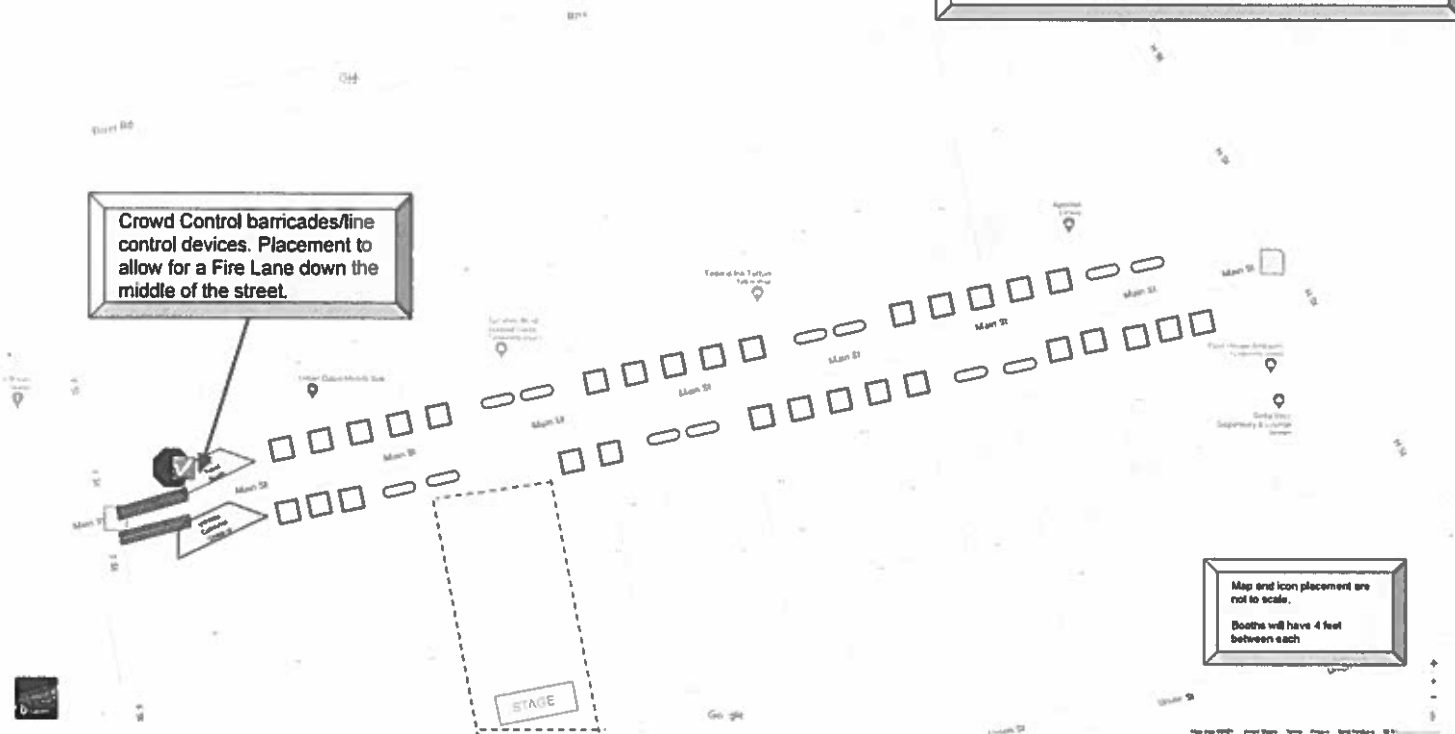
Crowd Control barricades/line control devices. Placement to allow for a Fire Lane down the middle of the street.

QA Ticket Booth
VIP/MB Call/Arrest Check-in

Vendor Emergency Entrance / Exit

Vendor Plan (Non-Cannabis Vendors)

 Entry/Exit Gate	 Picnic Table
 10' x 10' Booth	



Waste Management Plan

Garbage stations will consist of three event carts (compost, recycling, and trash) and will be placed at strategic locations on and around Main Street, inside stage area, and around parking areas. Our event team will manage waste and clean-up from end-to-end.

One 20 yd roll-off box will be placed behind the 66 Main Street property. Event clean-up crews will walk around event areas cleaning up garbage, spills, sweeping streets, and emptying garbage stations when full. Event carts will be wheeled over to the 66 Main Street dumpster when full, emptied, and returned to the respective garbage station immediately.

Atlas Waste Management will provide:

One (1) 20yd roll-off box into which we will empty the carts during the event

Twenty (25) trash carts

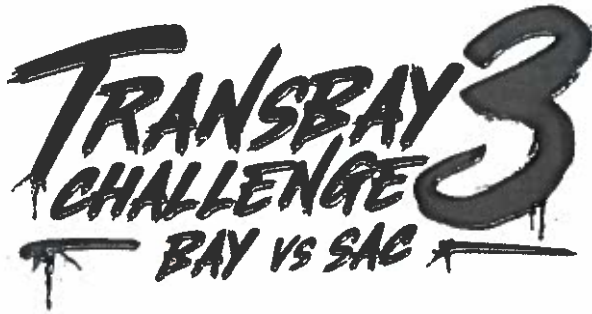
Twenty (25) recycling carts

Ten (10) green waste/compost



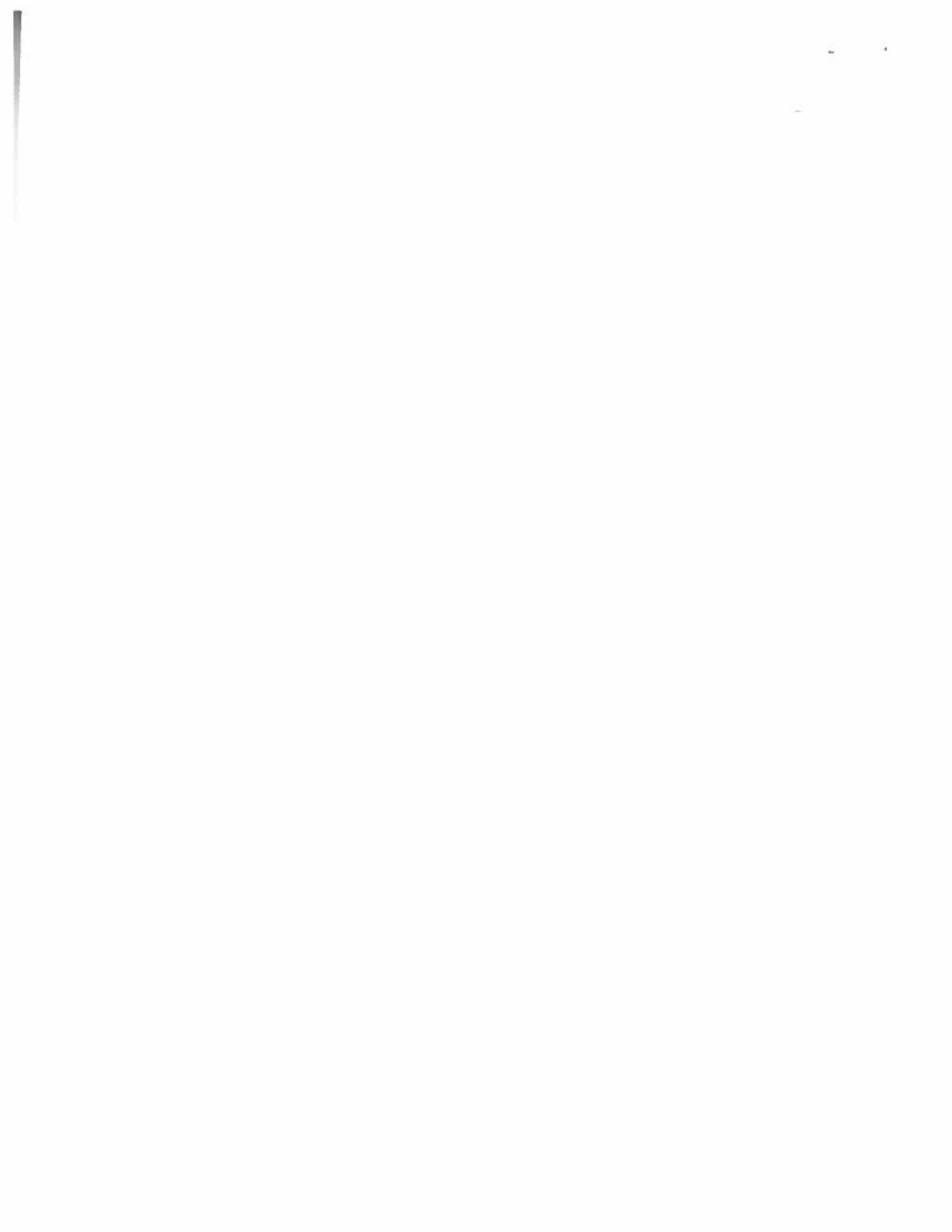
Promotional & Advertising Exhibits

Event Artwork & Social Media Post



Pending Items

1. CA BCC Temporary Cannabis Events Permit (Pending; expected approval by Sept 6th)
2. Landlord Letters of Intent to Rent the following parcels: - RESOLVED
 - a. 44 Main St - Stage Location (Requested; pending)
 - b. 401 6th St - Parking Lot (Requested; pending)
 - c. Lot @ H St. & Union St - Vendor/Staff/VIP Parking Lot (Requested; pending)
3. Electrical Generator Permit (Application in process)
4. Medic Ambulance - Event Standby Services (Quote requested; pending)
5. Event Insurance - Coastal Brokers (Quote requested; pending) - RESOLVED



RECEIVED

SEP 20 2021

SEP 20 2021

To: Charles Bergson, City Manager
City of Isleton
101 2nd Street
Isleton, CA 95641

From: Victor Pinho, CEO
Emerald Farm Tours, LLC
20084 Catalina Drive
Castro Valley, CA 94546

RE: Letter of Intent to Rent Property to Emerald Farm Tours, LLC on October 30, 2021

Dear Mr. Bergson,

As the property manager/owner for the property located at 100th street
in Isleton, California, it is my intent to lease the above state property to Emerald Farm Tours,
LLC for use during the Transbay Challenge 3 event on October 30, 2021.

Sincerely,

Luca Beccardi (property owner/manager signature)

Owner/Manager Full Name: Luca Beccardi

Address: 101st St

Phone: 916-777-5866

Email: _____

To: Charles Bergson, City Manager
City of Isleton
101 2nd Street
Isleton, CA 95641

From: Victor Pinho, CEO
Emerald Farm Tours, LLC
20084 Catalina Drive
Castro Valley, CA 94546

RE: Letter of Intent to Rent Property to Emerald Farm Tours, LLC on October 30, 2021

Dear Mr. Bergson,

As the property manager/owner for the property located at 101 2nd St, Isleton in Isleton, California, it is my intent to lease the above state property to Emerald Farm Tours, LLC for use during the Transbay Challenge 3 event on October 30, 2021.

Sincerely,

 (property owner/manager signature)

Owner/Manager Full Name: MARK S YANSON

Address: 6162 MULBERRY AVE. AMADOR CA 95301

Phone: 209-270-7891

Email: MARKSYANSON@YAHOO.COM.

APPLICATION FOR SPECIAL EVENT LICENSE

CITY OF ISLETON

PO Box 716, 101 Second Street, Isleton, CA 95641
Telephone (916) 777-7770 Fax (916) 777-7775

DATE 8 / 30 / 21 FIRST DAY OF BUSINESS: 8 / 31 / 21
NAME OF EVENT TRANSBAY CHALLENGE 3
OWNER(S) (Last, First, MI) OR CORPORATION EMERALD FARM TOURS, LLC
MAILING ADDRESS 1570 The Alameda, Suite 200, SAN JOSE, CA 95126
NAME OF BUSINESS (D.B.A.) _____
BUSINESS MAILING ADDRESS SAME AS ABOVE
PHONE NUMBER 1-866-216-9970 EMERGENCY PHONE 510-666-5953
OWNER(S) SOCIAL SECURITY NUMBER(S) 144-76-9350
FEDERAL EMPLOYER I.D. # (FEIN) 82-4240364
STATE EMPLOYER I.D. # (SEIN) 201803010648
STATE BOARD OF EQUALIZATION RESALE PERMIT # N/A
TYPE OF OWNERSHIP Sole Ownership Partnership _____ Husband/Wife _____ Corporation _____ Joint Venture _____
TYPE OF BUSINESS YOU INTEND TO OPERATE EVENT PRODUCTION / TOURS
Describe the activities of your business (include type of product, services, etc.) Annual EVENT/one
TIME EVENT - CANNABIS-THEMED OUTDOOR FESTIVAL

Will the following materials be dispensed, stored, distributed, or used in the normal course of your business activity?

- 1 Food or drink intended for human consumption Yes _____ No
- 2 Alcoholic Beverages Yes _____ No
- 3 Do you anticipate the use, storage, or handling of hazardous materials (solvents, fuels, paint, Etc) in your business which at any one time will exceed the following amounts?
(The listed amounts apply regardless of the individual container size)
55 Gallons (Liquids) 500 Pounds (Solids) 200 cubic Feet (Gases) Yes _____ No
- 4 Will your business operations result in the generation of any hazardous wastes? Yes _____ No

*****IMPORTANT - - - PLEASE READ THE INFORMATION BELOW*****

BUSINESS LICENSES ARE ISSUED SUBJECT IN PART TO THE INFORMATION PROVIDED BY APPLICANTS ANY CHANGE IN THE INFORMATION PROVIDED MAY INVALIDATE THE BUSINESS LICENSE. THE GENERAL BUSINESS LICENSE IS NOT TRANSFERABLE TO A NEW OWNER, NEW TYPE OF BUSINESS ACTIVITY, OR LOCATION

IT IS THE RESPONSIBILITY OF ALL BUSINESS LICENSE APPLICANTS TO IDENTIFY AND OBTAIN ALL SPECIAL PERMITS AND APPROVALS REQUIRED BY FEDERAL, STATE, OR COUNTY REGULATION. IT IS ALSO THE RESPONSIBILITY OF THE APPLICANTS TO COMPLY WITH ALL CITY BUILDING AND ZONING REGULATIONS AND ORDINANCES. FAILURE TO DO SO MAY INVALIDATE YOUR RIGHT TO DO BUSINESS IN THIS CITY AND IN ADDITION MAY SUBJECT YOU TO PENALTIES AND LEGAL SANCTIONS. ALL OTHER LICENSE AND/OR PERMIT FEES ARE NON-REFUNDABLE.

THIS APPLICATION IS PUBLIC RECORD.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:



Signature of Applicant

8/30/21
Date



CITY OF ISLETON

RECREATION AND COMMUNITY SERVICES

101 2nd Street • Isleton, CA 95641

(916)-777-7770 • FAX: (916) 777-7775

TEMPORARY USE

APPLICATION: SPECIAL EVENT

QUESTIONNAIRE

Please complete all information; do not leave any spaces blank. Write N/A in spaces that do not pertain to your event. **Incomplete Applications will not be processed.** Please use dark blue or black ink. A non-refundable Application Fee is due upon submittal of this proposal.

Event Information

Name of Event: TRANSBAY CHALLENGE 3

Description of Event: HAUNTED CANNABIS CENTRIC STREET FESTIVAL
ON MAIN ST IN ISLETON, CA

Set-up Date(s): 10/29/21 / 10/30/21 /
List each set-up date

Set-up Time(s): 6p to 10p / 6am to noon /
List hours for each date indicated above (e.g., 9 a.m. – 10 a.m.)

Event Date(s): 10/30/21 /
List each event date

Event Time(s): NOON - 10pm /
List hours for each date indicated above (e.g., 10 a.m. – 5 p.m.)

Tear-down Date(s): 10/30/21 / 10/31/21 /
List each tear-down date

Tear-down Time(s): 10p - 11:59p / 6A - 8AM /
List hours for each date indicated above (e.g., 10 a.m. – 5 p.m.)

Proposed Location of Event: Please list all facilities to be used, including buildings, parking lots, streets, parks, etc.

Facility Delta Boyz Dispensary Location(s) 606 main st

Facility Lot Location(s) 401 6th St

Facility Lot Location(s) Union & Hst.

Facility Lot Location(s) 44 MAIN ST

Name of property owner where event is to be held: Delta Boyz - 606 MAIN, LLC

Has this event ever been held at other location(s)? Yes No

If yes, where and when? Aug 7, 2021 - SKYLAB OAKLAND

Will there be an admission charge? No Yes Amount: \$30

Expected daily attendance: 3000 Peak attendance: 2000

Time of Day: 4pm qty: 2000

Describe audience and anticipated demographics: 21+, CANNABIS-focused,
All Demographics

Will there be amplified entertainment or speeches? Yes No

If yes, describe: LIVE MUSIC ON STAGE FROM NOON TO 10pm

Will there be any items sold? Yes No

If yes, describe: Vendors, Food Trucks, Licensed CANNABIS SALES

Will there be contracted concessionaires? Yes No

If yes, describe: FOOD TRUCKS; Local Businesses on MAIN ST

How close are the nearest residences? ON MAIN ST Along event location

Garbage receptacles are mandatory.

City services will be needed for garbage receptacles (fees apply).

Garbage receptacles will be provided, maintained, and emptied by the applicant.

Recycling containers are mandatory.

City services will be needed for recycling containers (fees apply).

Recycling containers will be provided, maintained, and emptied by the applicant.

Will you need City water connections (fees apply)? Yes No

If yes, describe: _____

What time will water need to be supplied? N/A

Will you need City electrical connections (fees apply)? Yes No

If yes, describe (Include voltage; 110v or 220v, and number of amps used by each item of equipment, and a total amperage). Submit an Electrical Service Plan:

N/A

Please indicate whether any of the following will be at the event.

Tents?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Size(s)/Quantity: 12 - 10' x 20' (max)
Canopies?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Size(s)/Quantity: 60 - 10' x 10'
Open Flames/Cooking?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Explain: N/A
Self-Contained Cooking Trailers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Explain: FOOD TRUCKS
Fireworks?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	Explain:
Temporary Fencing?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Height: 7' tall; opaque
First Aid Stations?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: 1 + EMS STANDBY
Portable Toilets?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: 30 + Accessible
Electric Generators?*	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: 2
Carnival/Amusements?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Quantity: 1 - HAY RIDES
Spotlights?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Explain: 2x Security lighting

*If generators are required, an electrical permit must be obtained from Community Development (fees apply).

Description of any other activities at the event: CA BCC licensed CANNABIS SALES & consumption (21+)

List sponsor(s) of the event: EMERALD FARM TOURS, THE DELTA BOYZ, Jimi Deane

What type of advertising/promotion will you be doing prior to the event?

<input type="checkbox"/> Radio N/A	What Stations?	# of spots?
<input type="checkbox"/> Television N/A	What Stations?	# of spots?
<input type="checkbox"/> Newspaper Ads N/A	Which ones?	# of ads?
<input checked="" type="checkbox"/> Press Releases	Where Distributed? LOCAL + CANNABIS NEWS OUTLETS	
<input checked="" type="checkbox"/> Flyers/Posters	Where Posted? SOCIAL MEDIA	
<input checked="" type="checkbox"/> By checking this box, I certify that no advertising/promotional materials will have information that conflicts with the information provided in this questionnaire. Copies of all event flyers, posters, and advertisements to be used for the event are attached.		

What type of advertising/promotion will be displayed during the event?

	Describe:	Size?
<input checked="" type="checkbox"/> Banners	STAGE and Tancing Banners	Not to exceed 10' x 10'
<input type="checkbox"/> Inflatables	N/A	
<input type="checkbox"/> Other	N/A	

Alcohol Information

(N/A)

Will there be alcohol? Yes No
 If No, skip to Security Information Section.

Will alcohol be sold at the event? Yes No

Will alcohol be given away at the event? Yes No

Will alcohol be brought into the event by attendees? Yes No

Will alcohol be included in ticket/admission price? Yes No

Is event within 300' of a church or school property line? Yes No

Will 50% or more of the gross revenues from the event be derived from alcohol sales?
 Yes No

Has the applicant/organization ever had a liquor license or event permit denied, revoked, or suspended?
 Yes No

If yes, explain: _____

How will event attendees of legal drinking age (21) be identified?

Attach a copy of approved Special Event Liquor License Application or Permit.

Security Information

Name of Responsible Person to be present at event: VICTOR PINHO / CCAT, INC

Home Address: 20084 CAROLINA DR CASTRO VALLEY CA 94546

Business Address: SAME

Home Phone: 510-666-5953 Business Phone: SAME

Pager Number/Cell Phone No. of Person at event: 510-666-5953

Type of Private Security Personnel/Company Name* CCAT, INC

Number of Security Personnel: 30+

How will they be identified? Uniformed guards

****After reviewing the permit application, the City may require the use of off duty Sacramento County Sheriffs, paid for by the applicant.***

~~Parades, Motorcades, Running/Walking/Cycling/Skating Events (if applicable) N/A~~

~~Location of Assembly Area: _____ Assembly Time: _____~~

~~Location of Disassembly Area: _____ Disassembly Time: _____~~

~~Description of Participating Units (motorized, animals, floats): _____~~

~~Number of Participating Units: _____~~

Illustrative Site Plans

Site Plan - A Site Plan of the event area indicating the location(s) of equipment and activities must be submitted with this Application. Please include location of:

- | | | |
|------------------------------------|-----------------------------------|--------------------|
| Stage(s)/Amplified sound equipment | Controlled access/Admission areas | Water service |
| Merchandise/Food vendors | Open flames/Cooking areas | Tents/Canopies |
| First aide/Emergency stations | Carnival/Amusement rides | Fencing |
| Activity/Amusement area | Handicap parking/Access areas | Emergency access |
| Recycling/Trash receptacles | Liquor distribution/Control areas | Portable restrooms |

Street Closures and Public Access - A Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs and barricades, and street closures must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area. Include/indicate the proposed parade/race route, if applicable. Street closures are primarily intended for parades, races, and events that must take place within the street. Applicant must notify merchants and/or residents affected by the street closure no later than 14 business days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the Recreation and Community Services office no less than 14 business days prior to the event.

Electrical Service Plan - An additional plan must be submitted for electrical service usage showing layout of extension cords, spider boxes, generators and anticipated amperage draw.

Note: Please submit all plans on 8 1/2 x 11" paper and attach to Application.

Vendor Information

Applicant/Organizer is required to provide a list of all individuals scheduled to sell merchandise, food, or other items. The information must include company names, contact persons, addresses, phone numbers and city Business License numbers if applicable. Vendors must have a current Isleton Business License or obtain a one-day Business License.

Applicant Information

Name of Primary Contact (first, middle, last): Victor Hugo Pinho
Street Address: 20084 Catalina Dr
City: Castro Valley State: CA Zip: 94546
Home Phone: _____ Work Phone: _____ FAX # _____
Cell Phone: 510.666.5953 Email Address: VICTOR@emeraldfarm-tours.com
Driver's License Number/State: CA F 3497520
Name of Corporation/Organization (include D.B.A. name if applicable): _____
EMERALD FARM TOURS, LLC
State of Incorporation: CA Tax I.D. No.: Attached
Sales Tax No.: Applied (Isleton, CA)
Business Street Address: 20084 Catalina Dr
City: Castro Valley State: CA Zip: 94546
Mailing Address (if different than above): _____
City: _____ State: _____ Zip: _____

Insurance

For events occurring on City-owned property, the applicant must provide evidence of insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Isleton as additional insured. The endorsement must indicate the dates, times, and location of the event. The person/organization listed on the endorsement must be the applicant. Please have your insurance provider address the insurance documents to the attention of Parks and Recreation, no later than **2 business days prior** to the event date. Minimum limits are as follows

- \$ 1,000,000 per occurrence
- \$ 1,000,000 aggregate
- \$ 1,000,000 automobile liability (or non-owned automobile liability)
- \$ 1,000,000 liquor liability insurance

Additional limits may be required after review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement.

Indemnity

The applicant agrees to defend, indemnify, and hold harmless the City of Isleton, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including, but not limited to, attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

Certification

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the Temporary Use Permit for this Special Event permit is not transferable to any other individual or group.

Applicant's Signature: _____

Date: 8/31/21

OFFICE USE ONLY	
Date Rec'd. _____	Staff Initials _____
Fee Paid _____	Receipt # _____
Level Assignment (A, B or C): _____	



City of Isleton

101 Second Street P.O. Box 716 Isleton, California 95644
Tel: 916-777-7770 Fax: 916-777-7775 Info: yvonne.zepeda@cityofisleton.com

Release of Liability

The undersigned hereby releases the City of Isleton from liability for any act of negligence or want of ordinary care on the part of the City of Isleton and/or any of its agents. In consideration of its participation, the sponsoring organization holding the event/festival, its representatives, any and all other participants hereby waive, release, and discharge the City of Isleton, its directors, officers, agents, and employees from any and all claims of liability for injury or damages to the organization, its animals, or property arising out of its participation. This agreement is binding upon its executors, heirs, and assigns.

The undersigned hereby acknowledges that this Release of Liability has volunteers read and understands in full all contents contained therein.

Name VICTOR PINHO Address: 20084 CATALINA DR Signature [Signature]
Please Print Please Print

Phone #: 510-666-5953 Cell #: SAME

Name: _____ Address: _____ Signature: _____

Phone #: _____ Cell #: _____

Name: _____ Address: _____ Signature: _____

Phone #: _____ Cell #: _____

Signed by _____ Signed by _____
(President or Representative) (Secretary or Representative)

Phone #: 510-666-5953 Cell #: 510-666-5953

Event Date(s): 10/30/21 Email: VICTOR@emeraldfarmtoys.com

Hours from 12 pm to 10 pm

===== Staff Only =====

EXPIRES: _____

Witnessed By: _____ Date: _____

Title City Clerk Fire Chief City Manager

CITY OF ISLETON
APPLICATION FOR ENCROACHMENT ON CITY STREETS

To: City Building Inspector

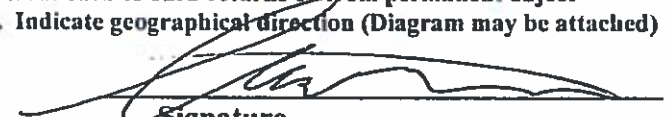
From: EMERALD FARM TOURS, LLC 20084 CATHUWA DR 510-666-5953
Name, Firm or Agency Address, City CASTRO VALLEY Phone Number
CA 94546

I (we) hereby apply for an encroachment permit to carry out the following work:
EVENT ON MAIN ST (BTW EST + H ST.)

Estimated date of encroachment: 10/29/21 - 6pm
Estimated date of completion: 10/31/21 - 8am

DIAGRAM OF LOCATION OF PROPOSED WORK

Note: Show dimension referenced from curb to curb returns or from permanent object in vicinity of encroachment. Indicate geographical direction (Diagram may be attached)


Signature

Please contact Building Official when job is completed: 916-777-7770

ENCROACHMENT PERMIT GRANTED

DATED: _____ City Building Inspector

PAVEMENT REPLACEMENT CHARGE:

Sq. Ft. of Pavement	_____	Cost per Sq. Ft. <u>\$0.60</u>	Pavement Cost	\$	_____
Permit Fee					<u>\$150.00</u>
Inspection Fee					<u>\$49.50</u>
Other Charge					\$
Admin. Fee					<u>\$35.00</u>
TOTAL CHARGES					\$

Payment - Check No: _____ Less Amount Paid \$ _____
Balance Due \$ _____

Final Date: _____

Transbay Challenge III - Encroachment Summary

Transbay Challenge 3: Nightmare on Main St will be taking place in Isleton on Saturday, October 30, 2021; the event times are from noon to 10pm.

We are requesting an encroachment on Main Street from E Street to F Street and F Street to H Street starting from 6pm on Friday, October 29, 2021 and ending by 8am on Sunday, October 31, 2021. The time requested beyond the scheduled event times are to allow for site prep and setup, event vendor load-in/load-out, event strike, and post-event cleanup.

From E street to F street we will be hosting vendors, community organizations, and food trucks. From F Street to H Street we will be setting up a 21+ only access, cannabis sales, and consumption zone. A stage for music will be located in the grass lot next to the park at 42 Main Street.

Per the 72-hour notice requirement, on Tuesday, October 26th we will be setting out "No Parking" signs at 100-foot intervals along both sides of Main Street, beginning at E Street and continuing all the way to H Street. We will contract with a local tow service to ensure the street is completely cleared for the event load-in.

There will be "Detour" signs located at E street and Main, as well as at F and Main Street and H and Main Street intersections, as well as "Road Closed" and "Road Closed Ahead" signs. We will also be placing parking team staff members strategically around town to help with the traffic flow, provide festival-goers with information, directions, and assistance.

Event attendees will be directed to the private lot at 401 6th Street (pending approval from parcel owner) where they can park their vehicles.

The lot at Union and H St will be used for event staff, VIP, and vendor parking only and will require a pass to enter this lot. (The use of this parcel is also currently pending owner approval.)

The tower parking lot will be used for vendor parking and handicap accessible parking. Bathrooms, Accessible Bathrooms, and waste stations will be placed on the grass section of the tower lot.

Additional Traffic Plan Details:

- Traffic coming from Rio Vista on CA-160 will be directed to take the truck route A street and to go down Jackson and C St to 6th St.
- Traffic coming from Highway 12 will be directed to the 6th Street parking area with signs on 402 Jackson Boulevard.
- Traffic from Walnut Grove on CA-160 will be directed to take the truck route via A street and then park in the 6th street parking area.
- At the intersection of E and Main, traffic will be directed out of the area with "detour" and "road closed" signs towards 6th street.
- There will be a "road closed" sign at H street and Main street and a parking sign directing festival goers to the 6th Street parking.

X

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

004298.826198.479088.20043 1 MB 0.424 530



EMERALD FARM TOURS LLC
% VICTOR PINHO SOLE MBR
20881 REDWOOD RD STE 111
CASTRO VALLEY CA 94546

004298

Date of this notice: 02-06-2018

Employer Identification Number:
82-4240364

Form: SS-4

Number of this notice: CP 575 H

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-4240364. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

A limited liability company (LLC) may file Form 8832, Entity Classification Election, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, Election by a Small Business Corporation. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is EMER. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.



Secretary of State
Articles of Organization
Limited Liability Company (LLC)

LLC-1

201803010648

FILED
Secretary of State
State of California

JAN 30 2018

IMPORTANT — Read instructions before completing this form.

Filing Fee — \$70.00

Copy Fees — First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

Note: LLCs may have to pay minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to <https://www.ftb.ca.gov>

ICC

This Space For Office Use Only

1. Limited Liability Company Name (See Instructions – Must contain an LLC ending such as LLC or L.L.C. "LLC" will be added, if not included)

EMERALD FARM TOURS, LLC

2. Business Addresses

a. Initial Street Address of Designated Office in California - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
20084 Catalina Dr	Castro Valley	CA	94546
b. Initial Mailing Address of LLC, if different than item 2a	City (no abbreviations)	State	Zip Code
20885 Redwood Rd, Ste 111	Castro Valley	CA	94546

3. Service of Process (Must provide either Individual OR Corporation)

INDIVIDUAL – Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
AMANDA	R.	VAN HOESEN	
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
1570 THE ALAMEDA, STE 200	SAN JOSE	CA	95126

CORPORATION – Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 3a or 3b

4. Management (Select only one box)

The LLC will be managed by:

One Manager More than One Manager All LLC Member(s)

5. Purpose Statement (Do not alter Purpose Statement)

The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

6. The Information contained herein, including in any attachments, is true and correct.

Organizer sign here

AMANDA R. VAN HOESEN, Esq.

Print your name here

City of Isleton

City Council Staff Report

DATE: September 28, 2021

ITEM#: 8.A

CATEGORY: New Business

AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT BETWEEN THE CITY OF ISLETON AND CALIFORNIA CONSULTING, INC. FOR GRANT MANAGEMENT SERVICES

SUMMARY

The availability of State and Federal grants are becoming more available. In order to compete, the City needs a full service grants administration partner to identify and submit grant applications to aid in obtaining the funding.

BACKGROUND AND OVERVIEW

A grant is a means of financial assistance designed to help cities grow, add and maintain services. Grants can provide new programmatic funding or offset existing funding obligations for uninterrupted services for our citizens. Competition for Federal and State funds has increased in recent years. While the City has been successful in obtaining law enforcement and public works grants, there are greater opportunities developing from the Federal and State governments.

FINDINGS AND ALTERNATIVES

California Consulting has developed a reputation in representing public agencies and securing over \$1.5 billion in grants for municipalities. The grant writers have written over 1,200 successful competitive grant applications that have received funding.

The California Consultant Inc. team will:

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

The following is a breakdown of cost per Grant:

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

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

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

The following alternatives are available:

1. Authorize the City Manager to enter into a one-year contract with the California Consulting for Grants Administration for FY 2021-2022 with the option to continue the program for two additional years.
2. Provide staff with other direction.

Staff recommends Alternative No. 1

FISCAL IMPACT

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

RECOMMENDATION

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

Should the City elect to continue with this service for a longer term, a Request for Qualifications will be issued. Presently, with a limited staff and municipal resources, staff recommends retaining California Consulting in the interest of grants and funding opportunities.

ATTACHMENTS

California Consultant's, Inc. Agreement

Prepared by: Diana O'Brien

Reviewed by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, Deputy City Clerk

GRANT WRITING SERVICES AGREEMENT

DATED: July 6, 2021

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

AGREEMENT:

The undersigned hereby agree to the following terms and conditions:

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

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

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

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

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

The following is a breakdown of cost Per Grant:

Grant Amount Request	Cost
Up to \$10,000	\$1,500
\$10,001 - \$50,000	\$4,000
\$50,001 - \$100,000	\$5,500
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Section 5. Expenses: The Client agrees to reimburse the Consultant for reasonable out-of-pocket expenses related to performing services on behalf of the Client. Such expenses typically might include, but are not limited to, mileage, conference calls, copies, binding

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“CONSULTANT”

“CLIENT”

California Consulting, Inc.

City of Isleton

By _____

Steven N. Samuelian, CEO

Name: _____

Title: _____

City of Isleton

City Council
Staff Report

DATE: September 28, 2021

ITEM#: 8.B

CATEGORY: New Business

CITY OF ISLETON, WASTEWATER SYSTEM EVALUATION, PRESENTED BY DAVE HARDING, PE, BENNETT ENGINEERING SERVICES

SUMMARY

Dave Harding, P.E. with Bennett Engineering Services will be presenting the City of Isleton Wastewater System Evaluation for the Clean Water State Revolving Fund for Small Community Wastewater Funding Planning Grant.

DISCUSSION

Dave Harding will be providing the Background, Purpose of Evaluation, Existing Facilities, Inflow & Infiltration Study, Water Balance, Findings and Feasibility Study.

FISCAL IMPACT

No Fiscal Impact. The City was awarded the Clean Water State Revolving Fund for Small Community Wastewater Funding Planning Grant for \$485,000

RECOMMENDATION

None

ATTACHMENTS - NONE

Prepared by: Diana O'Brien

Reviewed by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, Deputy City Clerk



City of Isleton
Wastewater System
Evaluation

Presented By:

Dave Harden, PE

Bennett Engineering
Services

BEN | EN



CALIFORNIA
WATER BOARDS
State Water Resources Control Board



Agenda

- Background
- Purpose of Evaluation
- Existing Facilities
- Inflow & Infiltration Study
- Water Balance
- Findings
- Feasibility Study

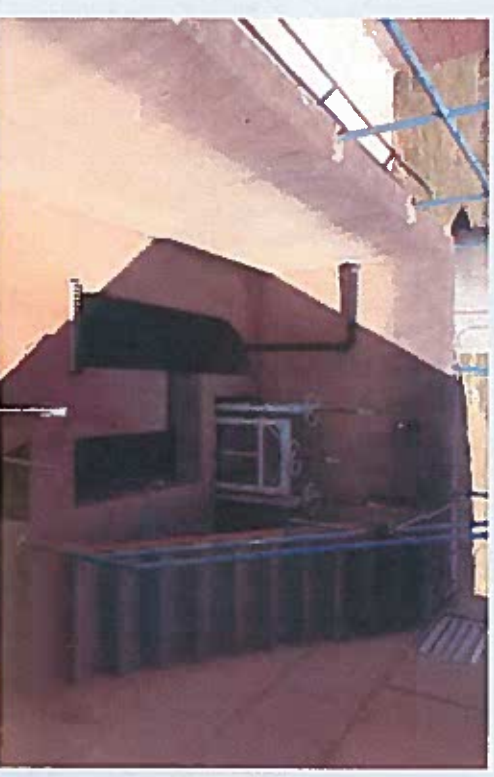
Background

- City of Isleton is operating under a Cease-and-Desist Order (CDO) and expired discharge permit
- CDO issued for capacity issues and expired discharge permit
- Ponds lack operational freeboard
- Clean Water State Revolving Fund for Small Community Wastewater Funding
 - Planning Grant - \$485,000



Purpose of Evaluation

- Evaluate condition of system
- Identified deficiencies
- Establish operational baseline water balance
- Identify areas of focus for Feasibility Study & Alternatives Analysis



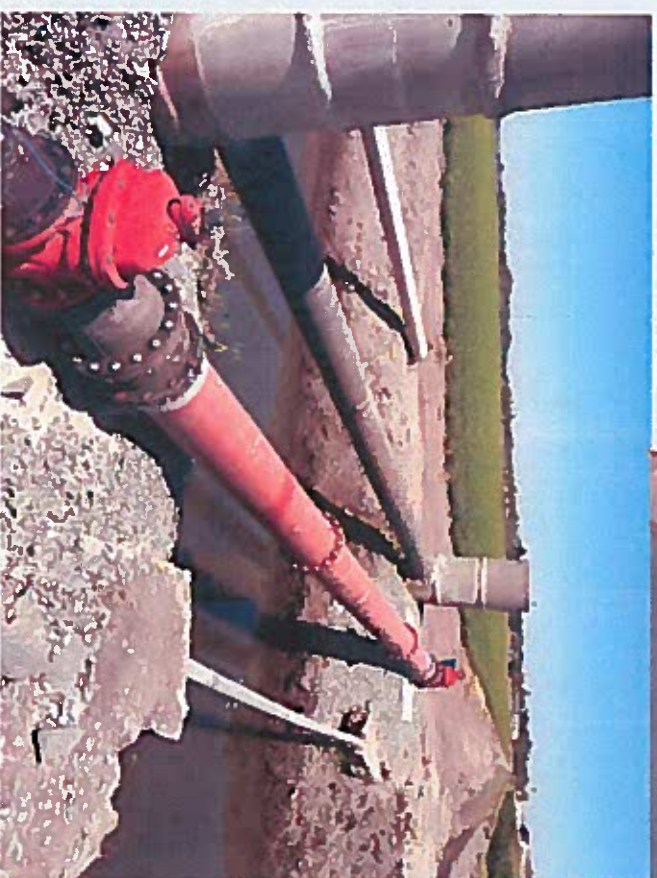
Existing Facilities

- Collection System
- Pump Station (Old Headworks)
- City of Isleton Force Main
- Oxbow Marina Force Main
- WWTP Site
 - Treatment Ponds (3)
 - Percolation Ponds (6)
 - Groundwater Monitoring Wells



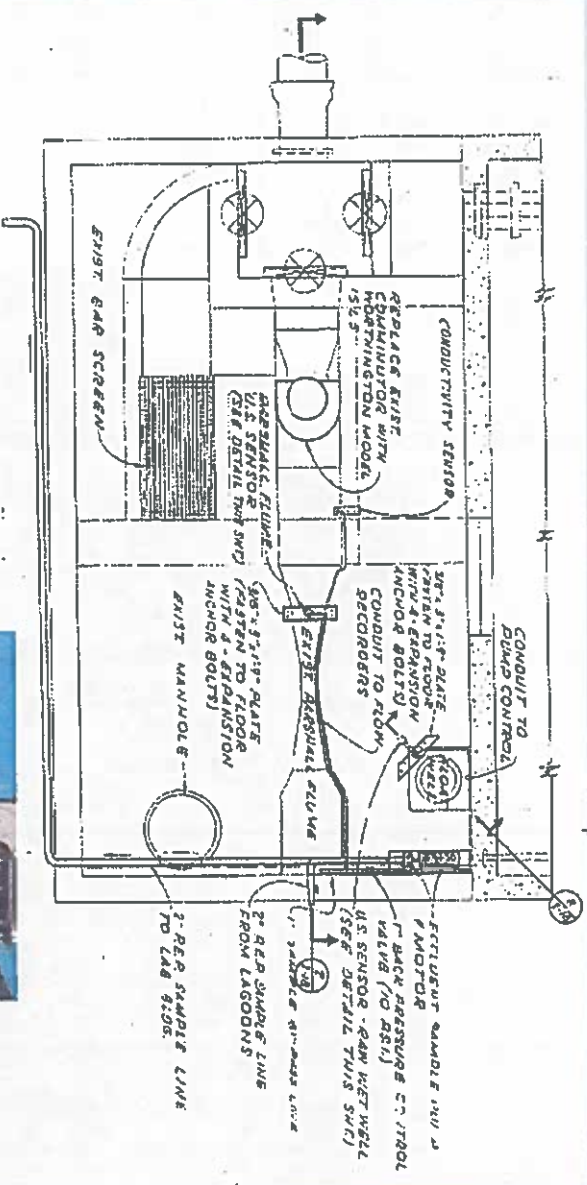
Existing Facilities – Collection and Conveyance Systems

- Gravity Sewer –
 - Up to 70 years old
 - CCTV footage: Sags, offsets & infiltration
 - Slotted MH lids
 - 26,900 linear ft (assumed 12,000)
 - 93 manholes
- Force Main
 - City of Isleton's 8" FM
 - Oxbow Marina's 6" FM



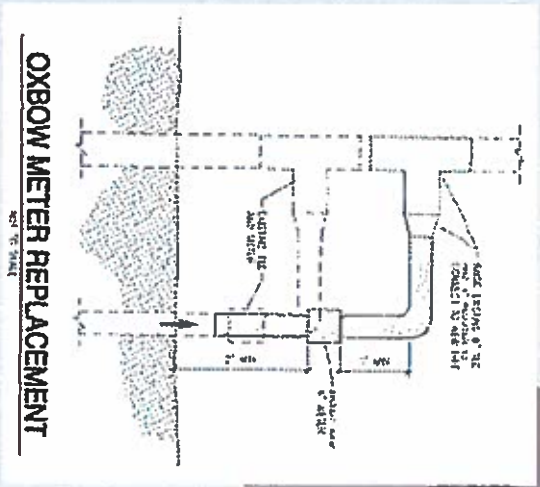
Existing Facilities – Pump Station and Headworks

- 1953 Design- Treatment
 - Bar screens, Parshall flume
- Current – Pump Station
 - 60” Grinder Manhole
 - Unusable Bar Screen
 - No SCADA
- 2-1,100 gpm chopper pumps
- Non compliant generator



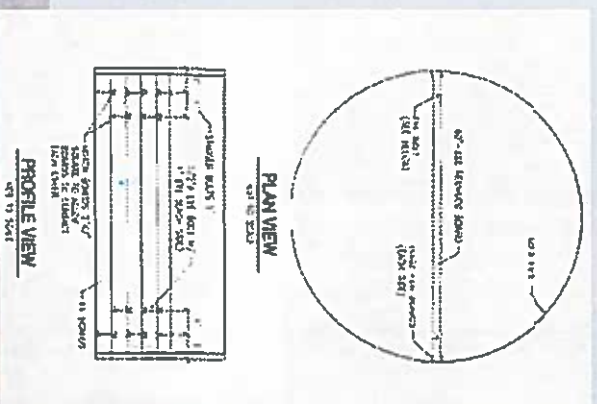
Existing Facilities – Monitoring Equipment

- Inconsistent Flow Meter readings
 - Improper installation
- Inaccurate Reporting
- Groundwater Monitoring Wells
 - Inaccurate Records



Existing Facilities – Treatment & Disposal Ponds

- 6 Disposal Ponds (24.2 acres)
 - Decreasing in capacity (compressive soils)
 - Berm Instability
 - Invasive Rodents and vegetation
- 3 Treatment Ponds
 - Old Aerators
 - Decreasing in capacity (compressive soils)
 - Berm Instability



Inflow & Infiltration Study

- Rain and Flow Monitoring
 - Field data Inconclusive due to lack of rain
 - Modeled I&I based on Flows, Rain, Tide and Surface Water Trends
- Smoke Study
 - Identified 28 defects
 - Manholes "sinking"
- Manhole Inspection
- Video inspection collection system



Inflow & Infiltration Model

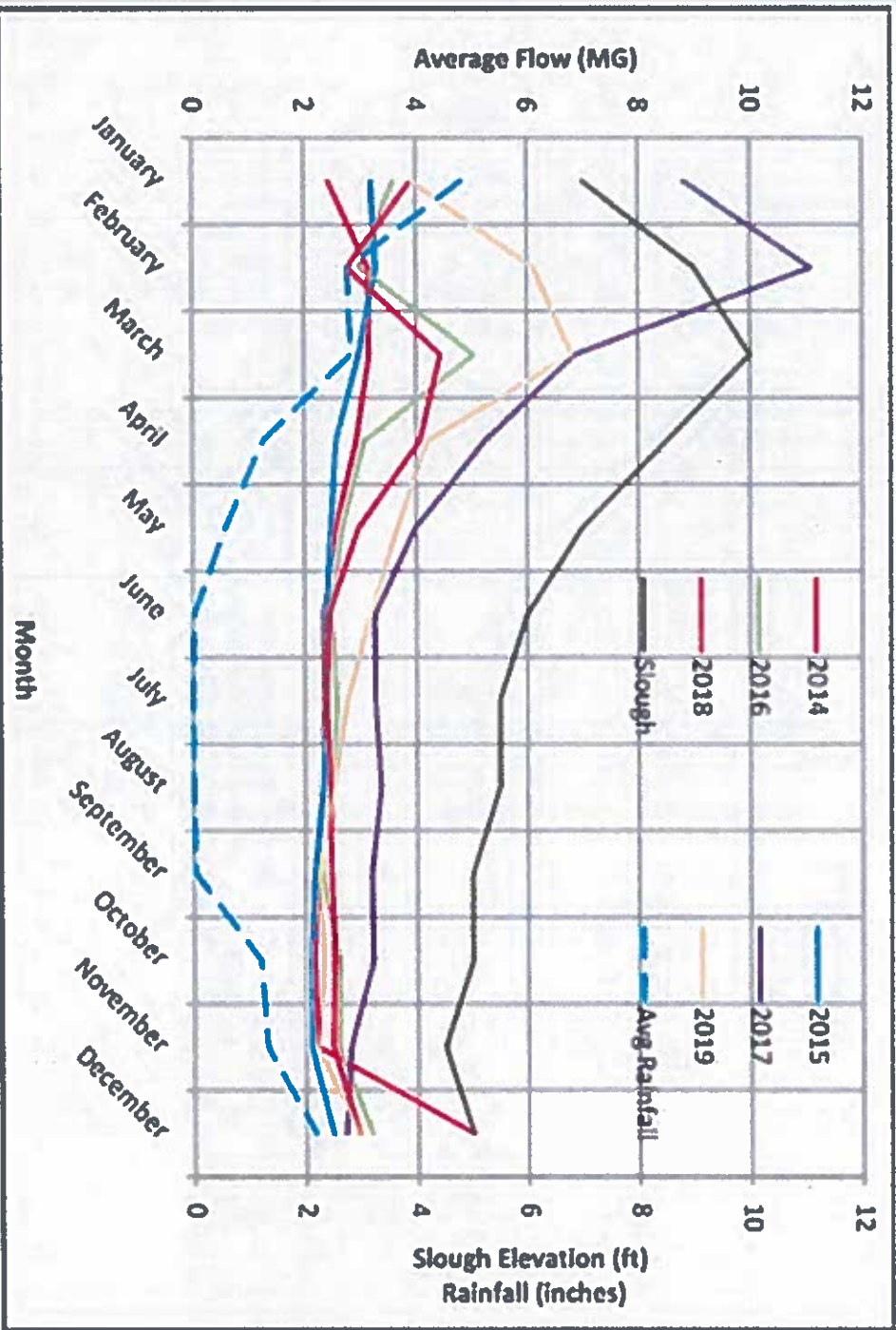


Table 8 - Average Year ISI

Month	Avg ISI (GPD)	Avg ISI (Gallons)
January	66,670	2,066,776
February	63,813	1,978,206
March	65,918	2,043,465
April	42,758	1,325,494
May	28,148	872,591
June	18,569	575,644
July	15,685	486,226
August	15,661	485,505
September	13,685	424,225
October	22,577	699,896
November	23,467	727,479
December	33,507	1,038,713
Total:		12,724,219

5-year Average

Water Balance-Permitted Discharge Capacity

- Inputs
 - Flow – 0.43mgd ADWFF
 - Precipitation
 - Evaporation
 - Inflow & Infiltration
 - Percolation Rate

Water Year	Maximum Month Disposal Capacity Required (MG)	Site Capacity at 1' Freeboard Perc ponds (MG)	Capacity Deficiency (MG)
Average	26.93	19.17	7.76
100-Yr	50.97	19.17	31.8

- Results
 - Average Year needs 27 MG addition disposal capacity
 - Assumed Percolation Rate was incorrect
 - Model inconsistent with operational records



Water Balance- 2016-2017 Model

- Inputs
 - 2016-2017 Historic Records
 - Actual Wettest year with recorded data
 - Flow- 0.1 mgd ADWF (Dry)
 - 0.4 mgd high flow wet weather
- Results
 - Positive percolation rate = effluent water leaving ponds
 - Negative percolation rate= groundwater entering ponds



Month	Percolation Rate(in/day)
January-2017	0.42
February-2017	0.22
March-2017	0.38
April-2017	0.40
May-2017	0.08
June-2017	-0.62
July-2017	-0.58
August-2017	-0.50
September-2017	-0.74
October-2016	0.16
November-2016	-0.10
December-2016	-0.02

Site Geology

- Between Georgiana Slough & Sacramento River
- Groundwater impacted by Delta tide, surface water and local agriculture
- Basin deposits- highly compressible
- Percolation Rates: 0.03-8.2 in/hr (inconclusive)



Important Findings

- Groundwater infiltrates into Perc Ponds
- Pond Berms are “sinking”
- Large quantity of solids passed to ponds
- I&I can be reduced
- WWTP Ponds do not have enough capacity to contain 100-year storm



SETTLEMENT DUE TO FILL PLACEMENT

Profile	Fill Height (ft)	Settlement (inches)		
		After 10 years	After 50 years	
Percolation Gasins and Lower Wastewater Ponds	1	5	6	
	2	10	14	
	3	15	21	
Upper Wastewater Pond	5	27	28	
	1	0.7	0.8	
	2	1.2	1.3	
	3	2	2	
	5	7	7	

Additional Fill (ft)	Additional Disposal Pond Capacity (MG)	Total Disposal Pond Capacity (MG)
1'	4.61	19.62
3'	13.83	28.84
5'	23.05	38.07

Next Step-Alternatives Analysis and Feasibility Study

Goal: Address capacity deficiencies and provide improvements to obtain new discharge permit

- Reduce I&I and evaluated design flows
- Rehabilitate Headworks
- Add Capacity at WWTP Site
- Improve treatment
- Regionalization





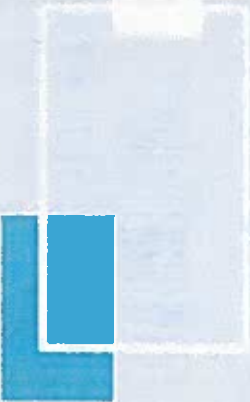
Questions?

Thank you,

It is a pleasure to serve



BEN EN



City of Isleton

City Council
Staff Report

DATE: September 28, 2021

ITEM#: 8.C

CATEGORY: New Business

CODE ENFORCEMENT OFFICER; DISCUSSION AND DIRECTION

SUMMARY

The Planning Commission has recommended City establish a code enforcement position and have a code enforcement officer.

The Code Enforcement Officer is authorized, and it shall be his duty, to enforce the provisions of all ordinances, resolutions, rules and regulations of the City (Isleton Municipal Code Title I General Provisions Chapters 1.08 Code Enforcement Authority (Reserved) and Chapter 1.10 Administrative Citations).

DISCUSSION

The City has lacked code enforcement since the 2012 closing of the City Police Department. The Sheriff contract does not provide for code enforcement. Since that time Code Enforcement has been ad-hoc by various members of staff or none at all.

The City could establish a part-time Code Enforcement Officer at an expense of \$20,000 annually. Typically, Code enforcement operations are not self-sufficient. However, their costs will be offset by citations and fines.

FISCAL IMPACT

Financial Estimated Revenue and Expenses

Revenue	
Administrative Citations	\$10,000 to \$20,000
Expenses	
Code Enforcement Officer Part-time	\$20,000
Code Enforcement Officer Full-time	\$45,000

RECOMMENDATION

Staff requests direction from City Council regarding the establishment of a Code Enforcement Officer position.

ATTACHMENTS - NONE

Prepared by: Diana O'Brien

Reviewed by: Charles Bergson, City Manager

Submitted by: Yvonne Zepeda, Deputy City Clerk



City of Isleton

101 Second Street, Isleton, California 95641

CITY MANAGER REPORT

Date: 24 September 2021

To: Mayor & City Councilmembers

From: Charles Bergson, City Manager

Re: City Manager Report for 28 September 2021

Covid 19 – City Operations

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

Any City bills or invoices can now be paid via the City's website.

Flood Insurance (Geologic Hazard Abatement District (GHAD)) – Action on this item will be coming to Council in October

The Year to Date Finance Report for the first two months of Fiscal Year 2021-22 is attached.

The year to date Parking Enforcement Aging Report is attached. The revenue is estimated to be over \$60,000 annually, above the budgeted projections. The aging revenue will be collected by the Franchise Tax Board and sent to the City.

99 Jackson Boulevard, the site of the fire on 19 July, has been fenced by City action. The owner has been advised the all costs associated with this work are the owner's to bear. The owner is working to reconstruct an apartment building.

The current cannabis business status list is attached.

Respectfully,
Charles Bergson, P.E.

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

	<u>Jul 21</u>	<u>Aug 21</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Charges for Services	938.85	3,719.49	4,658.34
Licenses and Permits	40.00	1,365.00	1,405.00
Other Revenues	1,865.97	0.00	1,865.97
4810112 · State of CA Covid	100,951.00	0.00	100,951.00
Taxes and Assessments	28,865.05	118,829.31	147,694.36
Use of Money	0.00	4.19	4.19
Grant Income - Other	0.00	10,500.00	10,500.00
Total Income	<u>132,660.87</u>	<u>134,417.99</u>	<u>267,078.86</u>
Gross Profit	132,660.87	134,417.99	267,078.86
Expense			
SB1	664.89	0.00	664.89
8450054 · Weed Abatement - BILLABLE	512.40	0.00	512.40
10 · General Government	45,371.84	61,468.91	106,840.75
20 · Public Safety	29,559.28	31,369.36	60,928.64
30 · Parks & Recreation	500.20	499.72	999.92
52 · Public Ways and Facilities	16,999.24	7,191.97	24,191.21
53 · Community Development	870.29	1,398.03	2,268.32
56 · Non Departmental Expenses	56.91	0.00	56.91
57 · Covid 19	4,210.12	2,002.00	6,212.12
83150SW · Repairs & Maintenance Sewer	864.00	0.00	864.00
8440000 · Professional Services	0.00	10,500.00	10,500.00
Total Expense	<u>99,609.17</u>	<u>114,429.99</u>	<u>214,039.16</u>
Net Ordinary Income	33,051.70	19,988.00	53,039.70
Other Income/Expense			
Other Income			
9200112 · Indirect cost allocation	1,874.80	3,259.34	5,134.14
Total Other Income	<u>1,874.80</u>	<u>3,259.34</u>	<u>5,134.14</u>
Net Other Income	1,874.80	3,259.34	5,134.14
Net Income	<u><u>34,926.50</u></u>	<u><u>23,247.34</u></u>	<u><u>58,173.84</u></u>

410 Sewer O&M - City of Isleton
Profit & Loss
July through August 2021

	<u>Jul 21</u>	<u>Aug 21</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
45100SW - Sewer - Single Family - City	12,288.05	19,216.05	36,504.10
45101SW - Sewer - Multi Family City	9,376.63	10,132.63	19,509.26
45102SW - Sewer - Commercial City	7,790.21	7,790.21	15,580.42
45103SW - Sewer - Resident Outside City	7,900.01	7,900.01	15,800.02
45104SW - Sewer - Commercial Outside City	2,085.64	2,085.64	4,171.28
Total Income	<u>45,440.54</u>	<u>46,124.54</u>	<u>91,565.08</u>
Gross Profit	45,440.54	46,124.54	91,565.08
Expense			
7000012 - Assess Fees (Tax Distribution)	10,293.19	0.00	10,293.19
71100SW - Salaries & Wage - Sewer	7,584.57	11,598.27	19,480.84
72104SW - Social Security Contr - Sewer	613.12	943.51	1,561.63
73200SW - Workers' Comp Ins - Sewer 410	415.30	0.00	415.30
8170000 - Uniforms	33.39	133.56	166.95
82200SW - GAS - Sewer	693.13	585.50	1,278.63
82201SW - Electricity - Sewer	475.93	437.60	913.53
82203SW - WATER - SEWER	503.91	426.93	930.84
83111SW - Computer Service- SEWER	195.00	265.25	461.25
83150SW - Repairs & Maintenance Sewer	481.76	0.00	481.76
83151SW - Repairs & Maint - Sewer	1,693.22	273.71	1,366.93
83152SW - LAB TESTING	90.26	0.00	90.26
83153SW - Vehicle Parts/Repair Sewer	0.00	16.00	16.00
83830SW - Supplies - Sewer	1,434.47	1,115.57	2,520.04
83840SW - Copier Costs SEWER	75.05	163.11	238.16
83910SW - Fuel - Sewer	385.08	186.13	571.21
84300SW - Engineering Services Sewer	0.00	1,916.00	1,916.00
84400SW - Prof Services Sewer	9,932.27	6,852.11	16,684.38
89900SW - Misc Exp - Sewer	0.00	0.00	0.00
92101SW - Bank Service Charges - SW	5.00	0.00	5.00
Total Expense	<u>34,164.64</u>	<u>25,217.30</u>	<u>59,381.94</u>
Net Ordinary Income	11,275.90	20,907.24	32,183.14
Other Income/Expense			
Other Income			
91100SW - Indirect Cost Allocation	-1,229.65	-1,926.71	-3,156.36
Total Other Income	<u>-1,229.65</u>	<u>-1,926.71</u>	<u>-3,156.36</u>
Other Expense			
90100SP - Interest Exp - USDA Sewer Proj *	47,650.00	0.00	47,650.00
Total Other Expense	<u>47,650.00</u>	<u>0.00</u>	<u>47,650.00</u>
Net Other Income	<u>-48,879.65</u>	<u>-1,926.71</u>	<u>-50,806.36</u>
Net Income	<u><u>-37,603.75</u></u>	<u><u>18,980.53</u></u>	<u><u>-18,623.22</u></u>

* Unaccrued semi annual loan payment

General Fund - City of Isleton
July Checks
2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Check	07/02/2021	DEBIT	USPS	275.00
Bill Pmt -Check	07/06/2021	17754	Kronick Moskovitz Tiedeman & Girar	0.00
Bill Pmt -Check	07/06/2021	17755	Small Cities Organized Risk Effort	36,044.92
Bill Pmt -Check	07/06/2021	17756	Certified Employment	826.20
Bill Pmt -Check	07/06/2021	17757	Municipal Code Corporation	395.00
Bill Pmt -Check	07/06/2021	17758	Rio Vista Ace Hardware	191.75
Bill Pmt -Check	07/07/2021	17759	Kronick Moskovitz Tiedeman & Girar	8,000.00
Bill Pmt -Check	07/07/2021	17760	Rio Vista Ace Hardware	237.66
Bill Pmt -Check	07/07/2021	17761	Frontier Communications	678.14
Bill Pmt -Check	07/07/2021	17762	SRCSO	0.00
Bill Pmt -Check	07/07/2021	17791	GEI Consultants, Inc.	4,000.00
Bill Pmt -Check	07/08/2021	17763	Aramark	66.78
Bill Pmt -Check	07/08/2021	17764	Kelly-Moore Paints	402.68
Bill Pmt -Check	07/08/2021	17765	Core Equipment Leasing LLC	1,274.10
Bill Pmt -Check	07/08/2021	17766	CAL-WASTE RECOVERY SYSTEMS	4,767.18
Bill Pmt -Check	07/08/2021	17767	Dynamic Planning - CA HCD Grant	9,013.50
Bill Pmt -Check	07/12/2021	17768	Kaiser Foundation Health Plan	6,988.00
Bill Pmt -Check	07/12/2021	17769	Ramos Oil Company	300.74
Bill Pmt -Check	07/12/2021	17770	State Compensation Insurance Fund	415.30
Bill Pmt -Check	07/12/2021	17771	Rio Vista Ace Hardware	417.20
Check	07/12/2021	eft	Employment Development Department	250.00
Bill Pmt -Check	07/19/2021	17772	SRCSO	864.00
Bill Pmt -Check	07/19/2021	17773	4Leaf, Inc	1,920.00
Bill Pmt -Check	07/19/2021	17774	California American Water-44 Main St.	55.70
Bill Pmt -Check	07/19/2021	17775	California American Water- 409 2ND	39.65
Bill Pmt -Check	07/19/2021	17776	California American Water - 401 2nd	31.02
Bill Pmt -Check	07/19/2021	17777	California American Water - 504 2nd	44.58
Bill Pmt -Check	07/19/2021	17778	California American Water-499 H ST	166.45
Bill Pmt -Check	07/19/2021	17779	California American Water - 101 2nd St	108.18
Bill Pmt -Check	07/19/2021	17780	California American Water - 307 2nd IRR	111.88
Bill Pmt -Check	07/19/2021	17781	California American Water - 6TH St	57.89
Bill Pmt -Check	07/19/2021	17782	California American Water - 100 2nd	95.93
Bill Pmt -Check	07/19/2021	17783	California American Water - 206 Jackson	82.62
Bill Pmt -Check	07/19/2021	17784	California American Water-30 1/2 Andrus	205.94
Bill Pmt -Check	07/19/2021	17785	Delta Computer Consultants	390.00
Bill Pmt -Check	07/19/2021	17786	Ramos Oil Company	268.80
Bill Pmt -Check	07/19/2021	17787	Rio Vista Ace Hardware	23.76
Bill Pmt -Check	07/19/2021	17788	State Compensation Insurance Fund	415.30
Bill Pmt -Check	07/19/2021	17789	Certified Employment	860.63
Bill Pmt -Check	07/19/2021	17790	Brookcrest by Culligan Water	55.75
Check	07/20/2021	Debit	USPS	7.70
Bill Pmt -Check	07/20/2021	17792	Napa Auto Parts/Stewart Ind. Suppl	40.42
Check	07/20/2021	eft	Employment Development Department	250.00

**General Fund - City of Isleton
July Checks
2021**

Check	07/21/2021	Debit	USPS	7.70
Check	07/21/2021	ACH	Paychex	181.00
Check	07/22/2021	17793	Home Depot	541.88
Check	07/22/2021	17794	U.S. BANK CORPORATE PAYMENT SYSTEMS	5,192.74
Bill Pmt -Check	07/22/2021	17795	RIO VISTA BEACON	160.00
Bill Pmt -Check	07/22/2021	17796	League Of California Cities	560.00
Bill Pmt -Check	07/22/2021	17797	Bergson, Charles L.	8,393.33
Bill Pmt -Check	07/27/2021	17798	Clark Pest Control Svs	1,005.00
Bill Pmt -Check	07/27/2021	17799	Premier Access Insurance Co.	693.68
Bill Pmt -Check	07/27/2021	17800	IMAGE SOURCE	326.86
Bill Pmt -Check	07/27/2021	17801	Ramos Oil Company	397.15
Bill Pmt -Check	07/27/2021	17802	Aramark	33.39
Bill Pmt -Check	07/27/2021	17803	PG&E- City of Isleton	3,959.70
Bill Pmt -Check	07/27/2021	17804	SRCSD	1,123.00
Bill Pmt -Check	07/27/2021	17805	Aramark	33.39
Bill Pmt -Check	07/31/2021	17816	Sacramento County Treasurer - 407	0.00
				<u>102,974.17</u>

410 Sewer O&M - City of Isleton
July Checks
As of July 31, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
Bill Pmt -Check	07/07/2021	2343	RIVER RATS PLUMBING & SEPTIC	282.00
Bill Pmt -Check	07/12/2021	2344	Rio Vista Ace Hardware	52.69
Bill Pmt -Check	07/19/2021	2345	California American Water	337.46
Bill Pmt -Check	07/19/2021	2346	PG&E - SEWER PONDS	475.93
Bill Pmt -Check	07/20/2021	2347	SP+Innovation In Operation	1,118.40
Bill Pmt -Check	07/20/2021	2347	Napa Auto Parts/Stewart Ind. Suppl	834.55
Bill Pmt -Check	07/20/2021	2348	Ramos Oil Company	633.38
Bill Pmt -Check	07/29/2021	2351	Stewart Title of Sacramento	400.00
				<u>4,134.41</u>
				<u>4,134.41</u>
				<u><u>4,134.41</u></u>

CITY OF ISLETON PARKING ENFORCEMENT AGING REPORT 09/23/2021

Department	#0-30 Days		#31-60		#61-90 Days		#91-180		91-180 Days Total	#Total Count	Total amount
	Count	Total	Days Count	Total	Count	Total	Days Count	Total			
A - w/RO & No DMV Hold Attempted OPEN	53	\$5,583.00	19	\$3,556.00	6	\$1,270.00	0	\$0.00	\$0.00	78	\$10,409.00
A - w/RO & No DMV Hold Attempted On Hold	4	\$395.50	6	\$653.00	5	\$545.50	1	\$57.50	\$57.50	16	\$1,651.50
A - w/RO & DMV Hold Failed	0	\$0.00	1	\$239.00	2	\$478.00	22	\$5,393.00	\$5,393.00	25	\$6,110.00
A - w/RO & DMV Hold Successful	0	\$0.00	2	\$478.00	5	\$1,195.00	16	\$3,196.00	\$3,196.00	23	\$4,869.00
A - w/RO & DMV Hold Successful & t FTB	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
A - w/RO & At FTB	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
A - w/RO and At Collections	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
A - w/RO and At Collections and MV hold	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
A - without R/O	2	\$223.00	6	\$669.00	3	\$346.50	7	\$891.50	\$891.50	18	\$2,130.00
ut of State - w/RO	0	\$0.00	0	\$0.00	0	\$0.00	4	\$947.00	\$947.00	4	\$947.00
ut of State - w/RO and At FTB	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
ut of State - without R/O	3	\$338.50	4	\$446.00	2	\$280.50	2	\$346.50	\$346.50	11	\$1,411.50
ut of State - at Collections	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00	0	\$0.00
Totals:	62	\$6,540.00	38	\$6,041.00	23	\$4,115.50	52	\$10,831.50	\$10,831.50	175	\$27,528.00

Cannabis Business Permit Master List

GREEN = Approved RED = Withdrawn

Date Submitted	Applicant(s)	Applicant's Name	Description	Premises Address	Permit Status
06/26/18	Bang Mingo	Yandow Harris	Cultivation Manufacturing Retail / Delivery Distribution	100 H Street 301 H street	PC Public Hearing 1/16/19 1st CC Meeting 1/29/19 2nd CC Meeting 2/12/19
06/26/18	Delta Agricultural Holdings LLC.	Maldonado		14719 State Hwy 160	Withdrawn
07/18/18	Apothek Ventures	Fletcher	Retail/delivery Cultivation Distribution	61 Main Street	PC Meeting 1/16/19 1st CC Meeting 1/29/19 2nd CC Meeting 1/22/19 OPENED: 6/14/19
07/19/18	Timeless Palliative Care Collective, Inc.		Manufacturing Delivery-Only Distribution	51 Main Street	CC Public Hearing 1/8/19 2nd CC Meeting 1/22/19 DELIVERY OPERATION Started
08/23/18	River City Farms	Ozomaro	Cultivation Distribution	401 6th Street	PG Meeting 3/17/20 1st CC Meeting 3/24/20 Pending Parcel Map
09/18/18	Delta Agricultural holdings, LLC	Maldonado	Manufacturing distribution	402 Jackson Blvd.	PC 6/13/19 1st CC 7/9 2nd CC 7/23
09/20/18	Galliaty Consulting, Inc.	Galliaty	Manufacturing Delivery-only Distribution	49 Main Street	PC Public Hearing 12/27/18 1st CC meeting 1/29/19 2nd CC meeting 2/12/19 LIMITED OPERATION STARTED
11/29/18	101 H Street Group LLC	Maldonado		101 H Street	Withdrawn
11/29/18	66 Main Group LLC	Maldonado	Retail Dispensary	66 Main Street	PC Public Hearing 2/05/19 1st CC Meeting 2/12/19 2nd CC meeting 2/26/19 OPENED: 2/22/20 Amendment PC 3/17/20

Cannabis Business Permit Master List

12/20/18	WTO Essentials, Inc	Smith	Manufacturing Distribution	14719 Hwy 160	PC 6/13/19 1st CC 7/9/19 Amended: CC 11/12/19 OPENED: 11/12/19 Amendment pending
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2019 Applications

5/10/2019	CanDo Cannabis	Lamb	Delivery-only Distribution	60 Main Street	PC 7/25/19 1st CC 8/13/19 2nd CC 8/27/19
5/30/2019	Wook Bros, LLC	Maldonado	Manufacturing Distribution	45 Main Street	PC 9/3/19 1st CC 9/24/19 2nd CC 10/8/19 Minor Revision PC 10/06/20
8/15/2019	402 Jackson, LLC	Maldonado	Cultivation Distribution	402 Jackson	PC 10/1/19 1st CC 10/8/19 2nd CC 10/22/19
11/15/2019	LD Deliveries, LLC	Williams	Delivery only Distribution	54 Main Street	Tentative SPC 3/17/20 1st CC 3/24/20 2nd CC 4/14/20

2020 Applications

6/24/2020	Foo Flower LLC	Maldonado	Distribution	46 Main Street	PC 9/01/2020 1st CC 9/22/2020 2nd CC 10/13/2020
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Updated 2-5-21