



**CITY OF IONE**  
**IONE, CA 95640**

***REGULAR MEETING STARTS AT 6:00 PM***

*Mayor Stacy Rhoades*  
*Vice Mayor Jack Mitchell*  
*Councilmember Dominic Atlan*  
*Councilmember Alison LaFayne*  
*Councilmember Diane Wratten*

**AT 1 E. MAIN STREET, IONE, CA 95640**  
**AND VIA ZOOM**

The City of Ione is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/2351961316?pwd=d3lWTW0zbVJlbpQNXBDQWtpZkRyUT09>

Meeting ID: 235 196 1316

Passcode: 95640

**Tuesday, September 19, 2023**

*THE CITY OF IONE IS A GENERAL LAW CITY DEDICATED TO PROVIDING LEADERSHIP,  
ACCOUNTABILITY, AND FISCAL INTEGRITY WHILE PROMOTING ECONOMIC  
OPPORTUNITIES AND MAINTAINING A HIGH QUALITY OF LIFE FOR OUR CITIZENS.*

**PLEASE LIMIT PUBLIC COMMENT/TESTIMONY TO FOUR MINUTES**

Gov't. Code §54954.3

The Ione City Council welcomes, appreciates, and encourages participation in the City Council Meeting. The City Council reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary.

Full staff reports and associated documents are available for public review at the Office of the City Clerk, City Hall, 1 E. Main Street, Ione, CA. Hard copies may be obtained for \$3.60 for pages 1-5 and \$.45 for each additional page. Documents that are not available when the agenda is posted will be made available for public review at the meeting.

**A. ROLL CALL**

**B. CLOSED SESSION:**

**1. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: [Amador Court Case Number 22-CV-12824 – Amador Regional Sanitation Authority (ARSA) v City of Ione and California Department of Corrections and Rehabilitation (CDCR)].



**CITY OF IONE**  
**IONE, CA 95640**

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code Section 54957. Title: City Manager.

*If all matters are not completed prior to the regular meeting start time, the City Council will convene to Closed Session after the Regular Meeting ends.*

### **6:00 P.M. REGULAR MEETING AGENDA**

#### **A. PLEDGE OF ALLEGIANCE**

#### **B. REPORT OUT OF CLOSED SESSION**

#### **C. APPROVAL OF AGENDA**

#### **D. PRESENTATIONS/ANNOUNCEMENTS:**

1. Swearing in of Officer James Howden and Corporal Michael Damiano

#### **E. PUBLIC COMMENT: EACH SPEAKER IS LIMITED TO 4 MINUTES**

*NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the City Council at this time on any subject within the jurisdiction of the Ione City Council.*

*Please be mindful of the 4 minute time limit per person. Pursuant to the Brown Act, the City Council may not take action or engage in a detailed discussion on an item that does not appear on the Agenda. However, matters that require Council action will be referred to staff for a report and/or recommendation for possible action at a future Council meeting. Is there anyone in the audience who wishes to address the Council at this time?*

#### **F. INFORMATION ITEMS:**

*All matters listed under this category are for information only with no action to be taken by the City Council.*

1. July and August 2023 Fire Department Report
2. July and August 2023 Police Department Report
3. July and August 2023 Administrative Report
4. July and August 2023 Building Department Report
5. July and August 2023 WWTP Report
6. July and August 2023 Engineering Report



**CITY OF IONE**  
**IONE, CA 95640**

**G. CONSENT CALENDAR:**

*All matters listed under this category are considered to be routine and will be enacted by one motion. Any item may be removed for discussion and possible action and made a part of the regular agenda at the request of a Councilmember(s).*

1. Minutes of the September 5, 2023 meeting
2. Warrants
3. Grand Jury Response
4. Park & Recreation Vacancies

**H. PUBLIC HEARING:**

1. Request from CRP Affordable Housing for a fee reduction.

*Recommendation:*

- i. Hold a Public Hearing to hear testimony regarding CRP Affordable Housing's request for a fee reduction for processing their application.
- ii. Determine if the council is willing to adopt a fee reduction, and if so:
- iii. Adopt Resolution 2023-\* Approving CRP Affordable Housing's fee reduction and fee repayment schedule and authorize the Interim City Manager to enter into a reimbursement agreement to ensure the City is fully reimbursed for applicant processing.

2. Adoption of Ordinance No. 532 – Amending the Ione Municipal Code, Title 17 Zoning, to adopt the Zoning Code Amendment – Table 17.40.050-1 Project – Parking Requirements by Land Use

*Recommendation to continue the Public Hearing to the October 3, 2023 City Council meeting.*

**I. REGULAR AGENDA:**

1. Council Member Governance Workshop

*Recommendation: Direct staff to engage a consultant for a governance workshop.*

2. Castle Oaks Landscaping Plan

*Recommendation: Adopt Resolution 2023-\* granting the City Manager to enter into a contract with EcoUrban for landscaping and irrigation work at Castle Oaks as shown below:*

- i. *EcoUrban's phased proposal and fee for landscaping renovation work at the Castle Oaks development.*
- ii. *EcoUrban's landscaping and irrigation maintenance fee for the Castle Oaks entrance.*





**CITY OF IONE**  
**IONE, CA 95640**

**3. Project list for Regional Transportation Plan**

*Recommendation: Adopt Resolution 2023-\* approving a project list to submit for the Amador County Transportation Commission's 2024 Regional Transportation Plan (ACTC RTP).*

**4. City Manager Recruitment**

*Recommendation: Authorize staff to commence permanent City Manager recruitment using the City Attorney's office as a point of contact.*

**J. REPORTS AND COMMUNICATIONS FROM CITY ATTORNEY**

**K. REPORTS AND COMMUNICATIONS FROM CITY MANAGER**

**L. COUNCIL COMMENTS/COMMITTEE REPORTS/FUTURE AGENDA ITEMS**

**M. RESUME TO CLOSED SESSION IF NECESSARY**

**N. REPORT OUT OF CLOSED SESSION**

**O. ADJOURNMENT TO REGULAR MEETING ON OCTOBER 3, 2023**

**Upcoming Meetings:**

|                                   |  |                  |
|-----------------------------------|--|------------------|
| <b>September 26<sup>th</sup>:</b> | <b>Parks and Recreation Commission Meeting</b> | <b>6:00 P.M.</b> |
| <b>September 28<sup>th</sup>:</b> | <b>CFD Committee Meeting</b>                   | <b>1:00 P.M.</b> |
| <b>September 28<sup>th</sup></b>  | <b>Economic Development Committee Meeting</b>  | <b>3:00 P.M.</b> |
| <b>October 3<sup>rd</sup>:</b>    | <b>City Council Meeting</b>                    | <b>6:00 P.M.</b> |
| <b>October 5<sup>th</sup>:</b>    | <b>ACTC Meeting – Sutter Creek</b>             | <b>9:00 A.M.</b> |
| <b>October 10<sup>th</sup>:</b>   | <b>Planning Commission Meeting</b>             | <b>6:00 P.M.</b> |
| <b>October 24<sup>th</sup></b>    | <b>Wastewater Committee Meeting</b>            | <b>3:00 P.M.</b> |





**CITY OF IONE**  
**IONE, CA 95640**

#### NOTICE REGARDING CHALLENGES TO DECISIONS

Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, this public hearing.

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#### ADA COMPLIANCE STATEMENT

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In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk Janice Traverso at (209) 274-2412, ext. 102. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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## AGENDA ITEM F.1.

CITY OF IONE  
FIRE DEPARTMENT  
Status report

July 2023

| TYPE OF CALL   | NUMBER OF CALLS |
|--|-----------------|
| Emergency Medical  | 41              |
| Vehicle Accident   | 2               |
| Vehicle vs Ped   | 1               |
| Snake removal  | 2               |
| Medical alarm activation – False                               | 2               |
| Animal Rescue  | 4               |
| Station cover assignments                                      | 36              |
| CO Alarm activation  | 1               |
| Mutual Aid Fires   | 10              |
| Landing zones  | 1               |
| Tree down in roadway   | 1               |
| Natural Gas leaks  | 2               |
| Wild land fires in the city (4000 blk Hwy 104 .01 acres)       | 1               |
| Fire/smoke alarms – residential                                | 3               |
| Commercial structure – cooking fire at Joses place (No damage) | 1               |
| Dumpster fire – Perry Earl Park \$50. damage                   | 1               |
| Fence and wood pile fire \$8,000 damage (Eagle Dr)             | 1               |
| Lift assist  | 24              |
| Lock outs  | 5               |
| Agency assist  | 2               |
| Mutual aid duty officer assist                                 | 1               |
| Cal Fire special assignments                                   | 3               |
| Strike Team response – Riverside County                        | 1               |
| Fireworks related responses on the 4 <sup>th</sup> of July     | 15              |

Total Fire Loss in the city: \$8,050.

Total Number of response: **162**

CITY OF IONE  
FIRE DEPARTMENT

August 2023 Status Report

| TYPE OF CALL                       | NUMBER OF CALLS |
|------------------------------------|-----------------|
| Emergency Medical                  | 50              |
| Medical Alarm activation           | 2               |
| Vehicle accidents                  | 4               |
| Lift Assist                        | 29              |
| Mutual Aid Fires                   | 10              |
| Landing Zones                      | 1               |
| Station coverage assignments       | 32              |
| Natural Gas Leak                   | 2               |
| Vehicle lock out                   | 1               |
| Building Lock out                  | 2               |
| Snake removal                      | 4               |
| Water problem-Flooding             | 2               |
| Wires down- Tree                   | 1               |
| Fire Alarm Commercial              | 2               |
| Fire Alarm Residential             | 2               |
| Illegal Burning                    | 1               |
| OES Strike Team (Riverside County) | 1               |

Total Fire Loss in the city: \$ 0

Total number of Incidents : 146



# **Agenda Item**

DATE: September 19, 2023  
TO: Mayor Rhoades and City Council  
FROM: John Alfred, Chief of Police  
SUBJECT: Receive and File Police Department 2023 July Report

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## **RECOMMENDED ACTION:**

1. Receive and file lone Police Department 2023 July Report.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this item.

## **BACKGROUND:**

This monthly report is for the month of July 2023. This report is designed to give you an understanding of the day-to-day operations of the lone Police Department and staff for July of 2023.

## **ATTACHMENTS:**

Summary – 2023 July Report

# IONE POLICE DEPARTMENT

## July REPORT

Data is from July 1<sup>st</sup> to July 31<sup>st</sup>



**CITY OF IONE  
POLICE DEPARTMENT  
2022**

**July Report to City Council**

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**Data is from July 1<sup>st</sup> to July 31<sup>st</sup>**

**1. Calls for Service**

|                    |            |
|--------------------|------------|
| <b>2022 – July</b> | <b>97</b>  |
| <b>2023 – July</b> | <b>124</b> |

**2. Patrol Statistics**

| <b>Type of Call</b>                | <b>2022 – July</b> | <b>2023 – July</b> |
|------------------------------------|--------------------|--------------------|
| <b>Officer Initiated Incidents</b> | <b>342</b>         | <b>406</b>         |
| <b>Traffic Stops</b>               | <b>103</b>         | <b>118</b>         |
| <b>Other OIA Incidents</b>         | <b>239</b>         | <b>288</b>         |
| <b>Business Checks</b>             | <b>166</b>         | <b>180</b>         |
| <b>Vehicle/Person Checks</b>       | <b>28</b>          | <b>33</b>          |

| <b>Type of Report</b>     | <b>2022 – July</b> | <b>2023 – July</b> |
|---------------------------|--------------------|--------------------|
| <b>Total Reports</b>      | <b>27</b>          | <b>39</b>          |
| <b>Accident Reports</b>   | <b>2</b>           | <b>3</b>           |
| <b>Corner's Case</b>      | <b>2</b>           | <b>1</b>           |
| <b>Felony</b>             | <b>4</b>           | <b>6</b>           |
| <b>Information Report</b> | <b>8</b>           | <b>17</b>          |
| <b>Infraction</b>         | <b>0</b>           | <b>0</b>           |
| <b>Misdemeanor</b>        | <b>9</b>           | <b>11</b>          |
| <b>Unclassified</b>       | <b>0</b>           | <b>1</b>           |

| <b>Arrests</b>       | <b>2022 – July</b> | <b>2023 – July</b> |
|----------------------|--------------------|--------------------|
| <b>Total Arrests</b> | <b>9</b>           | <b>9</b>           |
| <b>Misdemeanor</b>   | <b>6</b>           | <b>7</b>           |
| <b>Felony</b>        | <b>3</b>           | <b>2</b>           |



| Citations          | 2022 – July | 2023 – July |
|--------------------|-------------|-------------|
| <b>Total</b>       | 16          | 9           |
| <b>Felony</b>      | 0           | 0           |
| <b>Misdemeanor</b> | 4           | 2           |
| <b>Infraction</b>  | 12          | 7           |

### 3. Staffing Levels

- 1 Chief
  - 1 Sergeant
  - 2 Corporals
  - 4 Officers
  - 1 Reserve
  - 1 Part-time Administrative Analyst
- As of the date of this report, we are at full staffing levels for full-time employees. We currently have one reserve position open and are starting the recruiting process to fill the position.
  - We currently run 12-hour shifts for patrol staff and corporals (Day Shift 6 AM – 6 PM, Graveyard 6 PM – 6 AM, Corporals 2 PM – 2 AM). The Sergeant and Chief work a standard 8 hours shift Monday Through Friday.

### 4. Volunteer Unit

- This month, the volunteer unit was used for office duties and special events.
- The Police Department could only function with the support of our volunteer unit. The volunteers assist with records, property and evidence, special events, vacation home checks, and other collateral duties as assigned.



**CITY OF IONE**  
**IONE, CA 95640**

## **AGENDA ITEM F.3.**

**DATE:** AUGUST 19, 2023

**TO:** AMY GEDNEY, INTERIM CITY MANAGER

**FROM:** JODI STENECK, FINANCE MANAGER

**SUBJECT:** FINANCE/ADMINISTRATIVE DEPARTMENT JULY 2023 REPORT

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To provide information regarding the activities of the Administration Department for the month of July 2023

### **Wastewater Issues:**

- New wastewater treatment plant operator started on July 1, 2023.
- Prepared Delinquent sewer report for Amador County Tax Roll

### **Agendas:**

- Prepared:
  - Three City Council, one Planning Commission, and one Ad Hoc Budget Committee agenda.

### **Human Resources:**

- Conducted interviews for Public Works Superintendent position.
- Our insurance company is using a new Workers Compensation Carrier so our two (2) workers compensations claims information was transferred to new carrier.

### **Finance:**

#### **Accounts Receivables:**

- EB Hall rentals - 3# of events for a total of \$1,135.00.
- 2,211 active sewer service customers and 497 are auto pay.

#### **Accounts Payables:**

- Eight-six (86) warrants were issued in the amount of \$807,764.92.

### **Audit:**

- 2020-21 Trial Balance report reviewed.
- Year-End adjustments posted

### **Training:**

- Reserved Caselle Financial Software training for two employees at annual conference.

**CFD:**

- Prepared CFD levy's for Amador County tax rolls.





**CITY OF IONE**  
**IONE, CA 95640**

**DATE: AUGUST 19, 2023**

**TO: AMY GEDNEY, INTERIM CITY MANAGER**

**FROM: JODI STENECK, FINANCE MANAGER**

**SUBJECT: FINANCE/ADMINISTRATIVE DEPARTMENT AUGUST 2023 REPORT**

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To provide information regarding the activities of the Administration Department for the month of August 2023

**Parks:**

- Staff prepared and presented an Addendum to Howard Park Master Plan for the Parks & Rec Committee meeting. The Commission requested some changes and the item will be presented back to the Commission at their October meeting.
- Started preparations for Park & Ride beautification project.

**Agendas:**

- Prepared and attended:
  - Two City Council, one Planning Commission, and one Parks and Recreation Commission agenda.

**Human Resources:**

- Transitioned Andrea Bonham to Finance Dept. and Jordan Doerksen to Building and Finance.
- Kasey Guevara training on Planning duties.
- Managed two (2) Workers Compensation claims.
- Posted advertisement for Account Clerk position.
- Posted advertisements for Maintenance worker position.
- In process of drafting Employee Handbook for review and future adoption by the Council.

**Finance:**

**Accounts Receivables:**

- Completed Amador Tax Rolls documents to add delinquent sewer and lighting and landscaping levy's to 2023-24 tax rolls.
- Prepared SB2 grant reimbursement.

**Accounts Payables:**

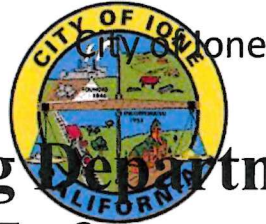
- Thirty-three (33) warrants were issued in the amount of \$81,314.24.

**Training:**

- Employee training in Human Resources.
- Employee training in Building Permits.

**Miscellaneous:**

- Finance Department and City Managers office were moved after painting of City Hall.
- Purged old documents and organized documents and files in safe.



# Building Department/ Code Enforcement

## July & August 2023 Monthly Report

07/01/2023 – 07/31/2023

| <b>Permit Summary Report (Total Fees Paid)</b> |                                    |                                      |
|--|------------------------------------|--------------------------------------|
|  | <b>Current Month<br/>July 2023</b> | <b>Month Last Year<br/>July 2022</b> |
| <b>Building</b>                                |                                    |                                      |
| Count  | 3                                  | 12                                   |
| Total Fees                                     | \$1,360.06                         | \$6,304.41                           |
| Fees Paid                                      | \$810.49                           | \$6,304.41                           |
| Total Project Cost                             | 111,432                            | 342,218                              |
| Total Square Feet                              | 540                                | 4,053                                |
| Total Square feet Garage                       | 0                                  | 0                                    |
| <b>Electrical</b>                              |                                    |                                      |
| Count  | 5                                  | 8                                    |
| Total Fees                                     | \$2,907.25                         | \$3,742.03                           |
| Fees Paid                                      | \$1,868.46                         | \$3,742.03                           |
| Total Project Cost                             | 158,677                            | 145,274                              |
| Total Square Feet                              | 0                                  | 0                                    |
| Total Square feet Garage                       | 0                                  | 0                                    |
| <b>Mechanical</b>                              |                                    |                                      |
| Count  | 4                                  | 4                                    |
| Total Fees                                     | \$884.00                           | \$994.00                             |
| Fees Paid                                      | \$884.00                           | \$994.00                             |
| Total Project Cost                             | 71,655                             | 59,024                               |
| Total Square Feet                              | 0                                  | 0                                    |
| Total Square feet Garage                       | 0                                  | 0                                    |
| <b>Plumbing</b>                                |                                    |                                      |
| Count  | 1                                  | 1                                    |
| Total Fees                                     | \$166.00                           | \$166.00                             |
| Fees Paid                                      | \$166.00                           | \$166.00                             |
| Total Project Cost                             | 1,500                              | 3,050                                |
| Total Square Feet                              | 0                                  | 0                                    |
| Total Square feet Garage                       | 0                                  | 0                                    |
| <b>Total Count</b>                             | <b>13</b>                          | <b>36</b>                            |
| <b>Total Fees</b>                              | <b>\$5,317.31</b>                  | <b>\$190,704.81</b>                  |
| <b>Total Fees Paid</b>                         | <b>\$3,728.95</b>                  | <b>\$191,704.81</b>                  |
| <b>Total Project Cost</b>                      | <b>343,264</b>                     | <b>4,330,325</b>                     |
| <b>Total Square Feet</b>                       | <b>540</b>                         | <b>26,865</b>                        |
| <b>Total Square feet Garage</b>                | <b>0</b>                           | <b>6,805</b>                         |





## Inspection Summary Report by Permit Type

**7/1/2023 TO 7/31/2023**

|                              | NULL VALUE | Building | Electrical | Mechanical | New SFD   | Row Total |
|------------------------------|------------|----------|------------|------------|-----------|-----------|
| Drywall                      | 0          | 0        | 0          | 0          | 3         | 3         |
| Electrical                   | 0          | 0        | 1          | 0          | 0         | 1         |
| Electrical Panel - Meter Tag | 0          | 0        | 1          | 0          | 0         | 1         |
| Final Bldg. Inspections      | 0          | 0        | 0          | 0          | 5         | 5         |
| Final Depart. Inspections    | 0          | 0        | 0          | 0          | 2         | 2         |
| Final Inspection             | 0          | 2        | 1          | 0          | 0         | 3         |
| Fire Dept.                   | 0          | 0        | 0          | 0          | 1         | 1         |
| Footings                     | 0          | 1        | 0          | 0          | 0         | 1         |
| Frame, Rough MEP             | 0          | 0        | 0          | 0          | 5         | 5         |
| Framing                      | 0          | 0        | 0          | 0          | 2         | 2         |
| HVAC Final                   | 1          | 0        | 0          | 2          | 0         | 3         |
| Insulation                   | 0          | 0        | 0          | 0          | 4         | 4         |
| Pool/Spa                     | 0          | 4        | 0          | 0          | 0         | 4         |
| ROOF FINAL                   | 0          | 1        | 0          | 0          | 0         | 1         |
| Shear Nailing                | 0          | 0        | 0          | 0          | 2         | 2         |
| Solar P/V Final              | 0          | 1        | 16         | 0          | 0         | 17        |
| <b>Totals:</b>               | <b>1</b>   | <b>9</b> | <b>19</b>  | <b>2</b>   | <b>24</b> | <b>55</b> |
|                              |            |          |            |            |           |           |



## Permit Summary Report (Total Fees Paid)

08/01/2023 TO 08/31/2023

|                          | Total      |
|--------------------------|------------|
| Count                    | 9          |
| Total Fees               | \$3,291.62 |
| Fees Paid                | \$1,798.91 |
| Total Project Cost       | 223,157    |
| Total Square Feet        | 1,555      |
| Total Square feet Garage | 0          |
| Count                    | 8          |
| Total Fees               | \$3,245.40 |
| Fees Paid                | \$3,126.85 |
| Total Project Cost       | 395,440    |
| Total Square Feet        | 0          |
| Total Square feet Garage | 0          |
| Count                    | 5          |
| Total Fees               | \$1,050.00 |
| Fees Paid                | \$1,050.00 |
| Total Project Cost       | 67,460     |
| Total Square Feet        | 0          |
| Total Square feet Garage | 0          |
| Count                    | 1          |
| Total Fees               | \$0.00     |
| Fees Paid                | \$0.00     |
| Total Project Cost       | 245,000    |
| Total Square Feet        | 1,615      |
| Total Square feet Garage | 438        |
| Count                    | 1          |
| Total Fees               | \$166.00   |
| Fees Paid                | \$166.00   |
| Total Project Cost       | 1,500      |
| Total Count              | 24         |
| Total Fees               | \$7,753.02 |
| Total Fees Paid          | \$6,141.76 |
| Total Project Cost       | 932,557    |



## Inspection Report by Permit Type

08/01/2023 TO 08/31/2023

|                                | NULL VALUE | Building  | Electrical | Master PV | Mechanical | New SFD   | Plumbing | Row Total |
|--------------------------------|------------|-----------|------------|-----------|------------|-----------|----------|-----------|
| Drywall                        | 0          | 1         | 0          | 0         | 0          | 7         | 0        | 8         |
| Electrical Panel - Meter Tag   | 0          | 0         | 2          | 0         | 0          | 4         | 0        | 6         |
| Final Bldg. Inspections        | 0          | 0         | 0          | 0         | 0          | 5         | 0        | 5         |
| Final Inspection               | 0          | 2         | 1          | 0         | 0          | 0         | 1        | 4         |
| Footings                       | 0          | 1         | 0          | 0         | 0          | 0         | 0        | 1         |
| Frame, Rough MEP               | 0          | 0         | 0          | 0         | 0          | 2         | 0        | 2         |
| Gas Line Approval - Yellow Tag | 0          | 1         | 0          | 0         | 0          | 0         | 0        | 1         |
| HVAC Final                     | 0          | 0         | 0          | 0         | 3          | 0         | 0        | 3         |
| Inspection                     | 0          | 1         | 0          | 0         | 0          | 0         | 0        | 1         |
| Insulation                     | 0          | 0         | 0          | 0         | 0          | 6         | 0        | 6         |
| Lath                           | 0          | 0         | 0          | 0         | 0          | 1         | 0        | 1         |
| Pool/Spa                       | 0          | 6         | 0          | 0         | 0          | 0         | 0        | 6         |
| Re-Roof                        | 1          | 3         | 0          | 0         | 0          | 0         | 0        | 4         |
| ROOF FINAL                     | 0          | 1         | 0          | 0         | 0          | 0         | 0        | 1         |
| Shear Nailing                  | 0          | 0         | 0          | 0         | 0          | 3         | 0        | 3         |
| Solar P/V Final                | 0          | 0         | 16         | 0         | 0          | 0         | 0        | 16        |
| Structure                      | 0          | 0         | 0          | 0         | 0          | 2         | 0        | 2         |
| Water Heater                   | 0          | 0         | 0          | 0         | 1          | 0         | 3        | 4         |
| Water Lateral                  | 0          | 0         | 0          | 0         | 0          | 4         | 0        | 4         |
| <b>Totals:</b>                 | <b>1</b>   | <b>16</b> | <b>19</b>  | <b>0</b>  | <b>4</b>   | <b>34</b> | <b>4</b> | <b>78</b> |

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# MONTHLY OPERATIONS REPORT

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*for the:* **City of Lone**

**Castle Oaks and the Wastewater Treatment  
Facilities**

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Wastewater Services

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**July 2023**

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RE: JULY 2023 MONTHLY OPERATIONS REPORT

Dear Mrs. .Godney:

James Water Service Company is pleased to present our monthly operations report detailing our operations and maintenance activities at your wastewater treatment facilities during the previous month. Our report addresses the following key areas of concern:

1. Permit Compliance
2. Plant Flows
3. Plant Loads
4. Plant Process and Performances
5. Maintenance and Repair
6. Process Chemicals
7. Solids Disposal
8. Safety

Should you have any questions or concerns regarding this report or any aspect of our operation, please don't hesitate to contact me.

Thank you for your time,

Sincerely,

Kathy Stone- Operations Manager

James Whitaker- Facility Manager



## 1. PERMIT COMPLIANCE

### 1. Discharge Permit Compliance- Tertiary WWTP

Central Valley Regional Water Quality Control Board permits the discharge from the facility for multiple parameters. All regulatory water quality monitoring requirements were met for the month of July. The WWTP Facilities achieved compliance for the month. All permit required laboratory analysis performed by Alpha Laboratories. All July parameters documented in **TABLE 1.0** below.

**TABLE 1.0 – DISCHARGE COMPLIANCE**

| PARAMETER                 | PERMIT LIMIT                 | FREQUENCY  | AVERAGE | MONTHLY<br>HIGH | MONTHLY<br>LOW |
|---------------------------|------------------------------|------------|---------|-----------------|----------------|
| Flow                      | 1.2 MGD                      | Continuous | 0.811   | 0.895           | 0.732          |
| pH                        | 6.0-9.0 mg/L                 | Weekly     | 7.3     | 7.4             | 7.1            |
| Total Coliform            | 23/240mpn                    | Daily      | <1.8    | 46              | <1.8           |
| Electrical Conductivity   | 10/mg/l                      | Monthly    | 470     | 470             | 470            |
| Chlorine                  | N/A                          | Daily      | 4.9     | 5.9             | 3.6            |
| Nitrate                   | 10 mg/L                      | Weekly     | 1.4     | 2.1             | 0.32           |
| Total Arsenic             | mg/l                         | Monthly    | 15      | 15              | 15             |
| Turbidity                 | 10 NTU                       | Continuous | 1.06    | 3.11            | 0.31           |
| Biochemical Oxygen Demand | 30 mg/L<br>45 Day<br>Average | Weekly     | <5.0    | <5.0            | <5.0           |

**GREEN=** WITHIN PERMIT LIMITS

**YELLOW=**WITHIN PERMIT LIMITS NEEDS ATENTION

**RED=** EXCEEDED PERMIT LIMITS

## 2. Permit Compliance- Wastewater Treatment Plant Ponds

Central Valley Regional Water Quality Control Board provides a Permit for the Operation of the Pond Treatment System. All regulatory water quality monitoring requirements were met. The WWTP Facilities achieved compliance with parameters, as documented in **TABLE 1.1** below.

**TABLE 1.1 – PERMIT COMPLIANCE**

| POND | PARAMETER        | PERMIT LIMIT | FREQUENCY | AVERAGE | MONTHLY HIGH | MONTHLY LOW |
|------|------------------|--------------|-----------|---------|--------------|-------------|
| 1    | Dissolved Oxygen | >1.0 X 3     | Weekly    | 5.46    | 10.00        | 2.88        |
| 2    | Dissolved Oxygen | >1.0 X 3     | Weekly    | 4.39    | 6.00         | 3.22        |
| 3    | Dissolved Oxygen | >1.0 X 3     | Weekly    | 5.37    | 7.60         | 3.36        |
| 4    | Dissolved Oxygen | >1.0 X 3     | Weekly    | 5.70    | 10.00        | 3.81        |
| 5    | Dissolved Oxygen | >1.0 X 3     | Weekly    | 4.81    | 5.34         | 3.66        |
| 6&7  | EMPTY            | >1.0 X 3     | Weekly    | N/A     | N/A          | N/A         |
| POND | PARAMETER        | PERMIT LIMIT | FREQUENCY | AVERAGE | MONTHLY HIGH | MONTHLY LOW |
| 1    | pH               | 6.0-9.0      | Weekly    | 6.8     | 7.5          | 6.1         |
| 2    | pH               | 6.0-9.0      | Weekly    | 7.3     | 7.7          | 6.2         |
| 3    | pH               | 6.0-9.0      | Weekly    | 6.8     | 7.3          | 6.0         |
| 4    | pH               | 6.0-9.0      | Weekly    | 6.7     | 7.1          | 6.3         |
| 5    | pH               | 6.0-9.0      | Weekly    | 7.3     | 7.5          | 7.1         |
| 6&7  | EMPTY            | 6.0-9.0      | Weekly    | N/A     | N/A          | N/A         |
| POND | PARAMETER        | PERMIT LIMIT | FREQUENCY | AVERAGE | MONTHLY HIGH | MONTHLY LOW |
| 1    | Freeboard        | 2.0          | Weekly    | 2.0     | 2.0          | 2.0         |
| 2    | Freeboard        | 2.0          | Weekly    | 2.0     | 2.0          | 2.0         |
| 3    | Freeboard        | 2.0          | Weekly    | 2.0     | 2.0          | 2.0         |
| 4    | Freeboard        | 2.0          | Weekly    | 2.0     | 2.0          | 2.0         |
| 5    | Freeboard        | 2.0          | Weekly    | 2.0     | 2.0          | 2.0         |
| 6&7  | EMPTY            | 2.0          | Weekly    | N/A     | N/A          | N/A         |
| POND | PARAMETER        | PERMIT LIMIT | FREQUENCY | AVERAGE | MONTHLY HIGH | MONTHLY LOW |
| 1    | Berm Condition   | Visual       | Weekly    | OK      | OK           | OK          |
| 2    | Berm Condition   | Visual       | Weekly    | OK      | OK           | OK          |
| 3    | Berm Condition   | Visual       | Weekly    | OK      | OK           | OK          |
| 4    | Berm Condition   | Visual       | Weekly    | OK      | OK           | OK          |
| 5    | Berm Condition   | Visual       | Weekly    | OK      | OK           | OK          |
| 6&7  | EMPTY            | Visual       | Weekly    | N/A     | N/A          | N/A         |

| POND | PARAMETER    | PERMIT LIMIT | FREQUENCY | AVERAGE | MONTHLY HIGH | MONTHLY LOW |
|------|--------------|--------------|-----------|---------|--------------|-------------|
| 1    | Seepage/Odor | Visual       | Weekly    | OK      | OK           | OK          |
| 2    | Seepage/Odor | Visual       | Weekly    | OK      | OK           | OK          |
| 3    | Seepage/Odor | Visual       | Weekly    | OK      | OK           | OK          |
| 4    | Seepage/Odor | Visual       | Weekly    | OK      | OK           | OK          |
| 5    | Seepage/Odor | Visual       | Weekly    | OK      | OK           | OK          |
| 6&7  | EMPTY        | Visual       | Weekly    | N/A     | N/A          | N/A         |

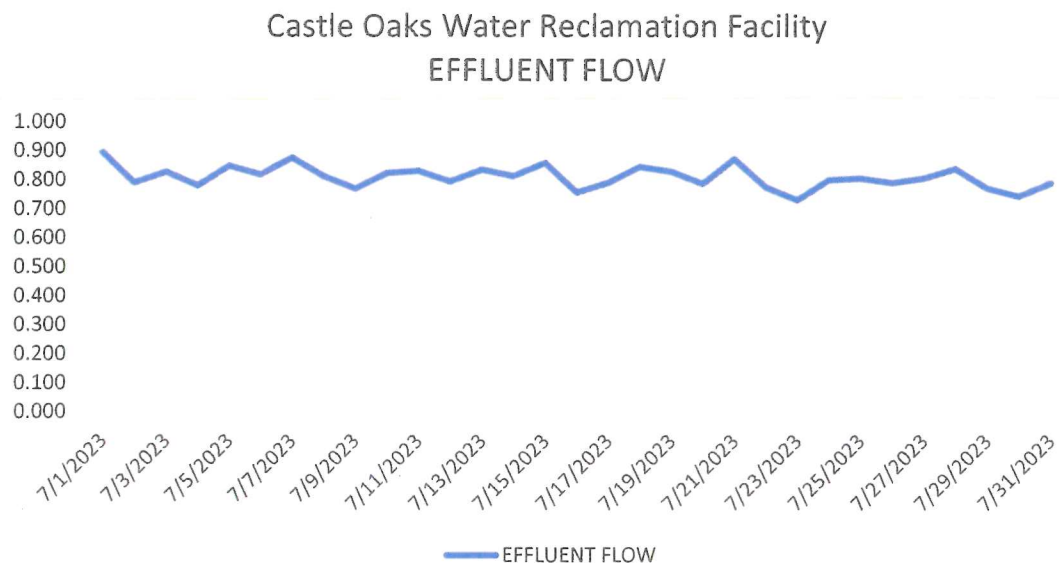
## 2. PLANT FLOWS

### 1. *Effluent and Influent Flow*

The total Influent flow of 35,442,434 gallons of wastewater has been recorded for the month of July. The average daily influent flow for the month was 21,236 GPD. A maximum daily flow of 1,234,577 gallons on July 21<sup>st</sup>. A minimum daily flow of 1,050,831 gallons on July 23<sup>rd</sup>.

The total Effluent flow of 30,311,976 gallons of wastewater has been discharged for the month of July. The average daily effluent flow for the month 973,970. A maximum daily flow of 1,074,850 gallons on July 1<sup>st</sup>. A minimum daily flow of 879,095 gallons on July. 23<sup>rd</sup>.

Graph 3.0 below trends the Effluent flow for the month.





### **3. PLANT LOADS**

The plant loading consists of domestic wastewater.

#### **1. PLANT PROCESSES AND PERFORMANCE**

##### ***Collection System***

The collection system performed without interruption or incidents. Lift stations were cleaned by ABC. ABC plans on cleaning hot spots and line cleaning in August.

##### ***Influent Lift Station***

The influent turbidity meter needs repair. Screen scrubbed and washed down daily.

The WWTP Influent pump station is scheduled for replacement 2024

##### ***Castle Oaks Golf Course***

The spray field was operated 31 out of 31 days of the month of July. The effluent is applied evenly. No issues reported

#### **5. *Farmer's Irrigation* See DMR**

### **5.0 MAINTENANCE AND REPAIR**

Maintenance and repair is a critical component of the overall operations of the wastewater treatment facilities. Waterstone Services is working closely with the City of Lone maintenance staff to assure that critical tasks are identified and corrected in a timely manner.

The following critical tasks completed this month:

- CHECKED EYE WASH STATIONS
- CHECKED FIRE EXTINGUISHERS
- SENT SLUDGE TO DRYING BED
- ALL MONTHLY SAMPLES COMPLETED
- CALIBRATED PH PROBE, AND OTHER QA/QC TASKS
- CREATED AND IMPLEMENTED LABORATORY SOP AND QA/QC MANUALS
- MOTORS GREASED AT BOTH FACILITIES
- FACILITY ISSUES INVESTIGATED BY TELSTAR IND FOR PANELS PLC CONTROL AUTOMATION UPGRADES, WILL SUBMIT IN AUGUSTS REPORT.
- PONDS SPRAYED TO MITIGATE DUCKWEED GROWTH, ONGOING ISSUE.
- SAFETY ISSUES BEING ADDRESSED, TRIP HAZARDS, CONFINED SPACES, POND SAFETY RINGS ETC
- ALL USA MARKINGS COMPLETED FOR CLIENTS AS REQUESTED

## ITEMS REQUIRING CLIENT APPROVAL

| ITEM                         | CRITICALITY | STATUS   | COMPLETION DATE |
|------------------------------|-------------|----------|-----------------|
| Will be in August report for | The COWRP   | And WWTP |                 |

### 6.0 PROCESS CHEMICALS

The process chemical inventory (chlorine, polymer) are the bulk of chemicals used at the plant. We are utilizing tracking sheets for daily operator use to assure that dosage rates for all process chemicals are optimized. All chemicals used are being tracked on a daily basis.

### 7. SOLIDS DISPOSAL

Sludge is separated from water in the Solids Sludge Drying Bed.

### 8.0 SAFETY

Safety of the staff, and the facility itself, is a critical concern. Safety meetings topics included: PPE, chemical handling and lockout/tag out. We are pleased to report that there were no workplace accidents or injuries in the past month. An IIPP is being implemented at the facility as well.





**CITY OF IONE**  
**IONE, CA 95640**

## **AGENDA ITEM F.6**

**DATE:** AUGUST 19, 2023

**TO:** AMY GEDNEY, INTERIM CITY MANAGER

**FROM:** JONATHAN MITCHELL, CITY ENGINEER

**SUBJECT:** ENGINEERING DEPARTMENT AUGUST 2023 REPORT

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To provide information regarding the activities of the Engineering Department for the month of August 2023.

**Castle Oaks Landscaping Improvement and Maintenance:**

- Please see Agenda Item #I2 for update on Castle Oaks Landscaping Improvement and Maintenance.

**Regional Transportation Plan Projects:**

- Please see Agenda Item #I3 for update on Regional Transportation Plan Projects.

**Train Depot Park Improvement Project:**

- A detailed update, including phased construction strategy, grant management, and volunteer participation options and details shall be presented to Council in October. Required pre-construction activities are underway, including site survey, utility identification and planning and site drainage options reviews.

**Roadway Maintenance Bid Package:**

- Engineering is preparing a strategy and initial bid packages for an annual roadway maintenance package, including surface treatments, overlay, crack filling and dig outs as prioritized from City Pavement Condition Analysis and field review. Target will be release of bid documents over fall/winter for contracting and mobilization of initial package in the spring. Typically, bids are more competitive when advertised in the off season, as advanced planning for Spring work programs.

**CITY OF IONE COUNCIL MEETING MINUTES  
Meeting of September 5, 2023**

**Mayor Rhoades called meeting to order at 6:04 PM**

**A. ROLL CALL:**

Present: Stacy Rhoades, Mayor  
Jack Mitchell, Vice Mayor  
Dominic Atlan, Councilmember  
Alison LaFayne, Councilmember  
Diane Wratten, Councilmember  
Staff: Amy Gedney, Interim City Manager  
Andy Pinasco, City Attorney  
Janice Traverso, City Clerk

**B. MAYOR RHOADES LED THE PLEDGE OF ALLEGIANCE**

**C. CLOSED SESSION: Council convened to Closed Session at 6:06 p.m.**

CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Paragraph (1) of Subdivision (d) of Section 54956.9

Name of Case: (Amador Court Case Number 22-CV-12824 – Amador Regional Sanitation Authority (ARSA) v City of Ione and California Department of Corrections and Rehabilitation (CDCR).

**D. REPORT OUT OF CLOSED SESSION: Council reconvened to Open Session at 7:14 p.m. – Andy Pinasco, City Attorney reported that there is no reportable action from the Closed Session.**

**POINT OF ORDER:** David Anderson commented he believes that Councilmember Atlan is employed by the Department of Corrections and your lawsuit between the City and the Department of Corrections should invalidate his participation and he should recuse himself.

**E. APPROVAL OF AGENDA:**

It was moved by Councilmember Atlan, seconded by Councilmember LaFayne and carried to approve the agenda with moving Item #3 – Grand Jury Response - under the Regular Agenda to Item #1 and pull the Warrants from the Consent Calendar for discussion.

**AYES:** Rhoades, Mitchell, Atlan, LaFayne, Wratten

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**F. PRESENTATIONS/ANNOUNCEMENTS:**

1. Presentation and request by Don and Lisa Vicari to put a memorial bench on City property located. *Recommendation: Approve request to place a memorial bench at the corner of Castle Oaks Drive and Shakeley Lane* - Don and Lisa Vicari are

requesting to dedicate a bench in memory of Corey Shearer, resident of Ione, who was murdered a year ago in Rancho Cordova. They have requested that the bench be placed at the corner of Castle Oaks Drive and Shakeley Lane. It was moved by Vice Mayor Mitchell, seconded by Councilmember Wratten and carried to approve the request of Don and Lisa Vicari to place the bench at the corner of Castle Oaks Drive and Shakeley Lane in memory of Corey Shearer.

**AYES: Rhoades, Mitchell, Atlan, LaFayne, Wratten**

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

#### **G. PUBLIC COMMENT:**

Tommy Quinn commented:

- My neighbor is out of jail and living in a house with no windows, no electricity and no water. I have been asking for five years to shut that place down and nothing has happened.
- Just like the ditch by my house—nothing has been done. You are letting down the old people in the old part of town.
- An hour and 10 minutes in Closed Session--you make the people wait and sit on the floor because of not enough chairs. I was sitting on the floor with other people.

Ken Mackey, Fire Chief: invited the Council and the public to the annual 9/11 Ceremony at Fire Station #1 on September 11, 2023 at 8:42 p.m.

Larry Rhoades: the August 1, 2023 minutes did not include comments from Jim Scully and I regarding the WIRIS Project, and I would like them added.

Dave Livingstone: wanted to thank Chief Mackey and the Fire Department for there fast response to a rattle snake that I spotted on my daily walk in Howard Park. He wanted to caution people at Howard Park.

Paul Bates: it is not a good time for me to come in and talk—I actually had some really good things to say to you tonight. However, I think our worst nightmare is coming to fruition. For you guys to spend 1 hour and one-quarter in that room tells me that we have some very serious legal matters coming at us based on prior City Councils and their decision or no decisions, no contracts and now it is flying up in our faces. We have two Councilmembers here that probably should not be here based on the water they used. These two peoples might know who they are should take responsible for their actions. If they are bringing a liability upon us, upon this City then they need to step down immediately.

Marty Goeres: commented on the low-income project behind his home at 401 Waterman Road. Even though the hearing has been continued, Ione does not have the infrastructure for something of this size to handle this amount of people. A 1,000 people will be moving in on 7 acres. You think your traffic is bad downtown

right now just wait until you bring in this amount of people, plus the intersection does not line up. I am opposed to this project and I don't think the City should approve this project.

**H. INFORMATION ITEMS:** Information items—None

**I. CONSENT CALENDAR:**

It was moved by Councilmember LaFayne, seconded by Councilmember Atlan and carried to pull Items G.1. Minutes, and G.2. Warrants for discussion.

1. Minutes of August 1, 2023 – with adding comments from Larry Rhoades and Jim Scully under WIRIS Update and Councilmember Atlan commented that the minutes of August 1, 2023 are confusing and asked that Item #6 under the first Consent Calendar vote be deleted. It was moved by Councilmember Atlan, seconded by Councilmember LaFayne and carried to approve the minutes with the above changed.

**AYES: Rhoades, Mitchell, Atlan, LaFayne, Wratten**

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

2. September 5, 2023 Warrants – Councilmember LaFayne had questions on the Warrants—Unpaid Invoices, ACRA Pool Payment, PERC Invoices, Raw Water at Howard Park \$5,100—people are using the raw water hydrant without permission--Ken Mackey, Fire Chief will install Knox Box Locking caps on the hydrants. Waterstone Services, LLC is the same company as James Water Service and an Assignment Agreement is not required. Councilmember Atlan questioned invoices for chemicals at the Wastewater Treatment Plant, and Gas Alert Detector invoice. It was moved by Councilmember Atlan, seconded by Councilmember LaFayne and carried to approve the Warrants.

**AYES: Rhoades, Mitchell, Atlan, LaFayne, Wratten**

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

It was moved by Councilmember LaFayne, seconded by Councilmember Atlan and carried to approve the following items:

3. Lease with Amador Central Railroad Corporation
4. Revision to Salary Schedule for Account Clerk

**AYES: Rhoades, Mitchell, Atlan, LaFayne, Wratten**

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**J. PUBLIC HEARING:**

It was moved by Vice Mayor Mitchell, seconded by Councilmember Atlan and carried to continue the following Public Hearings to the September 19, 2023.

**AYES: Rhoades, Mitchell, Atlan, LaFayne, Wratten**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

1. Request from CRP Affordable Housing for Fee Waiver Request
2. Adoption of Ordinance No. 532 – Amending the Ione Municipal Code, Title 17 Zoning, to adopt the Zoning Code Amendment – Table 17.40.050-1 Project – Parking Requirements by Land Use

**DISCUSSION ITEMS:**

For the record: Action minutes provide the necessary documentation of City Council action. Audio recordings are retained for those desiring more detail on particular agenda item discussions. These audio recordings provide an accurate and comprehensive backup of City Council deliberations and citizen discussions.

**K. REGULAR AGENDA:**

3. Response to 2022-2023 Grand Jury Report  
*Recommendation: Review response and provide direction.*

Mayor Rhoades: I did not like the draft letter and a lot of the information is inaccurate. It is ridiculous to go after the Grand Jury for something they thought was wrong, they did their investigation and the City corrected it before the Grand Jury came out. The people who caused it do not work for the City anymore. I think we need to go back to the original letter saying this wrong and we corrected it.

Councilmember LaFayne: The Grand Jury was wrong on many of their findings. You are allowed a response, you don't just roll over. I understand why you are taking this personally but their findings in my opinion are wrong. The only reason we are in this situation is for personal reasons.

Councilmember Wratten: We need to remove "wholly" disagree on the findings, but like the fact that it was well investigated something the Grand Jury clearly did not do because they are using wrong information for propane vs. gas, and this response clearly spells this out.

Councilmember Atlan: Alison and I worked on this letter, we checked all the facts, we ran it through the City Attorney, there is nothing in there that it is not true. We still don't have any permits for the tanks for that are already in. We haven't been given anything that shows that propane tanks were ever banned at all. The Grand Jury did a terrible job on this and we are entitled to a response. We don't have to agree with everything the Grand Jury says, we can disagree and that is what happened. Some of the recommendations we are doing but did not agree with the findings, but there is nothing in here that it is not true.

Andy Pinasco, City Attorney: To clarify what was discussed was the applicability of the Fire Code, as far as the facts and circumstances, I was not around. I cannot



vouch for the facts and circumstances when they occurred. The only thing we discussed was the applicability of whether or not the section cited by the Grand Jury did in fact prohibit above ground propane tanks and that we get some clarification from the Fire Chief to determine whether or not that was the way it would be enforced.

Councilmember Atlan: the next step would be to do an Ordinance banning the tanks and grandfather in the tanks that the Chief would be safe.

Chief Ken Mackey, I have always addressed this issue the same way since I have been promoted to Chief. I was under the understanding that the ban was the same and apparently it has been proven differently. I would like to meet with the Council and go over this and give some me time to give you a proper response, and be able to investigate and give you a correct answer. I do not want ever want to be put in this position ever again on behalf of the City of Lone. I do not to put any hazard environment in any body's way. I thought we handled it and we handled it swiftly and correctly for something that was done incorrectly. This was a time forced issue by the County to spend the money. After further discussion, it was moved by Councilmember Wratten, seconded by Councilmember Atlan, to send a letter to the Grand Jury with the changes that we agreed to and signed by the Mayor.

**AYES: Mitchell, Atlan, LaFayne, Wratten**

**NOES: Rhoades**

**ABSENT: None**

**ABSTAIN: None**

1. Budget Amendment 1 and Additional Task Orders with West Yost – Katharine Geist representing West Yost Engineering reviewed each amendment and Task associated with the resolutions. After comments from the Council, it was moved by Councilmember Wratten, seconded by Vice Mayor Mitchell and carried to adopt the following resolutions:
  - a. Adopt Resolution No. 2023-36 Authorizing a budget amendment to the fiscal year 2023-2024 operating budget.
  - b. Adopt Resolution No. 2023-37 Authorizing the City Manager to execute Task Order1A with West Yost authorizing the additional expenditure of \$49,800 as an amendment to Task Order 1 to develop the instrument controls.
  - c. Adopt Resolution No. 2023-38 Authorizing the City Manager to execute Task Order 3 with West Yost for preliminary design for the Interconnect Project.
  - d. Adopt Resolution No. 2023-39 Authorizing the City Manager to execute a Task Order 4 with West Yost

**AYES: Rhoades, Mitchell, Atlan, LaFayne, Wratten**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

2. City Council Governance Training: Andy Pinasco, City Attorney reviewed with Council Social Media and Council Decorum.

**L. REPORT AND COMMUNICATION FROM CITY ATTORNEY:**

- City Manager Evaluation will be on the September 19, 2023 Agenda
- RFP for permanent City Manager will be on September 19, 2023 Agenda

**M. REPORT AND COMMUNICATION FROM CITY MANAGER:**

- Animal Control Agreement with County – meeting scheduled to discuss their proposal.
- Castle Oaks Landscape Maintenance – Field meeting with City Engineer and landscaping company on Thursday.
- Park & Recreation Commission made changes to the Howard Park Master and will be presented to Council at the end of October for final approval.
- Park & Recreation Commission discussed ACRA and fees paid. The Commission is looking at developing their own Recreation Program.

**N. COUNCIL COMMENTS/COMMITTEE REPORTS/FUTURE AGENDA:**

- Councilmember Atlan:
  - Plans for Public Works Superintendent and Planning Services
  - Budget: Did all the Administrative Assistants become Administrative Analysts—if so, did everyone get a raise or stay the same.
- Councilmember LaFayne:
  - Park & Recreation did not agree to form their own Recreation Program—they wanted to do some sort of hybrid and work with ACRA
  - Two of the Ad Hoc Budget Committee Members did not get their last two emails and that is why they were not in attendance
  - Like an update on HR Firm
  - Waiting for a Economic Development Committee Meeting and Finance Committee Meeting
  - Crow's Nest at Howard Park needs cleaning before the rentals at the Arena
  - PA systems needs to be fixed in the Announcer's Booth—wires were torn out
- Councilmember Wratten:
  - Status on Train Park
  - Status of Wastewater Reports – July and August Reports on September 19, 2023 agenda
- Vice Mayor Mitchell:
  - Police Dinner on September 16, 2023
  - Hope to see everyone at the 9/11 Ceremony
  - VFW Spaghetti Feed on September 26, 2023
  - Harvest Fair on October 30, 2023 including a Pumpkin Pie Contest

- Mayor Rhoades:
  - Schedule Wastewater Committee Meeting
  - Propane Tank Ordinance on next agenda
  - Spent the day with Senator Gil at Mule Creek on several topics

**O. ADJOURNMENT:**

It was moved by Councilmember Atlan, seconded by Councilmember Wratten and carried to adjourn at 9:10 p.m.

Respectfully submitted,

Janice Traverso  
City Clerk



*CITY OF IONE*  
*IONE, CA 95640*

## **AGENDA ITEM G.2.**

**DATE: SEPTEMBER 19, 2023**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: JODI STENECK, FINANCE MANAGER**

**SUBJECT: SEPTEMBER 19, 2023 WARRANTS**

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**RECOMMENDED ACTION:**

Staff recommends that the council review and approve the attached report for payment totaling \$162,234.50

**FISCAL IMPACT:**

\$162,234.50

**ATTACHMENTS:**

Warrant list dated 9-19-23

| Invoice Number                                 | Seq.# | Description                             | Invoice Date | GL Peri | GL Account Number | Activity # | GL Account Description         | Net Invoice Check Amount |
|--|-------|---|--------------|---------|-------------------|------------|--------------------------------|--------------------------|
| <b>ABC PLUMBING HEATING &amp; AIR COND INC</b> |       |   |              |         |                   |            |                                |                          |
| I3798  | 1     | HYDRO JET VARIOUS AREAS THROUGHOUT IONE | 08/02/23     | 09/23   | 3111-92-6193      | 0          | MAINT. OF COLLECTION SYSTEM-PW | 445.00                   |
| Total I3798:                                   |       |   |              |         |                   |            |                                | 445.00                   |
| I3983  | 1     | HYDRO JET VARIOUS AREAS THROUGHOUT IONE | 08/30/23     | 09/23   | 3111-92-6193      | 0          | MAINT. OF COLLECTION SYSTEM-PW | 5,871.25                 |
| Total I3983:                                   |       |   |              |         |                   |            |                                | 5,871.25                 |
| I3993  | 1     | HYDRO JET FOOTHILL BLVD                 | 09/06/23     | 09/23   | 3111-92-6193      | 0          | MAINT. OF COLLECTION SYSTEM-PW | 550.00                   |
| Total I3993:                                   |       |   |              |         |                   |            |                                | 550.00                   |
| <b>ACES</b>                                    |       |   |              |         |                   |            |                                |                          |
| 705200   | 1     | 12YD 1.WK SEPT CHARGES                  | 09/01/23     | 09/23   | 4311-92-6170      | 0          | UTILITIES - PW ARENA           | 298.12                   |
| Total 705200:                                  |       |   |              |         |                   |            |                                | 298.12                   |
| <b>ALPHA ANALYTICAL LABORATORIES INC</b>       |       |   |              |         |                   |            |                                |                          |
| STATEMENT AUGU                                 | 1     | ANALYSIS                                | 08/31/23     | 09/23   | 3111-92-6113      | 0          | CHEMICALS - PW WWTP            | 3,816.00                 |
| Total STATEMENT AUGUST 2023:                   |       |   |              |         |                   |            |                                | 3,816.00                 |
| <b>AMADOR AIR DISTRICT</b>                     |       |   |              |         |                   |            |                                |                          |
| FEE WITH APPLIC                                | 1     | APPLICATION FEE OF 2 GENERATORS         | 09/13/23     | 09/23   | 3131-92-6240      | 0          | MEMBERSHIP & DUES - TERTIARY   | 205.92                   |
| Total FEE WITH APPLICATION:                    |       |   |              |         |                   |            |                                | 205.92                   |
| <b>AMADOR WATER AGENCY</b>                     |       |   |              |         |                   |            |                                |                          |
| 005018-020X82023                               | 1     | HYDRANT METER                           | 08/30/23     | 09/23   | 3131-92-6170      | 0          | UTILITIES - TERTIARY PW        | 67.50                    |
| Total 005018-020X82023:                        |       |   |              |         |                   |            |                                | 67.50                    |
| 005018-021X82023                               | 1     | HYDR METER                              | 08/30/23     | 09/23   | 3131-92-6170      | 0          | UTILITIES - TERTIARY PW        | 67.50                    |
| Total 005018-021X82023:                        |       |   |              |         |                   |            |                                | 67.50                    |
| <b>ARCO BUSINESS SOLUTIONS</b>                 |       |   |              |         |                   |            |                                |                          |
| STATEMENT - AUG                                | 1     | PD FUEL                                 | 09/02/23     | 09/23   | 1111-70-6201      | 0          | FUEL - PD GF                   | 1,357.79                 |



| Invoice Number                 | Seq.# | Description                  | Invoice Date | GL Peri | GL Account Number | Activity # | GL Account Description         | Net Invoice Check Amount |
|--------------------------------|-------|------------------------------|--------------|---------|-------------------|------------|--------------------------------|--------------------------|
| STATEMENT - AUG                | 2     | PD FUEL                      | 09/02/23     | 09/23   | 9670-70-6201      | 0          | FUEL - RESTRICTED PD           | 1,110.92                 |
| STATEMENT - AUG                | 3     | SIP PHONE SYSTEM             | 09/02/23     | 09/23   | 1111-65-6160      | 0          | COMMUNICATIONS - ADMIN GF      | 162.67                   |
| STATEMENT - AUG                | 4     | SIP PHONE SYSTEM             | 09/02/23     | 09/23   | 2111-65-6160      | 0          | COMMUNICATIONS - ADMIN GAS TAX | 27.11                    |
| STATEMENT - AUG                | 5     | SIP PHONE SYSTEM             | 09/02/23     | 09/23   | 3111-65-6160      | 0          | COMMUNICATIONS - WWTP ADMIN    | 54.22                    |
| STATEMENT - AUG                | 6     | SIP PHONE SYSTEM             | 09/02/23     | 09/23   | 9670-65-6160      | 0          | COMMUNICATIONS - PD ADMIN      | 13.56                    |
| STATEMENT - AUG                | 7     | SIP PHONE SYSTEM             | 09/02/23     | 09/23   | 9675-65-6111      | 0          | OFFICE EXPENSE - ADMIN FIRE    | 13.56                    |
| STATEMENT - AUG                | 8     | ADOBE SOFTWARE               | 09/02/23     | 09/23   | 1111-65-6111      | 0          | OFFICE EXPENSE - ADMIN GF      | 173.09                   |
| STATEMENT - AUG                | 9     | ADOBE SOFTWARE               | 09/02/23     | 09/23   | 2111-65-6111      | 0          | OFFICE EXPENSE - ADMIN GAS TAX | 28.85                    |
| STATEMENT - AUG                | 10    | ADOBE SOFTWARE               | 09/02/23     | 09/23   | 3111-65-6111      | 0          | OFFICE EXPENSE - ADMIN WWTP    | 57.70                    |
| STATEMENT - AUG                | 11    | ADOBE SOFTWARE               | 09/02/23     | 09/23   | 9670-65-6111      | 0          | OFFICE EXPENSE - ADMIN PD      | 14.42                    |
| STATEMENT - AUG                | 12    | ADOBE SOFTWARE               | 09/02/23     | 09/23   | 9675-65-6111      | 0          | OFFICE EXPENSE - ADMIN FIRE    | 14.42                    |
| STATEMENT - AUG                | 13    | CITY COUNCIL TRAINING        | 09/02/23     | 09/23   | 1111-60-6122      | 0          | TRAINING                       | 700.00                   |
| STATEMENT - AUG                | 14    | PW FACILITIES/MAINTENANCE    | 09/02/23     | 09/23   | 1111-92-6190      | 0          | MAINT OF BLDGS, STRUCT, GROUND | 1,798.88                 |
| STATEMENT - AUG                | 15    | PW STAFF RECRUITMENT         | 09/02/23     | 09/23   | 1111-92-6123      | 0          | STAFF RECRUITMENT              | 473.41                   |
| STATEMENT - AUG                | 16    | BUILDING DEPT - TRAINING     | 09/02/23     | 09/23   | 1111-85-6122      | 0          | TRAINING                       | 585.00                   |
| STATEMENT - AUG                | 17    | PROFESSIONAL SERVICES - WWTP | 09/02/23     | 09/23   | 3111-92-6215      | 0          | PROF SERVICES - WWTP PW        | 442.14                   |
| STATEMENT - AUG                | 18    | CLOTHING                     | 09/02/23     | 09/23   | 1111-65-6115      | 0          | CLOTHING - ADMIN GF            | 2,311.24                 |
| STATEMENT - AUG                | 19    | FIRE DEPT TRAINING           | 09/02/23     | 09/23   | 1111-75-6122      | 0          | TRAINING & TRAVEL - FIRE GF    | 71.74                    |
| STATEMENT - AUG                | 20    | FIRE DEPT TRAINING           | 09/02/23     | 09/23   | 9675-75-6122      | 0          | TRAINING - RESTRICTED FIRE     | 23.91                    |
| STATEMENT - AUG                | 21    | FIRE DEPT TRAINING           | 09/02/23     | 09/23   | 9613-75-6122      | 0          | TRAINING - MEASURE M           | 23.91                    |
| STATEMENT - AUG                | 22    | FIRE DEPT MAINT & REPAIRS    | 09/02/23     | 09/23   | 1111-75-6190      | 0          | MAINT OF BLDGS, STRUCT, GROUND | 449.41                   |
| STATEMENT - AUG                | 23    | FIRE DEPT MAINT & REPAIRS    | 09/02/23     | 09/23   | 9675-75-6190      | 0          | MAINT OF BLDGS - FIRE          | 149.80                   |
| STATEMENT - AUG                | 24    | FIRE DEPT MAINT & REPAIRS    | 09/02/23     | 09/23   | 9613-75-6190      | 0          | MAINT OF BLDGS - FIRE MEAS M   | 149.80                   |
| STATEMENT - AUG                | 25    | POLICE DEPT TRAINING         | 09/02/23     | 09/23   | 9670-70-6250      | 0          | TRAVEL, CONF - RESTRICTED PD   | 213.22                   |
| STATEMENT - AUG                | 26    | POLICE DEPT TRAINING         | 09/02/23     | 09/23   | 1111-70-6250      | 0          | TRAVEL, CONF - FIRE GF         | 260.61                   |
| Total STATEMENT - AUGUST 2023: |       |                              |              |         |                   |            |                                | 10,681.38                |

|             |    |              |          |       |              |   |                                |       |
|-------------|----|--------------|----------|-------|--------------|---|--------------------------------|-------|
| CAL.NET INC | 1  | WIFI SERVICE | 08/28/23 | 09/23 | 1111-65-6160 | 0 | COMMUNICATIONS - ADMIN GF      | 17.61 |
| 31321X82023 | 2  | WIFI SERVICE | 08/28/23 | 09/23 | 2111-65-6160 | 0 | COMMUNICATIONS - ADMIN GAS TAX | 2.93  |
| 31321X82023 | 3  | WIFI SERVICE | 08/28/23 | 09/23 | 3111-65-6160 | 0 | COMMUNICATIONS - WWTP ADMIN    | 5.87  |
| 31321X82023 | 4  | WIFI SERVICE | 08/28/23 | 09/23 | 9670-65-6160 | 0 | COMMUNICATIONS - PD ADMIN      | 1.47  |
| 31321X82023 | 5  | WIFI SERVICE | 08/28/23 | 09/23 | 9675-65-6160 | 0 | COMMUNICATIONS - FIRE ADMIN    | 1.47  |
| 31321X82023 | 6  | WIFI SERVICE | 08/28/23 | 09/23 | 1111-70-6160 | 0 | COMMUNICATIONS - PD GF         | 16.14 |
| 31321X82023 | 7  | WIFI SERVICE | 08/28/23 | 09/23 | 9670-70-6160 | 0 | COMMUNICATIONS - POLICE        | 13.20 |
| 31321X82023 | 8  | WIFI SERVICE | 08/28/23 | 09/23 | 1111-75-6160 | 0 | COMMUNICATIONS - FIRE GF       | 17.61 |
| 31321X82023 | 9  | WIFI SERVICE | 08/28/23 | 09/23 | 9675-75-6160 | 0 | COMMUNICATIONS - FIRE          | 5.87  |
| 31321X82023 | 10 | WIFI SERVICE | 08/28/23 | 09/23 | 9613-75-6160 | 0 | COMMUNICATIONS - FIRE MEAS M   | 5.87  |
| 31321X82023 | 11 | WIFI SERVICE | 08/28/23 | 09/23 | 1111-85-6160 | 0 | COMMUNICATIONS - BUILDING GF   | 11.74 |

| Invoice Number               | Seq # | Description                                  | Invoice Date | GL Peri | GL Account Number | Activity # | GL Account Description         | Net Invoice Check Amount |
|------------------------------|-------|--|--------------|---------|-------------------|------------|--------------------------------|--------------------------|
| 31321X82023                  | 12    | WIFI SERVICE                                 | 08/28/23     | 09/23   | 1111-92-6160      | 0          | COMMUNICATIONS - PW GF         | 5.97                     |
| 31321X82023                  | 13    | WIFI SERVICE                                 | 08/28/23     | 09/23   | 2111-92-6160      | 0          | COMMUNICATIONS - PW            | 5.81                     |
| 31321X82023                  | 14    | WIFI SERVICE                                 | 08/28/23     | 09/23   | 3111-92-6160      | 0          | COMMUNICATIONS - PW WWTP       | 5.81                     |
| Total 31321X82023:           |       |  |              |         |                   |            |                                |                          |
| CASELLE INC.                 |       |  |              |         |                   |            |                                |                          |
| 127423                       | 1     | CONTRACT SUPPORT/MAINT - OCT 2023            | 09/01/23     | 09/23   | 1111-65-6166      | 0          | SOFTWARE - ADMIN GF            | 1,087.80                 |
| 127423                       | 2     | CONTRACT SUPPORT/MAINT - OCT 2023            | 09/01/23     | 09/23   | 2111-65-6166      | 0          | SOFTWARE - GAS TX ADMIN        | 181.30                   |
| 127423                       | 3     | CONTRACT SUPPORT/MAINT - OCT 2023            | 09/01/23     | 09/23   | 3111-65-6166      | 0          | SOFTWARE - WWTP ADMIN          | 362.60                   |
| 127423                       | 4     | CONTRACT SUPPORT/MAINT - OCT 2023            | 09/01/23     | 09/23   | 9670-65-6166      | 0          | SOFTWARE - PD ADMIN            | 90.65                    |
| 127423                       | 5     | CONTRACT SUPPORT/MAINT - OCT 2023            | 09/01/23     | 09/23   | 9675-65-6166      | 0          | SOFTWARE - FIRE ADMIN          | 90.65                    |
| Total 127423:                |       |  |              |         |                   |            |                                |                          |
| CODE 3 WEAR                  |       |  |              |         |                   |            |                                |                          |
| 1-38597                      | 1     | PD - OFFICER HOWDEN UNIFORM                  | 09/05/23     | 09/23   | 1111-70-6140      | 0          | CLOTHING / UNIFORM-NON-PAYROLL | 202.11                   |
| 1-38597                      | 2     | PD - OFFICER HOWDEN UNIFORM                  | 09/05/23     | 09/23   | 9670-70-6140      | 0          | CLOTHING - RESTRICTED PD       | 165.37                   |
| Total 1-38597:               |       |  |              |         |                   |            |                                |                          |
| DE NOVO PLANNING GROUP INC.  |       |  |              |         |                   |            |                                |                          |
| 3925                         | 1     | PLANNING SERVICES JULY 2023                  | 08/07/23     | 09/23   | 1111-80-6213      | 0          | PROF & SPEC SERVICES-PLANNER   | 14,069.80                |
| Total 3925:                  |       |  |              |         |                   |            |                                |                          |
| 3976                         |       |  |              |         |                   |            |                                |                          |
| 3976                         | 1     | IONE CITY PLANNING -AUG 1 TO AUGUST 11, 2023 | 08/29/23     | 09/23   | 1111-80-6213      | 0          | PROF & SPEC SERVICES-PLANNER   | 2,562.76                 |
| Total 3976:                  |       |  |              |         |                   |            |                                |                          |
| FIRST SECURITY FINANCE INC.  |       |  |              |         |                   |            |                                |                          |
| IONE-CA-2008-1X1             | 1     | INTEREST                                     | 09/01/23     | 09/23   | 9511-50-9211      | 0          | INTEREST EXPENSE               | 608.82                   |
| IONE-CA-2008-1X1             | 2     | PRINCIPAL PMT                                | 09/01/23     | 09/23   | 9511-50-9311      | 0          | RETIREMENT OF PRINCIPAL        | 2,885.50                 |
| Total IONE-CA-2008-1X102023: |       |  |              |         |                   |            |                                |                          |
| GRAINGER                     |       |  |              |         |                   |            |                                |                          |
| 9813082303                   | 1     | CHEMICAL METERING PUMP                       | 08/22/23     | 09/23   | 3111-92-8813      | 0          | CAPITAL OTHER - WWTP PW        | 1,413.00                 |



| Invoice Number               | Seq.# | Description                                   | Invoice Date | GL Per | GL Account Number | Activity # | GL Account Description       | Net Invoice Check Amount |
|------------------------------|-------|---|--------------|--------|-------------------|------------|------------------------------|--------------------------|
| Total 47061:                 |       |   |              |        |                   |            |                              |                          |
| IONE PLAZA MARKET            |       |   |              |        |                   |            |                              |                          |
| 32026090                     | 1     | VOLUNTEER REFRESHMENTS                        | 09/06/23     | 09/23  | 3111-50-6111      | 0          | OFFICE EXPENSE               | 263.42                   |
| Total 32026090:              |       |   |              |        |                   |            |                              |                          |
| IONE TRADING POST            |       |   |              |        |                   |            |                              |                          |
| 32021090                     | 1     | FD - FUEL                                     | 09/01/23     | 09/23  | 9613-75-6201      | 0          | FUEL - FIRE MEAS M           | 444.95                   |
| 32021090                     | 2     | FD - FUEL                                     | 09/01/23     | 09/23  | 9675-75-6201      | 0          | FUEL - FIRE                  | 444.95                   |
| 32021090                     | 3     | FD - FUEL                                     | 09/01/23     | 09/23  | 1111-75-6201      | 0          | FUEL                         | 1,334.85                 |
| Total 32021090:              |       |   |              |        |                   |            |                              |                          |
| STATEMENT AUGU               |       |   |              |        |                   |            |                              |                          |
| 1                            | 1     | PW FUEL                                       | 08/31/23     | 09/23  | 1111-92-6201      | 0          | FUEL                         | 950.28                   |
| STATEMENT AUGU               |       |   |              |        |                   |            |                              |                          |
| 2                            | 2     | PW FUEL                                       | 08/31/23     | 09/23  | 2111-92-6201      | 0          | FUEL - PW GAS TAX            | 105.59                   |
| Total STATEMENT AUGUST 2023: |       |   |              |        |                   |            |                              |                          |
| IW SOLAR LLC                 |       |   |              |        |                   |            |                              |                          |
| 23209                        | 1     | SOLAR PRODUCED- TERTIARY PLANT                | 09/01/23     | 09/23  | 3111-92-6170      | 0          | UTILITIES - PW WWTP          | 9,738.88                 |
| Total 23209:                 |       |   |              |        |                   |            |                              |                          |
| JACKSON TIRE SERVICE INC     |       |   |              |        |                   |            |                              |                          |
| 32025280                     | 1     | FD - TIRE SERVICES                            | 08/25/23     | 09/23  | 1111-75-6202      | 0          | VEHICLE MAINT. - FIRE GF     | 4,716.95                 |
| 32025280                     | 2     | FD - TIRE SERVICES                            | 08/25/23     | 09/23  | 9675-75-6202      | 0          | VEHICLE MAINT. - FIRE        | 1,572.32                 |
| 32025280                     | 3     | FD - TIRE SERVICES                            | 08/25/23     | 09/23  | 9613-75-6202      | 0          | VEHICLE MAINT - FIRE MEAS M  | 1,572.32                 |
| Total 32025280:              |       |   |              |        |                   |            |                              |                          |
| JOHN M. MEYER, PH.D.         |       |   |              |        |                   |            |                              |                          |
| 32020380                     | 1     | OFFICER HOWDEN PRE EMPLOYMENT PSYCH SCREENING | 08/30/23     | 09/23  | 1111-70-6120      | 0          | SPECIAL DEPARTMENTAL EXPENSE | 300.00                   |
| Total 32020380:              |       |   |              |        |                   |            |                              |                          |
| LEDGER DISPATCH              |       |   |              |        |                   |            |                              |                          |
| 39564                        | 1     | NOTICE OF PUBLIC HEARING                      | 08/25/23     | 09/23  | 1111-80-6150      | 0          | ADVERTISING - PLANNING GF    | 143.52                   |

| Invoice Number                               | Seq.# | Description                                | Invoice Date | GL Peri | GL Account Number | Activity # | GL Account Description         | Net Invoice Check Amount |
|--|-------|--|--------------|---------|-------------------|------------|--------------------------------|--------------------------|
| Total 39564:                                 |       |  |              |         |                   |            |                                |                          |
| <b>MERZLAK SIGNS</b>                         |       |  |              |         |                   |            |                                |                          |
| 6258   | 1     | MAPS FOR HOWARD PARK                       | 08/29/23     | 09/23   | 1111-92-6190      | 0          | MAINT OF BLDGS, STRUCT, GROUND | 143.52                   |
| Total 6258:                                  |       |  |              |         |                   |            |                                |                          |
| <b>MISSION IT SOLUTIONS INC.</b>             |       |  |              |         |                   |            |                                |                          |
| 85762  | 1     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 1111-65-6167      | 0          | IT SERVICES - GF ADMIN         | 49.13                    |
| 85762  | 2     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 2111-65-6167      | 0          | IT SERVICES - GAS TX ADMIN     | 8.19                     |
| 85762  | 3     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 3111-65-6163      | 0          | IT SERVICES - ADMIN WWTP       | 16.38                    |
| 85762  | 4     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 9670-65-6167      | 0          | IT SERVICES - PD ADMIN         | 4.09                     |
| 85762  | 5     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 9675-65-6167      | 0          | IT SERVICES - FIRE ADMIN       | 4.09                     |
| 85762  | 6     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 1111-70-6167      | 0          | IT HARDWARE - GF PD            | 45.03                    |
| 85762  | 7     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 9670-70-6166      | 0          | SOFTWARE - RESTRICTED PD       | 36.84                    |
| 85762  | 8     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 1111-75-6167      | 0          | IT HARDWARE - GF               | 49.13                    |
| 85762  | 9     | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 9675-75-6166      | 0          | SOFTWARE - RESTRICTED FIRE     | 16.38                    |
| 85762  | 10    | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 9613-75-6163      | 0          | IT SERVICES - FIRE             | 16.38                    |
| 85762  | 11    | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 1111-85-6166      | 0          | SOFTWARE PROGRAMS              | 32.75                    |
| 85762  | 12    | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 1111-92-6166      | 0          | SOFTWARE PROGRAMS              | 16.70                    |
| 85762  | 13    | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 2111-92-6166      | 0          | SOFTWARE - PW GAS TAX          | 16.21                    |
| 85762  | 14    | OFFICE 365 EMAIL HOSTING                   | 09/01/23     | 09/23   | 3111-92-6166      | 0          | SOFTWARE - PW WWTP             | 16.20                    |
| Total 85762:                                 |       |  |              |         |                   |            |                                |                          |
| <b>SACRAMENTO OCCUPATIONAL MEDICAL GROUP</b> |       |  |              |         |                   |            |                                |                          |
| EM007921                                     | 1     | PD - OFFICER HOWDEN PRE PLACEMENT PHYSICAL | 09/01/23     | 09/23   | 1111-70-6123      | 0          | STAFF RECRUIT - PD GF          | 99.00                    |
| EM007921                                     | 2     | PD - OFFICER HOWDEN PRE PLACEMENT PHYSICAL | 09/01/23     | 09/23   | 9670-70-6123      | 0          | STAFF RECRUIT - RESTRICTED PD  | 81.00                    |
| Total EM007921:                              |       |  |              |         |                   |            |                                |                          |
| <b>SGROI, CARLO</b>                          |       |  |              |         |                   |            |                                |                          |
| 32028280                                     | 1     | PD - PER DIEM TRAINING CLASS               | 09/12/23     | 09/23   | 1111-70-6122      | 0          | TRAINING                       | 82.50                    |
| 32028280                                     | 2     | PD - PER DIEM TRAINING CLASS               | 09/12/23     | 09/23   | 9670-70-6122      | 0          | TRAINING - PD                  | 67.50                    |
| Total 32028280:                              |       |  |              |         |                   |            |                                |                          |
| <b>SHRED CITY</b>                            |       |  |              |         |                   |            |                                |                          |
| 23973090123                                  | 1     | Flat Rate/Delivery/Off Route Fee           | 09/01/23     | 09/23   | 1111-65-6111      | 0          | OFFICE EXPENSE - ADMIN GF      | 180.00                   |







| Invoice Number | Seq.# | Description        | Invoice Date | GL Peri | GL Account Number | Activity # | GL Account Description         | Net Invoice Check Amount |
|----------------|-------|--------------------|--------------|---------|-------------------|------------|--------------------------------|--------------------------|
| 626183         | 1     | DEVELOPMENT REVIEW | 08/25/23     | 09/23   | 1111-90-6212      | 0          | PROF & SPEC SERVICES-ENGINEER  | 99.32                    |
| 626183         | 2     | DEVELOPMENT REVIEW | 08/25/23     | 09/23   | 2111-90-6212      | 0          | PROF & SPEC SERV. -GAS TAX ENG | 32.47                    |
| 626183         | 3     | DEVELOPMENT REVIEW | 08/25/23     | 09/23   | 3111-90-6212      | 0          | PROF & SPEC SERV - WWTP ENGINE | 38.20                    |
| 626183         | 4     | DEVELOPMENT REVIEW | 08/25/23     | 09/23   | 3131-90-6212      | 0          | PROF & SPEC SERV. - TERTIARY   | 21.01                    |
| Total 626183:  |       |                    |              |         |                   |            |                                | 191.00                   |
| Total :        |       |                    |              |         |                   |            |                                | 162,234.50               |
| Grand Totals:  |       |                    |              |         |                   |            |                                | 162,234.50               |

Summary by General Ledger Account Number

| GL Account Number | Debit    | Credit | Net      |
|-------------------|----------|--------|----------|
| 1111-60-6122      | 700.00   | .00    | 700.00   |
| 1111-65-6111      | 1,026.96 | .00    | 1,026.96 |
| 1111-65-6115      | 2,311.24 | .00    | 2,311.24 |
| 1111-65-6160      | 180.28   | .00    | 180.28   |
| 1111-65-6166      | 1,207.80 | .00    | 1,207.80 |
| 1111-65-6167      | 49.13    | .00    | 49.13    |
| 1111-70-6120      | 300.00   | .00    | 300.00   |
| 1111-70-6122      | 82.50    | .00    | 82.50    |
| 1111-70-6123      | 99.00    | .00    | 99.00    |
| 1111-70-6140      | 202.11   | .00    | 202.11   |
| 1111-70-6160      | 16.14    | .00    | 16.14    |
| 1111-70-6166      | 110.00   | .00    | 110.00   |
| 1111-70-6167      | 45.03    | .00    | 45.03    |
| 1111-70-6201      | 1,357.79 | .00    | 1,357.79 |
| 1111-70-6202      | 129.25   | .00    | 129.25   |
| 1111-70-6250      | 260.61   | .00    | 260.61   |
| 1111-75-6122      | 71.74    | .00    | 71.74    |
| 1111-75-6130      | 119.28   | .00    | 119.28   |
| 1111-75-6160      | 17.61    | .00    | 17.61    |
| 1111-75-6166      | 120.00   | .00    | 120.00   |
| 1111-75-6167      | 49.13    | .00    | 49.13    |
| 1111-75-6190      | 769.47   | .00    | 769.47   |

Posting period: 09/23

Sep 14, 2023 03:15PM

## Summary by General Ledger Account Number

| GL Account Number | Debit     | Credit | Net       |
|-------------------|-----------|--------|-----------|
| 1111-75-6201      | 1,334.85  | .00    | 1,334.85  |
| 1111-75-6202      | 4,716.95  | .00    | 4,716.95  |
| 1111-80-6150      | 143.52    | .00    | 143.52    |
| 1111-80-6213      | 16,632.56 | .00    | 16,632.56 |
| 1111-85-6122      | 585.00    | .00    | 585.00    |
| 1111-85-6160      | 11.74     | .00    | 11.74     |
| 1111-85-6166      | 112.75    | .00    | 112.75    |
| 1111-90-6212      | 10,976.16 | .00    | 10,976.16 |
| 1111-92-6123      | 473.41    | .00    | 473.41    |
| 1111-92-6160      | 5.97      | .00    | 5.97      |
| 1111-92-6166      | 57.50     | .00    | 57.50     |
| 1111-92-6190      | 3,594.59  | .00    | 3,594.59  |
| 1111-92-6201      | 1,002.32  | .00    | 1,002.32  |
| 1111-92-6202      | 48.45     | .00    | 48.45     |
| 2111-65-6111      | 171.16    | .00    | 171.16    |
| 2111-65-6160      | 30.04     | .00    | 30.04     |
| 2111-65-6166      | 201.30    | .00    | 201.30    |
| 2111-65-6167      | 8.19      | .00    | 8.19      |
| 2111-90-6212      | 3,588.36  | .00    | 3,588.36  |
| 2111-92-6160      | 5.81      | .00    | 5.81      |
| 2111-92-6166      | 55.81     | .00    | 55.81     |
| 2111-92-6201      | 111.37    | .00    | 111.37    |
| 3111-50-6111      | 263.42    | .00    | 263.42    |
| 3111-65-6111      | 342.33    | .00    | 342.33    |
| 3111-65-6160      | 60.09     | .00    | 60.09     |
| 3111-65-6163      | 16.38     | .00    | 16.38     |
| 3111-65-6166      | 402.60    | .00    | 402.60    |
| 3111-90-6212      | 4,221.60  | .00    | 4,221.60  |
| 3111-92-6113      | 12,095.56 | .00    | 12,095.56 |
| 3111-92-6160      | 5.81      | .00    | 5.81      |
| 3111-92-6166      | 55.80     | .00    | 55.80     |
| 3111-92-6170      | 9,738.88  | .00    | 9,738.88  |
| 3111-92-6193      | 6,866.25  | .00    | 6,866.25  |
| 3111-92-6203      | 2,962.00  | .00    | 2,962.00  |
| 3111-92-6215      | 28,492.14 | .00    | 28,492.14 |
| 3111-92-8813      | 1,965.02  | 120.46 | 1,844.56  |
| 3131-90-6212      | 2,321.88  | .00    | 2,321.88  |
| 3131-92-6170      | 135.00    | .00    | 135.00    |

## Summary by General Ledger Account Number

| GL Account Number | Debit     | Credit | Net       |
|-------------------|-----------|--------|-----------|
| 3131-92-6215      | 18,700.00 | .00    | 18,700.00 |
| 3131-92-6240      | 205.92    | .00    | 205.92    |
| 4311-92-6170      | 298.12    | .00    | 298.12    |
| 9511-50-9211      | 608.82    | .00    | 608.82    |
| 9511-50-9311      | 2,885.50  | .00    | 2,885.50  |
| 9613-75-6122      | 23.91     | .00    | 23.91     |
| 9613-75-6130      | 39.76     | .00    | 39.76     |
| 9613-75-6160      | 5.87      | .00    | 5.87      |
| 9613-75-6163      | 16.38     | .00    | 16.38     |
| 9613-75-6166      | 40.00     | .00    | 40.00     |
| 9613-75-6190      | 256.49    | .00    | 256.49    |
| 9613-75-6201      | 444.95    | .00    | 444.95    |
| 9613-75-6202      | 1,572.32  | .00    | 1,572.32  |
| 9613-75-6203      | 9,525.10  | .00    | 9,525.10  |
| 9670-65-6111      | 85.58     | .00    | 85.58     |
| 9670-65-6160      | 15.03     | .00    | 15.03     |
| 9670-65-6166      | 100.65    | .00    | 100.65    |
| 9670-65-6167      | 4.09      | .00    | 4.09      |
| 9670-70-6122      | 67.50     | .00    | 67.50     |
| 9670-70-6123      | 81.00     | .00    | 81.00     |
| 9670-70-6140      | 165.37    | .00    | 165.37    |
| 9670-70-6160      | 13.20     | .00    | 13.20     |
| 9670-70-6166      | 126.84    | .00    | 126.84    |
| 9670-70-6201      | 1,110.92  | .00    | 1,110.92  |
| 9670-70-6202      | 105.75    | .00    | 105.75    |
| 9670-70-6250      | 213.22    | .00    | 213.22    |
| 9675-65-6111      | 99.14     | .00    | 99.14     |
| 9675-65-6160      | 1.47      | .00    | 1.47      |
| 9675-65-6166      | 100.65    | .00    | 100.65    |
| 9675-65-6167      | 4.09      | .00    | 4.09      |
| 9675-75-6122      | 23.91     | .00    | 23.91     |
| 9675-75-6130      | 39.76     | .00    | 39.76     |
| 9675-75-6160      | 5.87      | .00    | 5.87      |
| 9675-75-6166      | 56.38     | .00    | 56.38     |
| 9675-75-6190      | 256.49    | .00    | 256.49    |
| 9675-75-6201      | 444.95    | .00    | 444.95    |
| 9675-75-6202      | 1,572.32  | .00    | 1,572.32  |

Summary by General Ledger Account Number

| GL Account Number | Debit      | Credit  | Net        |
|-------------------|------------|---------|------------|
| Grand Totals:     | 162,354.96 | 120.46- | 162,234.50 |

Summary by General Ledger Posting Period

| GL Posting Period | Debit      | Credit  | Net        |
|-------------------|------------|---------|------------|
| 09/23             | 162,354.96 | 120.46- | 162,234.50 |
| Grand Totals:     | 162,354.96 | 120.46- | 162,234.50 |

## AGENDA ITEM G.3.



*City of Lone  
1 E. Main Street  
P.O. Box 398  
Lone, CA 95640*

September 5<sup>th</sup>, 2023

Via Mail and email

Honorable Judge J.S. Hermanson  
Amador County Superior Court, Presiding Judge  
500 Argonaut Lane, Jackson, CA 95642

Re: City of Lone Response-Grand Jury Report 2023

Dear Judge Hermanson,

Please find enclosed the response to the 2022-2023 Grand Jury Report, from the City of Lone (the "City"). The Lone City Council (the "Council") appreciates the Amador County Grand Jurys' ("ACGJ") time and welcomes the opportunity to answer further questions you or the ACGJ may have with regard to our response.

### **Background:**

The propane tank was removed in April of 2023, as noted by the Grand Jury, prior to the release of their report. The City of Lone will also adopt the latest California Fire Code and update its municipal code to ban propane tanks of a certain size and use to avoid further confusion over this issue.

In 2020, our county experienced the worst pandemic in 100+ years. COVID-19. The State of California shut down businesses, implemented curfews, and banned public gatherings and meetings. City hall doors were locked and staff were quarantined for weeks at a time recovering from COVID. Evalynn Bishop Hall was and still remains, the City's Emergency Shelter. To assist governing bodies in dealing with the dire effects of the pandemic, the US Treasury Department approved the distribution of funds through the CARES ACT, with the requirement these funds were to be utilized per Amador County by December 18, 2020; and December 31<sup>st</sup>, respectively according to the federal guidelines. In addition, products, goods, and services normally readily available, now were backlogged for up to a year or more. These are the circumstances the City found itself in while planning to install an emergency backup generator at its Emergency Shelter, Evalynn Bishop Hall.

The Council was never informed of the fuel source until AFTER the generator was installed. The only action taken by the Council was the execution of the reimbursement resolution to coincide with the CARES ACT funding deadlines. The City had sixty (60) days from permit pull to completion of the project to avoid missing the deadline while relying on outside resources to assist, namely PG&E. Even under normal circumstances, a 60-day deadline with PG&E is optimistic at best, and close to impossible during the COVID



years. As a point of reference, five months (150+ days) have passed and PG&E still has not connected the natural gas line to the propane tank. Without the propane tank as a fuel source and the CARES ACT

funding, the taxpayers of Lone would have been responsible for the cost of installation (\$100,000). The CARES ACT funds were designed to help the people during a time of great need, and the City's intent was to do just that, in the best interest of our community.

This matter was forwarded to the Amador County Grand Jury ("ACGJ") for investigation, at the insistence of a council member, who took the position that "Propane tanks are illegal in Lone," and "Propane tanks are not allowed in Lone." The ACGJ made no mention of the fact six propane tanks already existed within the city limits and provided no documentation in their report as to when, if ever, propane tanks were banned, or the existing tanks were allowed under a grandfather clause. The documentation the ACGJ provided in its findings as evidence was incomplete and addressed the prohibition of 'Flammable and Combustible Liquids – Chapter 57 of California Fire Code, 2019,' while they should have been looking at 'Chapter 61 – Liquefied Petroleum Gases, 2016.' To date, the City has not adopted the 2019 Fire Codes which the ACGJ used as the basis of their report. All of what is mentioned here can be verified in the documents provided by the ACGJ.

What's troubling is just a few months after the tank was installed, a public bathroom was constructed directly across from several residences without a building permit or notice to residents. Despite numerous complaints and public outcry, the ACGJ chose to pursue an investigation against the City, on a project done to benefit the citizens of Lone and one the City could easily remedy within the confines of the city administration. Our community is facing a huge hardship with the loss of our schools on a ballot measure the county voted against, yet the school board moves forward with a project that will affect thousands of families and have a significant impact on a city that is expanding rapidly. How is this possible, that a propane tank fuel source is of greater importance and carries more gravity than our schools?

The ACGJ report contains multiple errors, use of non-applicable code sections, and speculation while omitting relevant documents. If the City is being admonished for not following Ordinance 489 then the ordinance should be included as a point of reference, as well as the applicable 2016 California Fire Code, Chapter 61, not the 2019 California Fire Code Chapter 57.

The ACGJ's main finding is the claim the City banned propane tanks in 2017 under resolution 489 and subsequently installed a propane tank in 2020. ACGJ's claim was, "Therefore, the tank was installed illegally." Yet, provides no evidence of a ban.

City Ordinance #489 does not ban LPG or Propane tanks. There is no mention of banning anything. It references Chapter 57 – Flammable Liquids in as much as identifying “where above-ground tanks are

prohibited” The fire code even goes on to specify how far apart LP Gas tanks should be from these Class 1 and 2 liquid tanks further establishing that LPG/Propane tanks are not the ones referred to in the ordinance. **(5704.2.9.6.3 Separation between adjacent tanks containing flammable or combustible liquids and LP-Gas).**

From the National Fire Protection Agency’s website:

What is the NFPA classification of LPG?

Storage of LP-Gas is covered in NFPA 58, Liquefied Petroleum Gas Code, while storage of flammable liquids is covered in NFPA 30, Flammable and Combustible Liquids Code. What is important is that propane is not a flammable liquid. It is a flammable, liquefied gas.

All Ordinance 489 did was adopt the 2016 California Fire Code and make minor naming changes from “jurisdiction” to “city”. There is no city staff report, First or Second reading of an ordinance, public hearing, public notice, or minutes showing it was ever intended for Ordinance 489 to ban propane tanks. If propane tanks were banned, then it would have been brought to the attention of staff and council by way of the Interim City Manager or lone Fire Chief. At that time the city could have stopped the project or given itself a temporary permit (to meet the CARES ACT deadline) or a permanent variance to the code. As said above, the City would have easily resolved this matter. Allowing the ACGJ to investigate matters of a far more serious nature, e.g., the relocation of our schools or unpermitted structures.

### ***Findings***

***F1: The propane tank at Howard Park was installed in December of 2020, despite lone City Ordinance 489 prohibiting its installation.***

Response: Disagree.

Ordinance 489 does not ban propane tanks. Ordinance 489 simply adopted the 2016 California Fire Code and updated language that previously existed in the 2010 California Fire Code.

***F2: A permit to install the propane tank was issued without all departmental approvals.***

Response: Partially Disagree.

All departmental approvals were given as can be seen in the correspondence between department heads, however not all approvals were signed on the Departmental Routing Sheet. The city will ensure that all paperwork is in order and signed going forward. In February 2023, the City of Lone Finance Committee conducted an internal audit on a portion of the City's Purchasing & Bidding Policy, after which direction was given to staff to increase training and provide checks & balances to ensure policy is followed. The City has purchased new software that will allow staff to track all projects and maintain compliance.

***F3:** Written policies and procedures for overseeing this public works project were not followed, which resulted in lack of adherence to state, county, and city regulations.*

Response: Disagree.

The state and county allow propane tanks and the city has frequently allowed the installation of propane tanks in the past. (As stated above) In February 2023, the City of Lone Finance Committee conducted an internal audit on a portion of the City's Purchasing & Bidding Policy, after which direction was given to staff to increase training and provide checks & balances to ensure policy is followed. The City has purchased new software that will allow staff to track all projects to maintain compliance.

***F4:** Turnover of the City Manager position in 2020 contributed to policies and procedures not being followed, which contributed to the propane tank installation in violation of the City Ordinance. Continued City Manager turnover resulted in further delays in correcting the violation.*

Response. Disagree.

There was only ONE city manager during the permit application, the tank installation, and when the objection was made (Nov 30, 2020 – Feb 4<sup>th</sup>, 2021). During the entire course of the project, the City could have remedied the objection if it had been brought to the attention of the council by the city manager or Fire Chief. However, as previously mentioned, any delay to the project could have resulted in a forfeiture of the \$100,000 CARES ACT funding. We believe those involved were moving forward with no ill intent, as propane tanks were not banned. These findings appear to be pure conjecture and without merit.

***F5:** The generator can be retrofitted from propane to liquid natural gas.*

Response: Agree.

The city is currently working on the retrofit.

***F6:** A secure pipeline can be trenched and connected from to the generator from the existing liquid natural gas line.*

Response: Agree.

The city is currently working on securing the pipeline.

***F7: The propane tank was removed on April 18, 2023, more than two years after it was installed (December 2020) and over two years after the City Council acknowledged there was an issue (February 2021)***

Response: Disagree.

The tank was removed on April 18, 2023. The council never acknowledged there was an issue at the February 2021 meeting. The council was told there “*may be issues*” and the tank had been placed “*in the middle of cow chip bingo*” which later turned out to be false. As previously mentioned, there was confusion and claims about the tank, but the council was never presented with any documents that backed up these statements.

***F8: There was inconsistent follow-up from city staff when citizens raised concerns.***

Response: Disagree.

According to the official minutes provided by the Grand Jury for the February 2021 meeting, there were no citizen concerns during the discussion of the tank at the council meeting. The only comments were from a councilperson as noted in the above responses. What citizens said or did not say outside of an official meeting is unknown and no correspondence with staff was included in the Grand Jury list of documents.

***Recommendations:***

***R1: The Grand Jury recommends the City follow policies and procedures to ensure public works projects comply with state, county and local laws.***

Response: Agree.

As stated, the City has taken action to ensure compliance.

***R2: The Grand Jury recommends that any adopted policy and procedure contain a mechanism to bring the new City Manager up to date and inform him or her about all ongoing city projects.***

Response: Agree.

As stated, the City has taken action to ensure all staff are aware of all city projects.

***R3: The Grand Jury recommends the City establish a system to confirm that projects are completed as intended and that they conform to City, County and State laws and regulations.***

Response: Agree.

As stated, the City has taken action to ensure compliance.

***R4: The Grand Jury recommends the city connect the generator to the existing natural gas line.***

Response: Agree.

This is already being done but it has been over 5 months and PG&E has not yet made the connection. This delay should serve as a reminder that the City relies on contractors/vendors and has no control over third-party scheduling and support the city opting for the propane tank during the CARES timelines.

***R5: The Grand Jury recommends the City establish procedures to ensure that staff prioritizes and responds to reasonable citizen complaints in a timely manner, including those complaints voiced at council meetings.***

Response: Agree.

This is an existing city policy in place and will be followed by staff.

In closing, while we appreciate the time the ACGJ spent, had the initial complaint been weighed against other matters, the City believes staff and Council would have been able to reach an appropriate resolution on its own accord without involving the ACGJ and a subsequent investigation.

Sincerely,

Alison LaFayne, Councilmember  
City of Lone

Dominic Atlan, Councilmember  
City of Lone



*CITY OF IONE*  
*IONE, CA 95640*

## **AGENDA ITEM G.4.**

**DATE:**           **SEPTEMBER 19, 2023**

**TO:**             **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM:**        **JANICE TRAVERSO, CITY CLERK**

**SUBJECT:**   **VACANCIES ON PARK & RECREATION COMMISSION**

---

### **RECOMMENDED ACTION:**

Accept the resignations of Angie Avila and Sheldon Windley, Park & Recreation Commissioners and authorize the City Clerk to advertise for replacements to fill the existing two-year terms ending in September, 2025. Also, the Student Advisor to the Park & Recreation Commission, Corrinne Shelton's term expired and she will be attending college out of state in the fall. We will also need authorization to advertise for that position.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this item.

### **DISCUSSION:**

The term for Angie Avila and Sheldon Windley expires September, 2023.

### **ATTACHMENTS:**

Angie Avila's Email  
Sheldon Windley's Email



## Janice Traverso

---

**From:** flygirl@volcano.net  
**Sent:** Thursday, August 31, 2023 12:10 PM  
**To:** Janice Traverso  
**Subject:** Re: Park & Recreation Term

Hello Janice,

It was my Pleasure to have served 12 plus years as a commissioner for Parks and Recreation. After thoughtful consideration, I have decided to not seek another term. I truly wish the very best for lone being born and raised here in Amador County I was proud to call lone my hometown!!!!!!

Sincerely,  
Angie Avila

On ,Mon Aug 28 2023 12:41:31 GMT-0700 (Pacific Daylight Time), Janice Traverso <JTraverso@ione-ca.com> wrote:

----- Original Message -----

Angie, Dan and Sheldon: Your term on the Park and Recreation Commission will expire in September. Please let me know if you wish to have your term extended for two years. Thank you.

Janice Traverso

---

**From:** Sheldon Windley <sheldonwindley@yahoo.com>  
**Sent:** Tuesday, September 5, 2023 9:17 AM  
**To:** Janice Traverso  
**Subject:** Re: Park & Recreation Term

Janice, Thanks you, I do not wish to extend my term. Sheldon

On Monday, August 28, 2023 at 12:41:34 PM PDT, Janice Traverso <jtraverso@ione-ca.com> wrote:

Angie, Dan and Sheldon: Your term on the Park and Recreation Commission will expire in September. Please let me know if you wish to have your term extended for two years. Thank you.



**CITY OF IONE**  
**IONE, CA 95640**

## **AGENDA ITEM H.1.**

**DATE:**           **SEPTEMBER 19, 2023**

**TO:**           **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM:**       **AMY GEDNEY, CITY MANAGER**  
                  **ANDREW PINASCO, CITY ATTORNEY**

**SUBJECT:**   **FEE WAIVER REQUEST –CRP AFFORDABLE HOUSING’S REQUEST**  
                  **FOR SITE PLAN REVIEW FEE REDUCTION REQUEST**

---

### **RECOMMENDED ACTION:**

1. Hold a Public Hearing to hear testimony regarding CRP Affordable Housing’s request for a fee reduction for processing their application.
2. Determine if the council is willing to adopt a fee reduction, and if so:
3. Adopt Resolution 2023-\* Approving CRP Affordable Housing's fee reduction and fee repayment schedule and authorize the Interim City Manager to enter into a reimbursement agreement to ensure the City is fully reimbursed for applicant processing.

### **BACKGROUND:**

The purpose of the City’s Planning and Land Use Fees established by the City of Ione Master Fee Schedule (City Fee Schedule), adopted June 19, 2018 by Resolution 2018-26, is to ensure that the full cost of processing a planning or other entitlement request is paid for by the applicant. The City’s Master Fee Schedule was adopted in 2018.

### **DISCUSSION:**

CRP Affordable Housing and Community Development has indicated interest in submitting a site plan review application for Waterman Road (APN 004-030-009). (The address they have used, 401 Waterman Road, is incorrect). They are requesting a reduction in the City’s Development Plan fees. The City’s Development Plan fee addresses the cost of City staff review, checking, and coordination. The City Fee Schedule establishes the Development Plan fee at 2% of the approved estimated construction cost with a \$180 minimum.

The City Council may reduce fees lower than established by the Master Fee Schedule if it determines that this is appropriate for reasons of public policy. The Municipal Code does not establish a procedure for fee reduction requests.



**CITY OF IONE**  
**IONE, CA 95640**

At this time, the applicant is solely requesting a reduction in the fees for the applicant to submit an application for City review. A formal site plan review application has not been received. The request does not include any reduction or waiver of development impact fees, such as the traffic impact fee, fire service fee, police service fee, parks & recreation fee, etc.

#### Fee Reduction Request

The applicant anticipates submitting an application for approximately 264 multifamily units for the Waterman Site. The City Fee Schedule would require a fee of over \$1,000,000 due in order for City staff to process the application. The applicant has requested to submit a deposit of \$25,000 and pay direct cost recovery for City Planner services based on the City Fee Schedule hourly rates. The applicant proposes to pay the full costs that are incurred by the City for processing the project.

The applicant anticipates applying for public funds through the State's Infill Infrastructure Grant to assist with the financing of the infrastructure for this project and notes that these grant funds address off-site capital improvements, including larger-scale water and sewage infrastructure upgrades.

The analysis below describes Housing Element policy guidance related to affordable housing, California Government Code requirements for the collection of planning-related fees, and whether the City would capture its costs resulting from any fee reduction or deferral.

#### Housing Element Goal, Policies, and Programs

The City's adopted 2015-2019 Amador County Joint Housing Element (Housing Element) establishes City goals, policies, and programs related to housing, including supporting development of affordable housing. The Housing Element identifies the Waterman site as a site to accommodate the City's lower income housing needs. The Housing Element identifies capacity of 232 units for the site, which does not include units that would be allowed under State Density Bonus Law

The following goals, policies, and programs address supporting affordable housing.

**Goal H-2:** Provide support for affordable and special-needs housing in Amador County.

**Policy H-1.4:** Assist in the development of housing affordable to extremely low-, very low- and low-income households through financial and/or technical assistance.

**Policy H-2.1:** Provide for a variety of housing types to meet the housing needs of special population groups.

**Policy H-5.2:** The agencies shall continue efforts to fast-track residential applications in order to promote the construction of housing.





**CITY OF IONE**  
**IONE, CA 95640**

*Program H-2.2: Assembly Bill (AB) 2634 requires the quantification and analysis of existing and projected housing needs of extremely low-income households. To facilitate housing for extremely low-income persons, the County and the cities of Ione, Jackson, Plymouth, and Sutter Creek will prioritize funding and/or offer financial incentives or regulatory concessions to encourage the development or rehabilitation of single-room occupancy units and/or other units affordable to the extremely low-income, such as supportive and multi-family units.*

*Program H-5.2: Complex permit processing procedures can be an obstacle in housing development, especially for affordable housing projects under tight timelines imposed by state and federal funding programs. The County and the cities of Ione, Jackson, Plymouth, and Sutter Creek will minimize processing time for residential development permits, especially affordable residential projects and those that conform to respective jurisdiction's development requirements.*

*The County and the cities of Ione, Jackson, Plymouth, and Sutter Creek will monitor the development processing/review procedures to minimize the time required for review. This reduction in time will reduce the cost to developers and may increase the housing production throughout the County. Each jurisdiction, on an annual basis, will review and update their processing/review procedures as necessary.*

**SUMMARY:**

The fee reduction would provide financial assistance to support the development of housing consistent with Housing Element Policy H-1.4 and Program H-2.2. The fee reduction would also assist the project in going through the permitting process and would be consistent with Housing Element Program H-5.2.

The fee reduction request would result in a structure similar to how costs are collected for the City of Sutter Creek and the City of Plymouth, with a deposit paid up-front and reimbursement for staff costs, as shown in the table below.

| <b>JURISDICTION</b> | <b>TYPE OF SERVICE / FEE</b>  |
|---------------------|---|
| City of Ione        | <u>Development (site) Plan (review, checking and coordination):</u><br>2% of approved estimated construction cost with \$180.00 mini-mum. Due with application. |
| City of Plymouth    | <u>Site Plan Review:</u> \$200 plus costs<br><u>Development Plan:</u> \$400 plus costs  |
| City of Jackson     | <u>Site Development Plan Non-Residential &amp; Multi-Lot Residential:</u> \$75.00 + 2% of construction  |



**CITY OF IONE**  
**IONE, CA 95640**

|                      |   |
|----------------------|---|
| City of Sutter Creek | <u>Site Plan Permit: \$4,000 deposit plus staff costs</u>                       |
| Amador County        | <u>Use Permit, Major: \$1,939</u><br><u>Site Plan Review, Commercial: \$874</u> |

While the applicant has proposed to pay a flat hourly rate based on City Planner services in the Master Fee Schedule, it is anticipated that a range of staff from the City's departments will review and provide input on the site plan review. Should the Council elect to reduce the fees, staff recommends that the cost recovery be 100% of City costs, regardless of the hourly rates shown in the City Fee Schedule. To that end, staff recommends that a Reimbursement Agreement be entered into which would protect the City for costs incurred.

The City has not received a Site Plan Review application of this scale recently and does not have an estimate of fees that will be necessary to process this project. However, it is anticipated that the cost to process the project will be less than the \$1,000,000 fee that would be required based on the City's Development (site) Plan review fee.

While the applicant has requested to pay an initial deposit of \$25,000 and to provide additional funds during the review process, staff recommends that should the Council grant the request for a reduction, the initial deposit is \$50,000 and that additional deposits, or advances, toward the processing cost are made each time the deposit balance is at \$10,000 or less. This will make certain that the City is reimbursed on an ongoing basis for all costs incurred and is not advancing any significant funds on behalf of the project. The larger deposit and advance payment amounts will reduce City staff time spent requesting funds from the applicant. Attachment A is the Draft Reimbursement Agreement.

#### **ENVIRONMENTAL DETERMINATION:**

The fee reduction request is exempt from the California Environmental Quality Act. The fee reduction would only provide for evaluation and consideration of the project and would not entitle or approve any development. Consideration of the fee reduction request would not have a direct or indirect physical effect on the environment. The fee reduction is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), which provides a common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The fee reduction request is also exempt from CEQA pursuant to CEQA Guidelines Section 15273(a)(1), which states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies which the public agency finds are for the purpose of meeting operating expenses, including employee wage rates and fringe benefits.





*CITY OF IONE*  
*IONE, CA 95640*

**FISCAL IMPACT:**

The fee reduction would result in a decrease in fees collected by the City for the processing of the Waterman project. However, the applicant would pay for all City costs incurred. The payment schedule in the Resolution would provide for an initial deposit of \$50,000 and subsequent deposits of \$50,000 that will be funded each time the fee deposit paid by the project is at \$10,000 as included in the Reimbursement Agreement.



**Attachment A**

March 8, 2023

City of Lone  
City Hall – Planning Department  
1 East Main St.  
PO Box 398  
Lone, CA 95640

**RE: 401 Waterman Avenue 100% Affordable Housing Development**

To whom it may concern:

After completing the pre-application process during 2022 with the City Planning Department, CRP Affordable Housing and Community Development is preparing to submit an entitlement application for 264-unit 100% affordable housing project on a currently vacant parcel at 401 Waterman Avenue. The project would be completed in three phases and allow residents making up to 80% of the area median income (AMI) for Amador County.

Our entitlement application is ready for review by the Planning Department but were informed that fees for the Development Site Plan review would require 2% of the construction costs, due upon application. The scale of our project would place this fee cost north of \$1,000,000 in order to begin processing our project with staff. As an 100% affordable housing project, this is just not possible to pay out of pocket when a project is at its conceptual stage. The development will be financed through a combination of Low-Income Housing Tax Credits (LIHTC) and other public funding sources such as the CA Housing and Community Development Department (HCD) or any other local sources that come available. This money will not come available until we have obtained entitlement approval.

We are requesting relief from this 2% fee and would instead propose submitting a deposit in the amount of \$25,000 and paying direct cost recovery for City Planner services (\$105.00/hour per the City of Lone Fee Schedule). Amounts exceeding the deposit could be invoiced back to CRP or another block of money can be prepaid as the deposit balance runs low. On top of this, we would also pay the deposits for the Tentative Map and Initial Study (CEQA) required for this project. Our intent would be for the City to process this entitlement application with all of their costs covered.

As stated above, we will be applying for public funds to supplement the financing of this project. One of those sources is the Infill Infrastructure Grant (IIG) through the State of CA HCD that is specifically for off-site capital improvements for City to facilitate the development of affordable housing. This includes the larger-scale investments required such as water and sewage infrastructure upgrades required to make this project possible and hopefully alleviate the area's impacted facilities. These grant amounts can range upwards of \$5-20 million dollars based on the units served. Though the City would serve as the lead agency, CRP would support as a partner in securing these monies if our project is able to obtain entitlement approvals.

We are respectfully requesting that City staff and council please consider and subsequently approve our request to move our entitlement application forward with the proposed fee modification. Our goal is to bring much needed high quality affordable housing to the City of Ione along with the required infrastructure to properly serve current and future residents of Ione.

Please feel free to reach out to us with any follow up questions.

Sincerely,

Sam Knutson  
Senior Project Manager  
CRP Affordable Housing and Community Development  
Phone: 415.519.0863  
E-mail: [sknutson@crpaffordable.com](mailto:sknutson@crpaffordable.com)

**RESOLUTION 2023-\***

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IONE APPROVING THE WATERMAN APARTMENTS FEE REDUCTION AND FEE REPAYMENT SCHEDULE AND AUTHORIZE THE INTERIM CITY MANAGER TO ENTER INTO A REIMBURSEMENT AGREEMENT TO ENSURE THE CITY IS FULLY REIMBURSED FOR APPLICANT PROCESSING**

**WHEREAS**, the City Council wishes to further the policies, goals and programs of the Housing Element of the City's General Plan and to help facilitate the development of affordable housing within the City; and

**WHEREAS**, the City Council finds that accommodating a variety of housing options to workers of all income levels is socially and economically beneficial to the City and its residents in that it would provide opportunities to live and work in the City; and

**WHEREAS**, Government Code Section 65104 requires that the fees collected to support the work of the planning agency, which includes the work of the City Planning Department, all City staff and contract staff associated with items reviewed by the City Planning Department, and the Planning Commission, shall not exceed the reasonable cost of providing the service for which the fee is charged; and

**WHEREAS**, to the extent that the initial fee payment for a multifamily presents a barrier to the submittal of an application for Site Plan Review for a multifamily project at APN 004-030-009-000, the Waterman Apartments Fee Reduction and Repayment Schedule removes the barrier, ensures that fees are collected while making certain that the costs to the City for processing the project are fully recovered and will provide an incentive for affordable housing; and

**WHEREAS**, the Waterman Apartments Fee Reduction and Repayment Schedule is limited to the Development (site) Plan application fee and does not waive, reduce, or modify any other City fees, including but not limited to improvement plan fees, building permit, plan check, and development impact fees; and

**WHEREAS**, the City Council conducted a duly-noticed public hearing at a regular meeting of the City Council on September 19th, 2023 at which time interested persons had an opportunity to comment regarding the Waterman Apartments Fee Reduction and Repayment Schedule;

**WHEREAS**, the City Council carefully considered the staff report, testimony, materials in the record, and finds that the Waterman Apartments Fee Reduction and Repayment Schedule does not provide any entitlements or approvals to any development proposal and makes certain that the Waterman Apartments project will fund all of the costs to the City of Ione to review and process a Waterman Apartments Site Plan Review application.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Ione, as follows:

1. The Waterman Apartments Fee Reduction and Repayment Schedule is exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3), which provides a common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The fee reduction would only provide for evaluation and consideration of the project and would not entitle or approve any development and would not have any direct or indirect physical impact on the environment.

2. The City Council of the City of Ione approves the Waterman Apartments Fee Reduction and Repayment Schedule as follows:

- Application submittal: \$50,000 deposit;
- Additional deposit: \$50,000 whenever the balance of funds received by the City are at or below \$10,000;
- Applicant shall fully fund all costs incurred by the City to review, process, and consider the project application;
- Staff time shall be fully reimbursed based on the time spent by staff and the staff member's calculated hourly wage including salary plus all benefits;
- Consultant time, including City contract staff working on the project, shall be fully reimbursed based on time and cost billed to the City for the project; and
- Any direct or outside costs shall be fully reimbursed based on the amount paid by or billed to the City.

3. The City Manager is authorized to prepare and enter into a reimbursement agreement with the project applicant implementing the Waterman Apartments Fee Reduction and Repayment Schedule and including any conditions necessary to ensure the City is fully reimbursed for the application processing.

The foregoing resolution was duly passed introduced and adopted by the City Council of the City of Ione at their regular meeting held on September 19, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Stacy Rhoades, Mayor

Attest:

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Janice Traverso, City Clerk

## DEPOSIT AND REIMBURSEMENT AGREEMENT

This Deposit and Reimbursement Agreement ("Agreement") is made this \_\_\_\_ day of September 2023, by and between **City of Ione** ("City") and **CRP Affordable Housing & Community Development** ("Applicant"), collectively referred to as the "Parties."

### RECITALS

A. The City has established a Master Fee Schedule, to ensure that the full cost of processing a planning or other entitlement request is paid for the Applicant.

B. Applicant desires to submit Development (site) Plan application referred to as 401 Waterman Development plan (the "Project").

C. City will incur legal, consulting, overhead, administrative, staff and other expenses, in evaluating, reviewing, and processing Applicant's Development (site) Plan application for the Project.

D. The Parties desire to memorialize Applicant's obligation to reimburse the City for all such expenses actually incurred by the City, according to the terms and conditions of this Agreement.

NOW THEREFORE, the Parties agree as follows:

1. Reimbursement. The Applicant acknowledges and agrees that the estimated costs in this Agreement do not include any other City fees related to the Project, including but not limited to building permit, plan check, and development impact fees. Applicant hereby agrees to reimburse City for actual costs incurred by City for services associated with reviewing and processing Applicant's Development (site) Plan application for the Project. Estimated costs include labor and expenses incurred by City's staff, consultant(s), legal counsel, and applicable City processing. City's staff and consultant costs are estimated to total \$\_\_\_\_\_; City's legal counsel's costs are estimated to total \$\_\_\_\_\_; and City's processing fees are \$\_\_\_\_\_ plus an additional 3% of the staff cost as an administration fee. However, costs may vary based on the complexity of the Project. It is estimated, therefore, that actual costs incurred by City shall be approximately \$\_\_\_\_\_ and Applicant agrees to reimburse City for said costs. Applicant, by signing below, acknowledges that this amount is an estimate only and that the actual costs incurred by City may be higher or lower than estimated depending on the circumstances.

2. Deposit. Within fifteen days (15) of execution of this Agreement, Applicant shall deposit Fifty Thousand Dollars (\$50,000) (the "Deposit") with City. City shall place the Deposit into a trust fund and shall transfer funds from the trust fund account to cover invoices from City's consultant(s) and legal counsel as well as to cover application fees and City staff costs, as defined below. City will maintain records of all deposits and withdrawals of the account. Anytime the balance of the Deposit with City falls below Ten Thousand Dollars (\$10,000), Applicant agrees to make an additional deposit in the amount of Fifty Thousand Dollars

(\$50,000). City shall give the Applicant thirty (30) days written notice that an additional deposit will be required. Until Applicant has made any additional deposits, City shall be entitled to cease any and all work on the Project. If the Deposit balance falls below Five Thousand Dollars (\$5,000) twice within any 12-month period, and Applicant does not timely deposit funds as required by this Section, then the minimum Deposit balance amount shall be increased to Seventy-Five Thousand Dollars (\$75,000). Upon completion of preparing, reviewing, and processing Applicant's Development (site) Plan application, City shall refund to Applicant any unused portion of the Deposit.

3. Staff Costs. Staff costs may include meetings with the Applicant and its representatives, site visits, telephone, email and other contacts with the Applicant and its representatives and time attributable to review, processing, and other planning services. Staff time will be charged based upon the position pay of the individual performing the work which includes the base pay and benefits burden. The Applicant shall also pay the Administrative Burden Rate for the time of the City Manager, the Community Development Director and clerical staff and all other City general administrative and overhead costs. A copy of the Administrative Burden Rate is available at the City. Staff Costs shall include direct costs incurred by City such as duplicating and copying costs, mail and messenger or courier charges.

4. Accounting. City shall provide Applicant monthly invoice statements itemizing all costs incurred.

5. Description of Project: This Agreement covers solely the reviewing and processing Applicant's Development (site) Plan application for the Project. This Agreement does not cover any other City fees, including but not limited to building permits, plan check, development impact fees, and other planning services required for the Project. All other fees shall be paid by Applicant in accordance with the City of Ione Municipal Code, or as otherwise agreed to by the City.

6. Selection of Consultants. City has selected and Applicant hereby agrees that \_\_\_\_\_  
Identify outside City Engineer or other consultant \_\_\_\_\_ will be retained by City to  
prepare/review the \_\_\_\_\_ plans/design or other work to be performed \_\_\_\_\_.

7. Information. Applicant agrees to provide to the City and its consultant(s) and legal counsel all information and technical data necessary to prepare and review Applicant's Project. Any information required under this Section shall be supplied by Applicant in a timely manner and at no cost to City.

8. Approval. By entering into this Agreement, City makes no promise, guarantee, representation or other communication, whether express or implied, that City will, in whole or in part conditionally or unconditionally, approve the Project. Any decision on the Project shall be made by the City Council following the completion of the examination, review, processing and preparation required by the City of Ione Municipal Code and California law.



16. Applicable Law. This Agreement shall be governed by the laws of the State of California. All work under this Agreement shall comply with all City standards and approvals.

17. Successors. This Agreement shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

18. Amendments. This Agreement may be modified only by a written amendment, executed by both parties, subject to the approval of the City Council.

19. Headings. All headings herein are inserted only for convenience and ease of reference and are not considered in the construction or interpretation of any provision of this Agreement.

20. Severability. If any provision of this Agreement is deemed by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provision shall be deemed to be severed or deleted from this Agreement and the balance of this Agreement shall remain in full force and effect notwithstanding such invalidity, illegality or unenforceability.

21. Signing Authority. The individuals signing this Agreement represent and agree that they have the full and actual authority to bind their respective parties to this Agreement.

22. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

[Signatures to follow on next page]

This Agreement has been executed as of the date first written above.

**City of Ione**

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Amy Gedney  
City of Ione, Interim City Manager

**CRP Affordable Housing & Community  
Development**

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
  
Its: \_\_\_\_\_

**AGENDA ITEM H.2.**

**PUBLIC HEARING:**

**Adopt of Ordinance No. 532 – Amending the Ione  
Municipal Code, Title 17 Zoning, to adopt the Zoning  
Code Amendment – Table 17.40.050-1 Project –  
Parking Requirements by Land Use**

***Recommendation to continue the Public Hearing to the  
October 3, 2023 City Council Meeting***



**CITY OF IONE**  
**IONE, CA 95640**

## **AGENDA ITEM I.1.**

**DATE:**           **SEPTEMBER 19, 2023**

**TO:**             **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM:**        **AMY GEDNEY, INTERIM CITY MANAGER**

**SUBJECT:**     **COUNCIL MEMBER DECORUM**

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### **RECOMMENDED ACTION:**

Direct staff to engage a consultant for team building and council member training.

### **BACKGROUND:**

At the last Council meeting, the City Attorney provided an overview of Council member decorum, rules of order, and use of social media.

### **DISCUSSION:**

Since becoming the Interim City Manager, I have received numerous email complaints and phone calls after council meetings regarding individual staff members, other members of the Council, and/or the public. Also after meetings, council members inquire why staff allowed council members to behave a certain way. These inquiries are often copied to or sent solely to the City Attorney requesting that action be taken by the ICM and/or City Attorney. Not only are these inquiries inappropriate as individual council members attempt to direct City staff outside of proper channels, but they also accrue additional unnecessary legal expenses to the City.

Further, the misunderstood role of council members in various sub-committees is also apparent. And, in contact with outside agencies, council members have engaged in discussions outside of formal authorized Council direction (essentially speaking for the City) which then causes difficulty for staff to undertake its role in implementing the city's business. Finally, staff has been made aware of social media posts from Councilmembers laced with insults directed at other Council members and degrading comments toward members of the public. This behavior can result in unwanted and costly legal claims against the City.

It is evident that the City Council is dysfunctional. Staff, the Public and outside agencies are consistently witness to inappropriate comments on the dais as well as cross-talk and mumbling just below the microphone. Barely concealed animosity among council members exhibits behavior focused on settling personal vendettas. This behavior is counterintuitive to enabling constructive progress for the citizens of Ione and ultimately results in obstruction of the business of the City. As the City Attorney pointed out during the discussion at the prior meeting, no

individual council member can direct staff – action taken by the council as a whole provides direction to staff. Yet, since that meeting, staff has again received multiple emails trying to direct staff and as well as berating other council members and the public.

Navigating the waters as an elected official is difficult. But, engaging in thoughtful and meaningful public policy discussions is imperative to move the city forward.

These above observations lead staff to recommend that the City retain professional expertise to facilitate Team Building among the Council and engage in formal training regarding appropriate roles, responsibilities and behavior of elected council members. As part of a regular self-assessment, councils should evaluate their meetings and their effectiveness and adjust behavior and practices for better results. Exceptional councils operate openly, ethically and work to engage the community in a myriad of decisions impacting the prosperity and well-being of their community. Attached to this report is a handout from the Institute of Local Government titled “Attributes of Exceptional Councils” for your reference.

**FISCAL IMPACT:**

This will be determined when the contract is signed. A budget Adjustment will be brought forward at that time. Staff anticipates between \$10,000 and \$20,000.

# Attributes of Exceptional Councils

Leading public organizations and governing with colleagues on a council is a challenging art of community service. The Institute recognizes that many aspects of leadership and governance are not intuitive. This piece is intended to provide councilmembers and city managers insight into the attributes of exceptional councils as well as provide practical tips to help them become exceptional.

## 1. Exceptional councils develop a sense of team – a partnership with the city manager to govern and manage the city

The mayor, councilmembers and city manager see themselves and work as a team as they undertake a series of tasks to further their common purpose. The individual team members work in a coordinated and collaborative manner with a high degree of respect, trust and openness. The team values diversity in style and perspective. The team thinks and acts strategically as it examines issues/situations and decides on a course of action serving their city's mission and goals.

### KEY CHARACTERISTICS

- Successfully transition from candidate to a member of the council.
- Become a champion of the city. Make decisions based on the needs and interests of the community at-large / the greater good.
- Develop, communicate and support policy goals and council decisions.
- Demonstrate a willingness to work collaboratively (as a team) and have a citywide perspective.

### BEST PRACTICE TIPS

Build capacity to create a more effective team. The governance team (mayor, councilmembers and city manager) should get to know each other; how each person approaches issues, decision making style and so on. This can be accomplished at annual meetings or workshops through-out the year. In the event that councilmembers disagree, clear ground rules (norms of behavior and practice) can help quell acrimony before it becomes a problem. It's important to remember that trust is built around understanding and respect, not necessarily agreement.

## 2. Exceptional councils have clear roles and responsibilities that are understood and adhered.

Exceptional councils understand their role is to serve as policy maker - to represent the values, beliefs and priorities of their community while serving in the community's best interest. They carry out a variety of responsibilities including: developing and adopting a vision for the city; focusing and aligning plans, policies, agreements and budgets in furtherance of this vision; and holding themselves and the city manager accountable for results.

Exceptional councils understand that the city manager is responsible for the day-to-day operations of the city. The city manager is responsible for undertaking and accomplishing the policy objectives of the council. Exceptional councils recognize the subject matter expertise of staff and utilize their knowledge and experience to guide and inform decision making.

### KEY CHARACTERISTICS

- Understand the role of local government and their responsibilities.
- Know their role- to set vision and policy, avoid micromanagement.
- Councilmembers should strive to be informed about the issues facing the city and be prepared to ask questions of staff and each other.

### BEST PRACTICE TIPS

Create a shared understanding of the city manager's role and the council's expectations to optimize the working relationships. This shared understanding is informed by local charter and ordinance provisions that provide the overall framework for the relationship. The council should make time to have conversations during retreats and or study sessions to define and/or reveal and refine their role and responsibilities. Since role clarity between the city council and city management is critical to mutual success, having clear protocols helps avoid misunderstandings.



### 3. Exceptional councils honor the relationship with staff and each other

Exceptional councils understand that a good working relationship with staff is vital for the city to be run successfully. Exceptional councils treat each other and staff with dignity and respect. They act with civility and a high level of professional decorum. Councilmembers build trust by not playing the “gotcha game” and strive to have a no secrets, no surprises approach as an operating norm. Finally, they respect the diversity of styles and perspectives among their colleagues and staff and are open to new ideas.

#### KEY CHARACTERISTICS

- Councilmembers have the ability to respectfully disagree (to disagree without being disagreeable). They are able to leave it at the dais; debates are about policy, not personality.
- Exceptional councilmembers reflect positive decorum/model of leadership by providing respectful tone with colleagues.
- Establish a set of behaviors ahead of time, potentially documented in a code of conduct, to help promote civility and respect.

#### BEST PRACTICE TIPS

Set council priorities and strategic goals at an annual meeting; these goals and priorities are a tool to guide the city manager and staff on where to focus their efforts. This annual meeting provides time for the council to reflect on community priorities as well as offer an opportunity to discuss their decorum and their relationship among each other and the relationship between the city manager/staff and the council.

### 4. Exceptional councils routinely conduct effective meetings

Open and public meetings are central to democratic decision-making. Exceptional councils master the art of effective meetings. They develop and adhere to meeting protocols and processes. They spend time planning and organizing the agenda with the aim of having a more focused meeting. They allocate the council's time and energy appropriately (focused on the council's role and responsibilities) and meeting short- and long-term priorities. They honor the public's participation and engagement and they generally start on time and are held during reasonable hours.

Exceptional councils use public meetings not only for their intended purpose, information sharing and decision-making,

#### KEY CHARACTERISTICS

- Councilmembers are respectful of each other, the public and everyone's time.
- Councilmembers use engaging body language as a way to demonstrate respect.
- Issues are not personalized, thoughtful dialogue is the objective.
- Agenda packets are read, councilmembers come prepared and have an open mind
- Respect is demonstrated for varied opinions.
- Everyone strives to be civil and act with decorum.

but they also use the meeting to demonstrate respect and civility for each other, staff and the public. Exceptional councilmembers prepare in advance of the meeting, remain focused on the city goals and objectives and mindful of their role and responsibilities.

### BEST PRACTICE TIPS

Develop and adopt (with regular reviews and updates), guidelines for conducting meetings and making decisions. These governance protocols typically address meeting procedures (agenda preparation, how to put issues on the agenda, debate and voting procedures (parliamentary rules) and standards of decorum (civility)). As part of a regular self-assessment, councils should evaluate their meetings and their effectiveness and adjust behavior and practices for better results.

## 5. Exceptional councils hold themselves and the city accountable

Exceptional councils operate openly, ethically and work to engage the community in a myriad of decisions impacting the prosperity and well-being of their community. Toward that end, exceptional councils consistently provide short- and long-term strategic direction and goals, as well as provide budget, program and policy oversight.

Exceptional councils hold themselves accountable for the conduct, behavior and effectiveness of the council. They establish clear priorities and goals and hold the city manager accountable for results. And finally, they embrace accountability as a process and tool to calibrate ongoing efforts to address and meet policy and program objectives.

### KEY CHARACTERISTICS

- Councilmembers operate ethically and with integrity.
- Councils conduct team building / goal setting exercise to track progress towards mutually agreed upon goals
- Councils taking responsibility for the results (good and bad).
- Councils celebrate success.
- Councilmembers hold themselves responsible for adhering to operating protocols and codes of conduct.

### BEST PRACTICE TIPS

Annually evaluate council and city manager performance toward achieving the city's priorities and goals (consider having this be part of an annual goal setting meeting). Council should consider assessing its own behavior and effectiveness as part of its annual self-assessment.

## 6. Exceptional councils have members who practice continuous personal learning and development

Governance is not intuitive. In addition, the policy and economic environment impacting cities are ever changing. Exceptional councils continually provide the opportunity to build their knowledge and skills, to enhance their understanding of key issues, increase their awareness of best practices and sharpen their leadership and governance skills.

### KEY CHARACTERISTICS

- Stay informed on key issues
- Gain key insights and knowledge on all aspects of governing, from budgets to plans and everything in between.
- Learning to listen is sometimes more important than learning to give a speech.

### BEST PRACTICE TIPS

Seek out national, state and local professional growth and educational opportunities. These opportunities can focus on the nuts and bolts of governing to helping you gain valuable information and/or insights on key policy issues facing your city. In addition, city run orientations for newly elected officials provide a good way to acclimate new members to the council's norms and protocols as well as the budget and key policy issues.



**CITY OF IONE**  
**IONE, CA 95640**

## **AGENDA ITEM I.2.**

**DATE: SEPTEMBER 19, 2023**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: JONATHAN MITCHELL, CITY ENGINEER  
AMY GEDNEY, INTERIM CITY MANAGER**

**SUBJECT: ADOPT RESOLUTION 2023-\* APPROVING ECOURBAN'S  
RENOVATION AND MAINTENANCE FEES, AND ENTERING INTO A  
CONTRACT FOR THE WORK, FOR CASTLE OAKS LANDSCAPING**

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### **RECOMMENDED ACTION:**

Adopt Resolution 2023-\* granting the City Manager to enter into a contract with EcoUrban for landscaping and irrigation work at Castle Oaks as shown below:

1. EcoUrban's phased proposal and fee for landscaping renovation work at the Castle Oaks development.
2. EcoUrban's landscaping and irrigation maintenance fee for the Castle Oaks entrance.

### **BACKGROUND:**

At the August 1, 2023, Council Meeting, Staff presented four options to the Council with different renovation cost and contracting options. The Council elected to use EcoUrban to replace and repair the failed portions of the landscaping and irrigation. Council passed Resolution 2023-\* and directed Staff to obtain a fee and contract with EcoUrban for this renovation work as well as negotiate an ongoing maintenance contract.

### **DISCUSSION:**

Staff has been working with EcoUrban to produce the scope and fee presented as Attachment B. The phases mentioned herein are shown as plans in Attachment C. Their fees are as follows:

#### **Landscaping and Irrigation Renovation Scope**

1. Phase 1: \$75,563.40 and will be completed at the end of 2023.
2. Phase 2: \$44,200.30 and will start in the spring of 2024.
3. Phase 3: \$32,177.40 and will start in summer of 2024.

**Total three phases: \$151,941.10**

**Landscaping and Irrigation Maintenance at the Castle Oaks Entrance.**

An annual cost of \$29,304.00 per year for two years. The current annual cost is \$31,728, a negotiated reduction of \$2,424 per year, or 7.6%.

The reduction is due in part to the repair and replacement of failed irrigation lines, which will reduce water use. This effort is in compliance with the American Water Association (AWA), Article 3, Water Conservation, which explains best management practices for irrigation, among other water usages, and water shortages measures. Additionally, the anticipated contract will also specify removing the turf in the area and installing drought tolerant plants. This will reduce water usage further. The drought tolerant plants also will require less maintenance due to their ability to endure drought like conditions.

**FISCAL IMPACT:**

The EcoUrban fee for the renovation work, Phases 1, 2 and 3, is a not-to-exceed cost of \$151,941.10. A breakdown per Phase and a timeframe is included in the Discussion section.

The fee for their maintenance work at the Castle Oaks entrance will be an annual cost of \$29,304.00 per year for two years with a negotiated COLA each year and option to renew the contract at the end of the two years.

The anticipated duration of the contract is two years with a COLA adjustment to be negotiated annually and an option to renew the contract after the two years.

The 2023-2024 budget for maintenance is \$42,000 from Fund 8221. The anticipated contract is for \$29,304.00 which is \$12,696 below the budgeted amount.

The 2023-2024 Budget for cpaital is \$80,000 from Fund 8221. The anticipated contract has Phase 1 & 2 completed in fiscal year 2023-24 at a cost of \$119,763.70. Therefore, a budget amendment will be needed in the amount of \$39,763 for capital outlay.

Below is a table showing the beginning balance, anticipated revenue, expenses (per approval of EcoUrban contract) and year-end balance for Fund 8221 – Lighting & Landscape District 1 C for Fiscal Year 2023-24 and 2024-25

| <b>Fiscal Year</b> | <b>Beginning Fund Balance</b> | <b>Revenue</b> | <b>Expenses</b> | <b>Year-End Balance</b> |
|--------------------|-------------------------------|----------------|-----------------|-------------------------|
| 2023-24            | \$118,135                     | \$80,000       | \$149,068       | \$49,067                |
| 2024-25            | \$49,067                      | \$80,000       | \$62,178        | \$66,889                |

**ATTACHMENTS:**

- A. Resolution 2023-\*
- B. EcoUrban Scope and Fee for Castle Oaks Renovation Project, Phases 1 through 3, and the Maintenance Fee
- C. EcoUrban’s Maps for the Castle Oaks Renovation Scope

**Attachment A**

**RESOLUTION NO. 2023-\***

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF IONE, STATE OF CALIFORNIA, TO SELECT ...**

**WHEREAS**, the Castle Oaks subdivision has dedicated landscaping areas throughout the subdivision that are to be maintained through the improvement districts and community facilities districts of this subdivision; and

**WHEREAS**, the landscaping of Castle Oaks entryway has started to fail as it was discovered that the irrigation had some flaws and wasn't functioning as intended; and

**WHEREAS**, the City contracted with EcoUrban in January 2021 for maintenance of the landscaping areas in the Castle Oaks entryway; and

**WHEREAS**, the City Council of the City of Ione, at the meeting of August 1, 2023, heard four options for replacing and repairing the Castle Oaks entryway and determined their best course of action would be to continue contracting with EcoUrban for renovating the existing landscaping and irrigation and providing ongoing maintenance services, and

**WHEREAS**, Staff negotiated with EcoUrban to obtain their scope and fee for the Castle Oaks Landscaping Renovation Project and the ongoing maintenance fees; and

**WHEREAS**, the EcoUrban fee for the renovation work, Phases 1, 2 and 3, is a not-to-exceed cost of \$151,941.10 to be phased over the two years of the anticipated contract, and

**WHEREAS**, the EcoUrban fee for the ongoing maintenance work at the Castle Oaks entranceway is \$29,304.00 per year for two years with a negotiated COLA each year and option to renew the contract at the end of the two years.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Ione, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City Council hereby accepts EcoUrban's scope and fee for the three phases of the Castle Oaks Landscaping Renovation Project for a not-to-exceed cost of \$151,941.10 phased over the anticipated duration of the contract of two years.

3. The City Council hereby accepts EcoUrban's scope and fee for the ongoing maintenance work at the Castle Oaks entranceway for an annual cost of \$29,304.00 for two years with a negotiated COLA each year and option to renew the contract at the end of the two years.
4. The City Council authorizes the City Manager to contract with EcoUrban for the Castle Oaks Landscaping Renovation Project and ongoing maintenance fees.

The following resolution was duly introduced and adopted at the City Council of the City of Lone on September 19, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Stacy Rhoades, Mayor

Attest:



**ATTACHMENT B**

**EcoUrban Scope and Fee for Castle Oaks Renovation Project,  
Phases 1 through 3 and the Maintenance Fee**

**Cost Breakdown for Phase 1, 2, and 3**  
**Castle Oaks Landscape Renovation**

**PHASE 1**

| <b>Item</b>  | <b>Cost</b>         |
|--------------|---------------------|
| Labor        | \$ 24,600.00        |
| Plants       | \$ 10,580.00        |
| Materials    | \$ 40,383.40        |
| <b>Total</b> | <b>\$ 75,563.40</b> |

**PHASE 2**

| <b>Item</b>  | <b>Cost</b>         |
|--------------|---------------------|
| Labor        | \$ 18,300.00        |
| Plants       | \$ 2,369.00         |
| Materials    | \$ 23,531.30        |
| <b>Total</b> | <b>\$ 44,200.30</b> |

**PHASE 3**

| <b>Item</b>  | <b>Cost</b>         |
|--------------|---------------------|
| Labor        | \$ 15,300.00        |
| Plants       | \$ 1,822.75         |
| Materials    | \$ 15,054.65        |
| <b>Total</b> | <b>\$ 32,177.40</b> |

**PHASE 1, 2, and 3**

|              |                     |
|--------------|---------------------|
| <b>Total</b> | <b>\$151,941.10</b> |
|--------------|---------------------|

## Cost Sheet for Labor

### Castle Oaks Landscape Renovation Project

| <b>Phase 1 - Castle Oaks<br/>entrance to fairway</b> | <b>Area<br/>sqft</b> | <b>Hours</b> | <b>Rate</b> | <b>Total</b>        |
|--|----------------------|--------------|-------------|---------------------|
| Initial design                                       |                      | 6            | \$ 150.00   | \$ 900.00           |
| Clearing   |                      | 120          | \$ 150.00   | \$ 18,000.00        |
| install siding and weedmat                           |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| Install irrigation                                   |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| create raised rock beds                              |                      | 48           | \$ 150.00   | \$ 7,200.00         |
| install cobble rock                                  |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| install topsoil                                      |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| plant  |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| Complete irrigation                                  |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| Provide as-built drawings                            |                      | 4            | \$ 150.00   | \$ 600.00           |
| Planting (3 trees)                                   |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| <b>Total</b>   |                      | <b>164</b>   |             | <b>\$ 24,600.00</b> |
| <b>Phase 2 - 2nd Island</b>                          | <b>Area<br/>sqft</b> | <b>Hours</b> | <b>Rate</b> | <b>Total</b>        |
| Initial design                                       |                      | 2            | \$ 150.00   | \$ 300.00           |
| Clearing   |                      | 80           | \$ 150.00   | \$ 12,000.00        |
| install siding and weedmat                           |                      | 24           | \$ 150.00   | \$ 3,600.00         |
| Install irrigation                                   |                      | 16           | \$ 150.00   | \$ 2,400.00         |
| create raised rock beds                              |                      | 48           | \$ 150.00   | \$ 7,200.00         |
| install cobble rock                                  |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| install topsoil                                      |                      | 24           | \$ 150.00   | \$ 3,600.00         |
| plant  |                      | 24           | \$ 150.00   | \$ 3,600.00         |
| Complete irrigation                                  |                      | 24           | \$ 150.00   | \$ 3,600.00         |
| Provide as-built drawings                            |                      | 2            | \$ 150.00   | \$ 300.00           |
| Planting (3 trees)                                   |                      | 16           | \$ 150.00   | \$ 2,400.00         |
| <b>Total</b>   |                      | <b>122</b>   |             | <b>\$ 18,300.00</b> |
| <b>Phase 3 - 3rd and 4th<br/>Island</b>              | <b>Area<br/>sqft</b> | <b>Hours</b> | <b>Rate</b> | <b>Total</b>        |
| Initial design                                       |                      | 2            | \$ 150.00   | \$ 300.00           |
| Clearing   |                      | 80           | \$ 150.00   | \$ 12,000.00        |
| install siding and weedmat                           |                      | 24           | \$ 150.00   | \$ 3,600.00         |
| Install irrigation                                   |                      | 16           | \$ 150.00   | \$ 2,400.00         |
| create raised rock beds                              |                      | 32           | \$ 150.00   | \$ 4,800.00         |
| install cobble rock                                  |                      | 24           | \$ 150.00   | \$ 3,600.00         |
| install topsoil                                      |                      | 20           | \$ 150.00   | \$ 3,000.00         |
| plant  |                      | 20           | \$ 150.00   | \$ 3,000.00         |
| Complete irrigation                                  |                      | 20           | \$ 150.00   | \$ 3,000.00         |
| Provide as-built drawings                            |                      | 2            | \$ 150.00   | \$ 300.00           |
| Planting (3 trees)                                   |                      | 16           | \$ 150.00   | \$ 2,400.00         |
| <b>Total</b>   |                      | <b>102</b>   |             | <b>\$ 15,300.00</b> |

## Cost Sheet for Plants

### Castle Oaks Landscape Renovation

| <b>Plants - Phase 1</b>  | <b>Quantity</b> | <b>Unit</b> | <b>Price</b> | <b>Mark-up</b> | <b>Total</b>        |
|--------------------------|-----------------|-------------|--------------|----------------|---------------------|
| Emerald Carpet Manzanita | 14              | 1 gal       | \$ 9.00      | 1.15 \$        | 144.90              |
| Monkey flower            | 282             | 1 gal       | \$ 9.00      | 1.15 \$        | 2,918.70            |
| Autumn sage              | 13              | 1 gal       | \$ 8.00      | 1.15 \$        | 119.60              |
| Russian sage             | 6               | 1 gal       | \$ 8.50      | 1.15 \$        | 58.65               |
| Red yucca                | 53              | 1 gal       | \$ 11.00     | 1.15 \$        | 670.45              |
| H. McMinn Manzanita      | 20              | 1 gal       | \$ 8.00      | 1.15 \$        | 184.00              |
| Anthony waterer Spirea   | 70              | 1 gal       | \$ 9.00      | 1.15 \$        | 724.50              |
| Italian Cypress          | 32              | #15         | \$ 80.00     | 1.15 \$        | 2,944.00            |
| Magnolia                 | 8               | #15         | \$ 76.00     | 1.15 \$        | 699.20              |
|                          |                 |             |              |                | \$ 8,464.00         |
| Plant replacement        |                 |             |              |                | \$ 2,116.00         |
| <b>TOTAL</b>             |                 |             |              |                | <b>\$ 10,580.00</b> |

| <b>Plants - Phase 2</b>  | <b>Quantity</b> | <b>Unit</b> | <b>Price</b> | <b>Mark-up</b> | <b>Total</b>       |
|--------------------------|-----------------|-------------|--------------|----------------|--------------------|
| Emerald Carpet Manzanita | 0               | 1 gal       | \$ 9.00      | 1.15 \$        | -                  |
| Monkey flower            | 105             | 1 gal       | \$ 9.00      | 1.15 \$        | 1,086.75           |
| Autumn sage              | 3               | 1 gal       | \$ 8.00      | 1.15 \$        | 27.60              |
| Russian sage             | 0               | 1 gal       | \$ 8.50      | 1.15 \$        | -                  |
| Red yucca                | 29              | 1 gal       | \$ 11.00     | 1.15 \$        | 366.85             |
| H. McMinn Manzanita      | 15              | 1 gal       | \$ 8.00      | 1.15 \$        | 138.00             |
| Anthony waterer Spirea   | 0               | 1 gal       | \$ 9.00      | 1.15 \$        | -                  |
| Italian Cypress          | 3               | #15         | \$ 80.00     | 1.15 \$        | 276.00             |
| Magnolia                 |                 | #15         | \$ 76.00     | 1.15 \$        | -                  |
|                          |                 |             |              |                | \$ 1,895.20        |
| Plant replacement        |                 |             |              |                | \$ 473.80          |
| <b>TOTAL</b>             |                 |             |              |                | <b>\$ 2,369.00</b> |

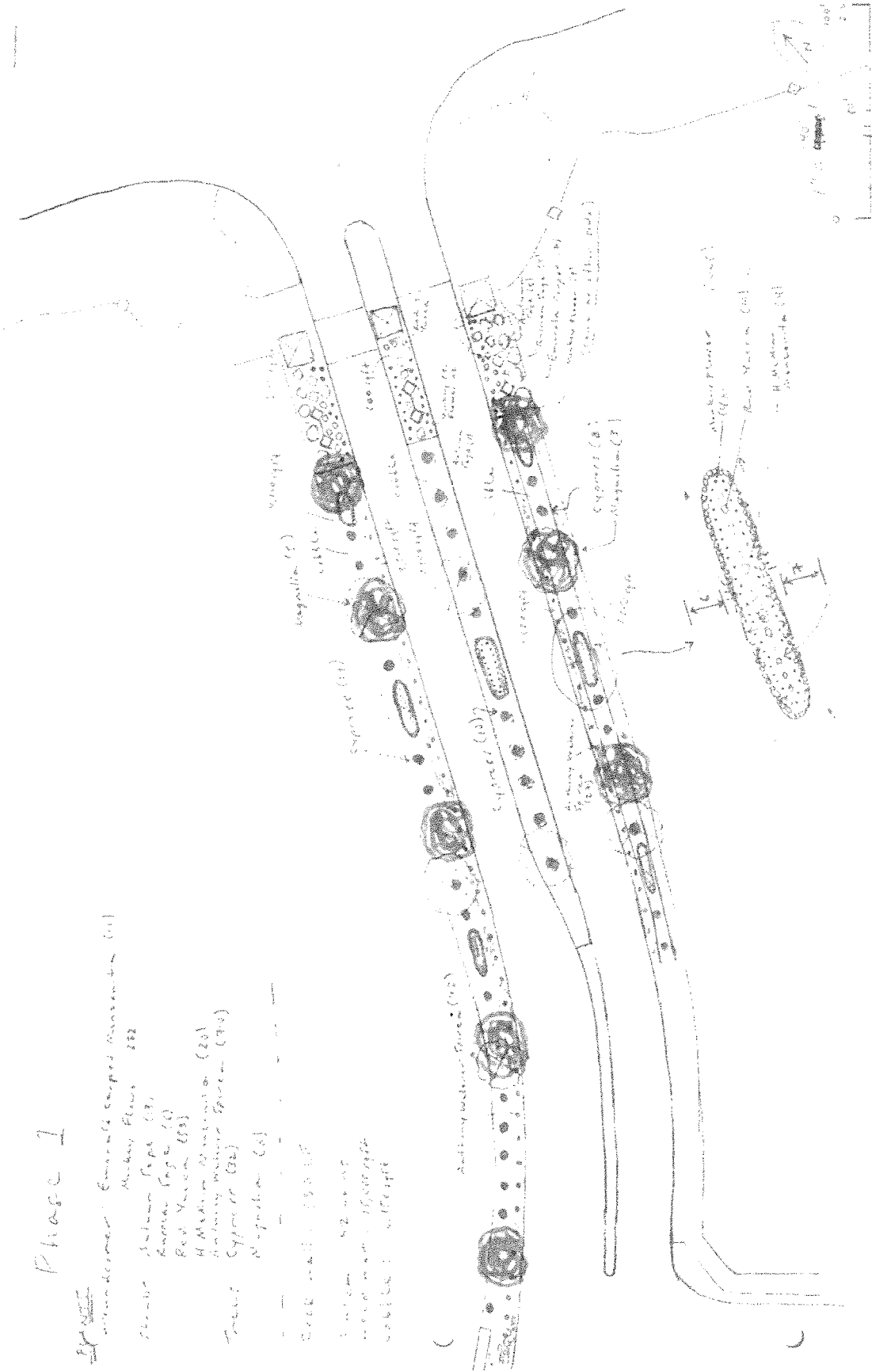
| <b>Plants - Phase 3</b>  | <b>Quantity</b> | <b>Unit</b> | <b>Price</b> | <b>Mark-up</b> | <b>Total</b>       |
|--------------------------|-----------------|-------------|--------------|----------------|--------------------|
| Emerald Carpet Manzanita | 0               | 1 gal       | \$ 9.00      | 1.15 \$        | -                  |
| Monkey flower            | 68              | 1 gal       | \$ 9.00      | 1.15 \$        | 703.80             |
| Autumn sage              | 6               | 1 gal       | \$ 8.00      | 1.15 \$        | 55.20              |
| Russian sage             | 0               | 1 gal       | \$ 8.50      | 1.15 \$        | -                  |
| Deer grass               | 18              | 1 gal       | \$ 8.00      | 1.15 \$        | 165.60             |
| Red yucca                | 16              | 1 gal       | \$ 11.00     | 1.15 \$        | 202.40             |
| H. McMinn Manzanita      | 6               | 1 gal       | \$ 8.00      | 1.15 \$        | 55.20              |
| Anthony waterer Spirea   | 0               | 1 gal       | \$ 9.00      | 1.15 \$        | -                  |
| Italian Cypress          | 3               | #15         | \$ 80.00     | 1.15 \$        | 276.00             |
| Magnolia                 | 0               | #15         | \$ 76.00     | 1.15 \$        | -                  |
|                          |                 |             |              |                | \$ 1,458.20        |
| Plant replacement        |                 |             |              |                | \$ 364.55          |
| <b>TOTAL</b>             |                 |             |              |                | <b>\$ 1,822.75</b> |

| Landscape Maintenance |                  |             |                     |                  |
|-----------------------|------------------|-------------|---------------------|------------------|
| <b>Orig Contract</b>  | <b>% of Time</b> | <b>Area</b> | <b>New Contract</b> | <b>Reduction</b> |
| \$ 31,728.00          | <i>per year</i>  | -           | \$ 29,304.00        | 92%              |
| 12                    | <i>months</i>    | -           | 12                  |                  |
| \$ 2,644.00           | <i>per month</i> | -           | \$ 2,442.00         | 92%              |
| \$ 1,850.80           | 0.7              | Front       | \$ 1,650.00         | 89%              |
| \$ 528.80             | 0.2              | other areas | \$ 528.00           | 100%             |
| \$ 264.40             | 0.1              | hillside    | \$ 264.00           | 100%             |

**ATTACHMENT C**  
**EcoUrban's Maps for the Castle Oaks Renovation Work**  
**Phases 1 through 3**  
**(next three pages)**

# Phase 1

1. Excavation  
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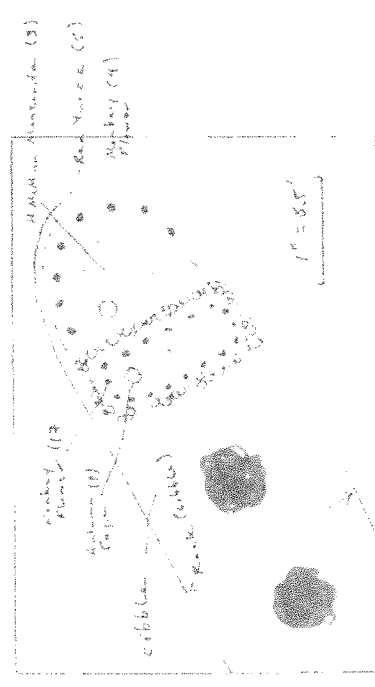
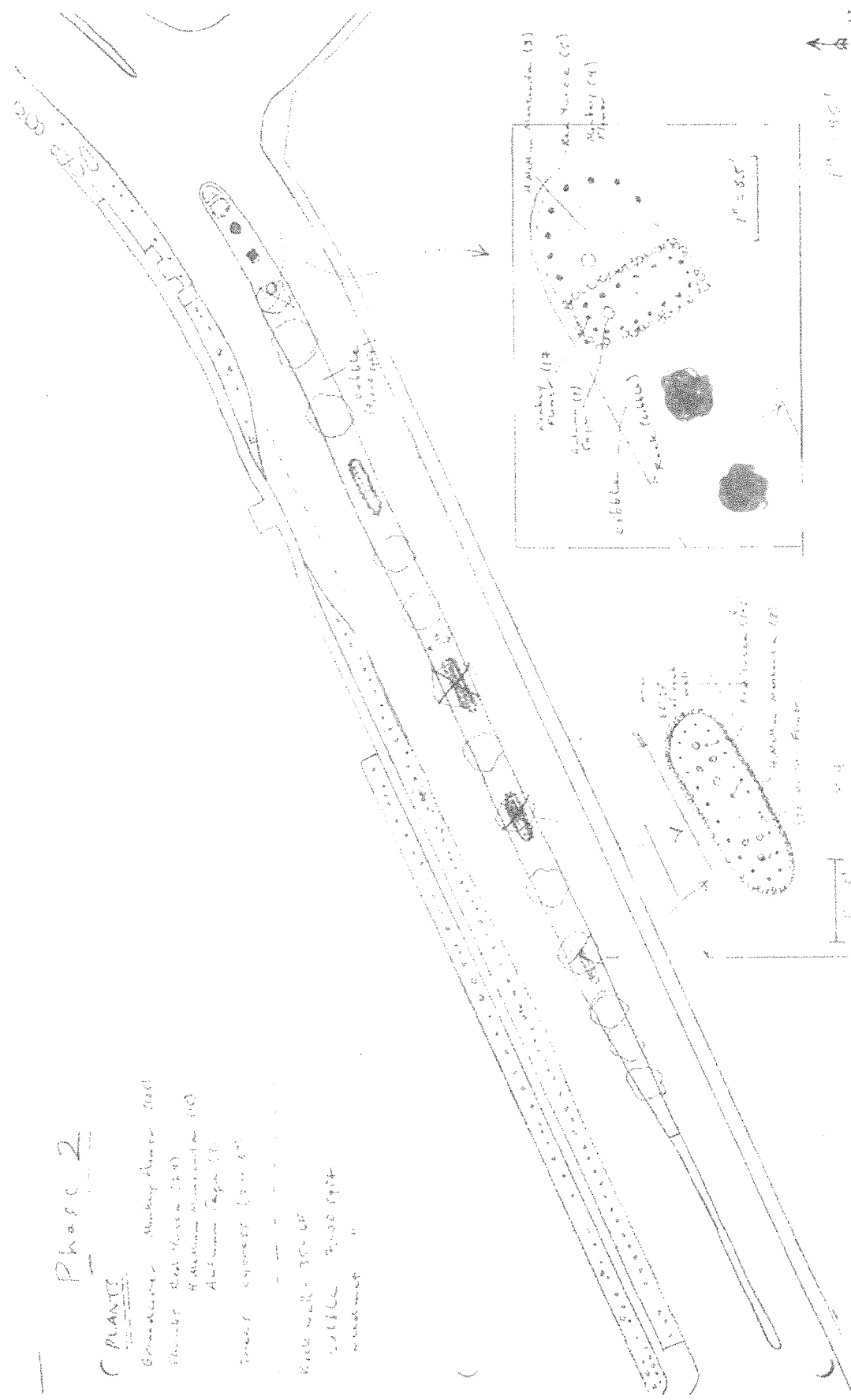


# Phase 2

## PLANT

- Groundwater Muckey River (100)
- Shrub Red Birch (24)
- H. Muckey River (10)
- Autumn Maple (1)
- Tree Spruce (100)

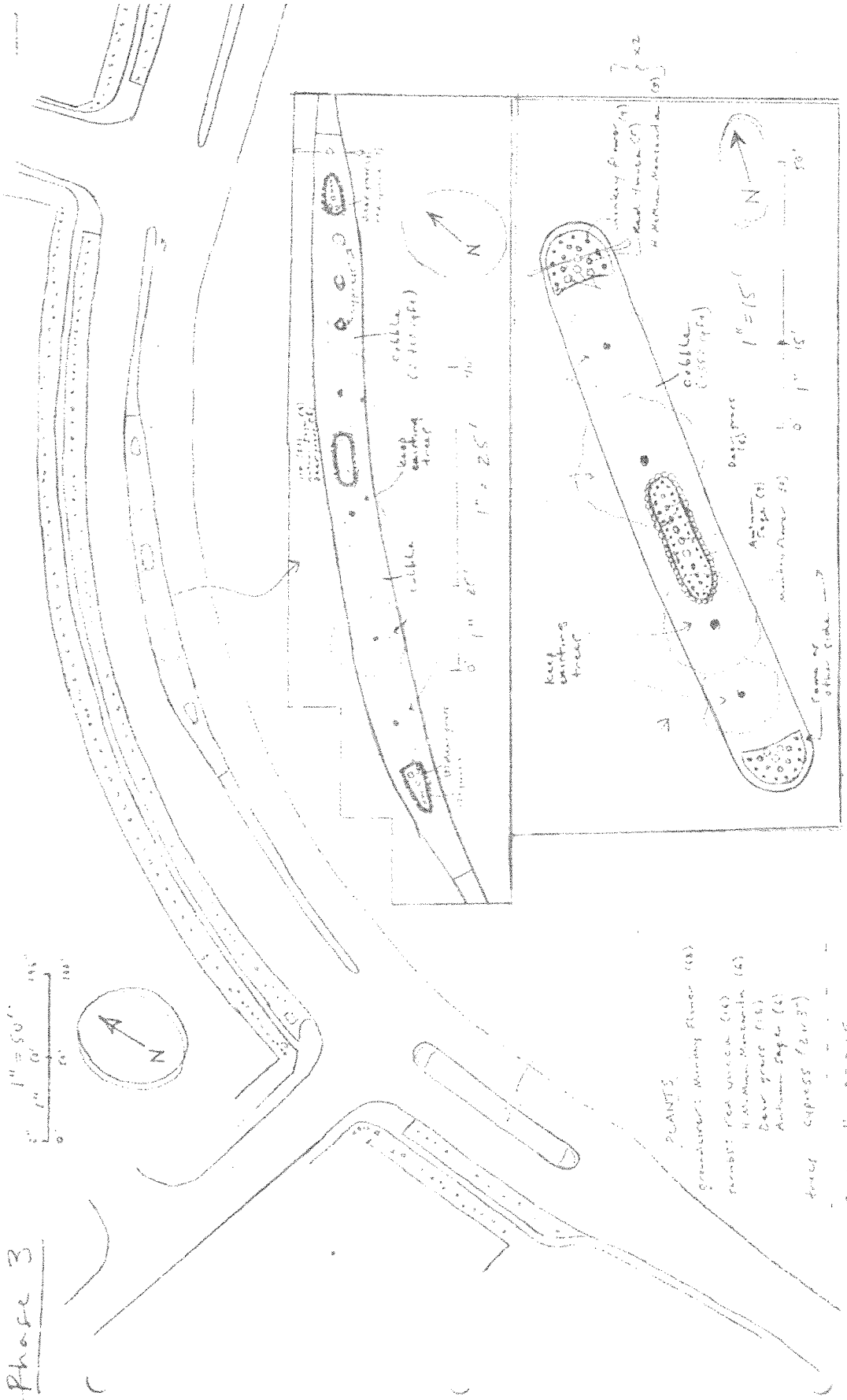
Rock wall 300 ft  
 Cobble 750 ft  
 washout "





# Phase 3

1" = 50'



## PLANTS

Groundcover: Winding flower (18)

Shrub: Red vine (18)

4 M. Mini. Mammalia (12)

Dead grass (18)

Autumn Sage (12)

Tree: Cypress (2, 30')

Back wall: 220' x 300'

Back wall: 300' x 300'

Cobbles: 4,200 sq ft



*CITY OF IONE*  
*IONE, CA 95640*

## **AGENDA ITEM I.3.**

**DATE:**            **SEPTEMBER 19, 2023**

**TO:**             **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM:**        **AMY GEDNEY, INTERIM CITY MANAGER**

**SUBJECT:**    **ADOPT RESOLUTION 2023-\* APPROVING A PROJECT LIST TO  
SUBMIT TO THE AMADOR COUNTY TRANSIT COMMISSION'S  
REGIONAL TRANSPORTATION PLAN**

---

### **RECOMMENDED ACTION:**

Adopt Resolution 2023-\* approving a project list to submit for the Amador County Transportation Commission's 2024 Regional Transportation Plan (ACTC RTP).

### **BACKGROUND AND DISCUSSION:**

The ACTC is responsible for maintaining and implementing an RTP that is developed in accordance with guidelines published by the California Transportation Commission (CTC). The RTP identifies and prioritizes the transportation projects and programs that are needed by the Region, based on technical analysis and input from the cities, county and the public.

The ACTC allocates funding that it receives and uses the RTP to establish policies and priorities for the use of the funds to help cities and the county complete regionally significant transportation projects.

At the June 1, 2023, ACTC meeting, the Commission approved the revised policy elements (Goals and Objectives) and a tentative timeline for the 2024 RTP as presented by ACTC Staff. The Table showing the Goals and Objectives is attached to this Staff Report as Attachment B. The Goals and Objectives table shows that local streets and roads are to be preserved and maintained in lieu of collectors and arterials.

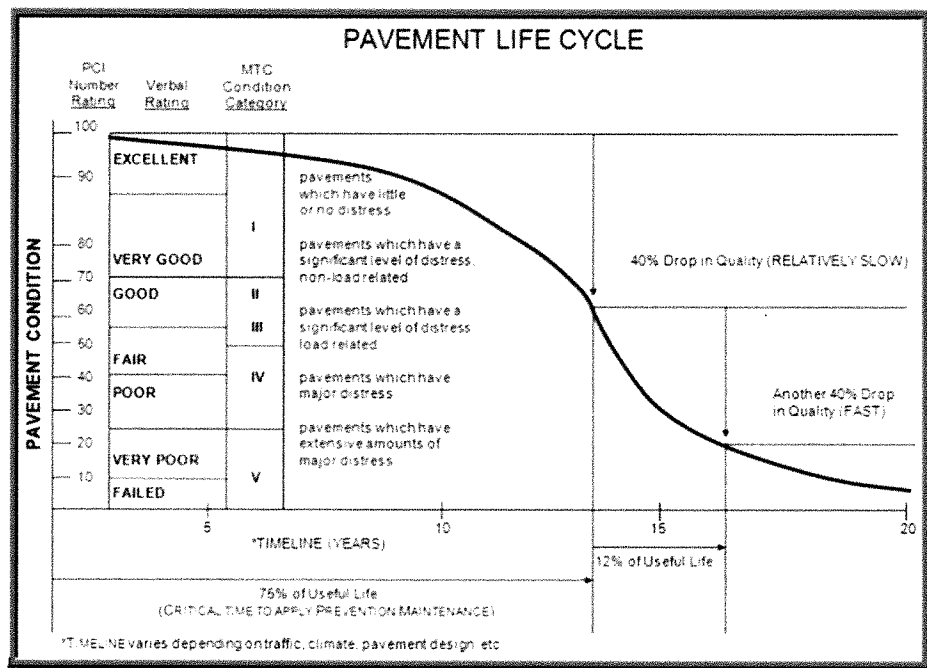
At the July 6, 2023, ACTC meeting, ACTC Staff asked the Commission to review the 2024 draft RTP project list and timeline and give direction to ACTC Staff. Since that meeting, Staff has updated and re-prioritized the 2020 RTP Project List (known as Table 5) based on the new goals and objectives.

At the July 2023 Technical Advisory Committee (TAC) meeting, a deadline of September 21, 2023, was established for the jurisdictions and County to review and update their project lists to ACTC for approval. Information for adding projects needs to include a title, a location with project limits and a rough order of magnitude cost estimate.

Currently, the City of Ione has twelve projects in the 2024 RTP update as Tier 2 projects, meaning the funding is not expected to be available for 20 years, plus or minus. Two of these 12 are being moved, as part of the 2024 update, from Tier 1 to Tier 2: Shakeley Lane and West Marlette.

Of those twelve, six are local streets: Fairway Drive, East Main Street, Jackson Street, and three projects for Waterman Road. See the City of Ione's excerpt from the ACTC Staff's proposal for the 2024 RTP Regional, Local and State Highway Project Listing as presented at the ACTC July 6, 2023, meeting (Attachment C).

PCIs are a scale measuring the condition of pavement from 0 to 100 and ranging from failed to excellent. See the figure below. The condition of pavement deteriorates one to two points each year depending on where it falls on the graph below. Since the Coastland report was presented in 2015, the City should expect that the indexes could be 8 to 16 points below what the Coastland report shows. In November 2015, Coastland Civil Engineering surveyed Ione's streets and produced a report, 2015 Pavement Management Program Update – Final Report. The report presented the pavement condition indexes (PCIs) for all the streets and developed treatment technologies based on the PCIs as well as scenarios for annual projects based on different funding amounts or PCI improvements.



## ATTACHMENT B

### Updated Goals and Objectives for 2024 RTP

| <u>Goal</u>                                       | <u>Objective</u>  | <u>Implementation Measure</u>   |
|---|---|---|
| Preserve/maintain existing local streets and road | <ol style="list-style-type: none"><li>1) Secure sustainable long-term funding for local roads</li><li>2) Prioritize RTMF funding for local (shovel-ready) roadway reconstruction projects</li></ol> | <ol style="list-style-type: none"><li>1) Update pavement management database and budgeting system<ul style="list-style-type: none"><li>• consider sales tax measure</li></ul></li><li>2) Direct RTMF funding to local road projects</li></ol>   |
| Encourage efficiency and Common-sense Planning    | <ol style="list-style-type: none"><li>1) Improve the project delivery process</li><li>2) Improve training opportunities for public works staff</li></ol>  | <ol style="list-style-type: none"><li>1) Employ 'best practices' training program:<ul style="list-style-type: none"><li>• Pavement Management Distress Evaluation</li><li>• Multi-jurisdictional roadway maintenance contracting</li></ul></li><li>2) Collaborate with State and industry experts to provide training</li></ol> |
| Improve Safety/Reduce Congestion                  | <ol style="list-style-type: none"><li>1) Improve emergency access (Evacuation routes)</li><li>2) Encourage alternative modes of transportation (transit, bicycle/pedestrian)</li></ol>              | <ol style="list-style-type: none"><li>1) Update GIS Mapping</li><li>2) Update the ACTC Pedestrian/Bicycle Plan</li><li>3) Update the AT Short-Range Transit Plan</li></ol>  |

## ATTACHMENT C

### Excerpt from the ACTC Staff's Proposal for the 2024 RTP Regional, Local and State Highway Project Listing

#### City of Ione

#### Regional Projects (RTP Table 5- Tier 1)

| Location      | Description                       | Time Frame <sup>1</sup> | Cost Est. | Revenue |         |                |      |                              |
|---------------|-----------------------------------|-------------------------|-----------|---------|---------|----------------|------|------------------------------|
|               |                                   |                         |           | STIP    |         | SHOPP<br>Minor | RTMF | Other<br>Source <sup>2</sup> |
|               |                                   |                         |           | RIP     | HP/ ATP |                |      |                              |
| Shakeley Lane | Sidewalks and bike signage        | 10-Year                 | \$550,000 |         | \$550k  |                | (X)  | (X)                          |
| West Marlette | Bicycle & Pedestrian Improvements | 10-Year                 | \$500,000 |         | (X)     |                | (X)  | (X)                          |

#### Local Projects (RTP Appendix G- Tier 2)

| Location   | Description  |  | 2015 Cost<br>(x1000) | 2025 Cost<br>(x1000) | 2035 Cost<br>(x1000) |
|--|--|--|----------------------|----------------------|----------------------|
| Shakeley Lane  | Sidewalks and bike signage                                 |  |                      |                      |                      |
| West Marlette  | Bicycle & Pedestrian Improvements                          |  |                      |                      |                      |
| Fairway Drive Extension                              | New connection between Shakeley Ln and Edgebrook, Unit #5  |  | \$120                | \$150                | \$180                |
| West Marlette Street                                 | Widening, reconstruction and ROW acquisition               |  | \$503                | \$614                | \$725                |
| West Marlette St. from Violet Ln to Old Stockton Rd. | Minor Improvements   |  | \$2,500              | \$3,112              | \$3,725              |
| Shakely Ln. from SR 104 to Fairway Dr.               | Minor Improvements   |  | \$1,800              | \$2,250              | \$2,700              |
| Waterman Road  | Minor Reconstruction; Complete reconstruction of 1500 feet |  | \$184                | \$212                | \$240                |

|  |  |  |          |          |          |
|--|--|--|----------|----------|----------|
| Waterman Road                          | Minor Reconstruction; Complete reconstruction of 1500 feet |  | \$115    | \$145    | \$175    |
| Waterman Rd. from SR 104 to SR 124     | Full Reconstruction  |  | \$5,700  | \$6,950  | \$8,200  |
| Buena Vista Road Widening              | Widening and drainage improvements                         |  | \$230    | \$290    | \$350    |
| East Main Street Reconstruction        | Widen and reconstruct east of Ione Street                  |  | \$520    | \$650    | \$780    |
| Jackson Street Improvements            | Expansion from Church Street to Sacramento Street          |  | \$140    | \$175    | \$210    |
| Sutter Lane from SR 104 to Shakely Ln. | Minor Improvements   |  | \$825    | \$1,025  | \$1,225  |
| Subtotal                               |  |  | \$12,637 | \$15,573 | \$18,510 |





*CITY OF IONE*  
*IONE, CA 95640*

## **AGENDA ITEM I.4.**

**DATE:**            **SEPTEMBER 19, 2023**

**TO:**             **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM:**        **ANDREW PINASCO, CITY ATTORNEY**

**SUBJECT:**    **AUTHORIZE STAFF TO COMMENCE PERMANENT CITY  
MANAGER RECRUITMENT**

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**RECOMMENDED ACTION:**

Authorize staff to commence permanent City Manager recruitment using the City Attorney's office as a point of contact.

**FISCAL IMPACT:**

Publication costs to be determined.

**BACKGROUND:**

The previous recruitment for permanent City Manager was authorized to begin in June 2022. The City utilized the consulting firm BHI Management in facilitating the search. The City advertised on a number of sites included PublicCEO.com, Western City, Ledger Dispatch, Government Jobs, ICMA and Facebook. At the time, staff estimated recruitment costs would not exceed \$1,700. The process was completed in a span of three months.

On February 21<sup>st</sup>, 2023, City Council directed city staff to condense the City Manager recruitment brochure from six pages down to one page and revise job specifications for Interim City Manager Recruitment.

At the request of City Council, staff removed a Master's degree as a requirement from the job specifications and added in grant administration, verified developer negotiation, and agreement experience. Council also requested candidate have at least five years of executive-level management experience.

In March, 2023, staff brought the recruitment notice back to City Council for final approval. Upon final approval, city staff flew the recruitment for Interim City Manager. The notice was flown on a number of sites including Government Jobs, Ledger Dispatch and WesternCEO. Applications were due April 15<sup>th</sup>.

**DISCUSSION:**

To save on costs, staff recommends that the permanent City Manager recruitment be conducted with two components. First, staff will post the jobs to various advertising outlets. These are typical places to advertise as listed in the table below. Second, all applications would come to the City Attorney's office and be coordinated from there. City staff would set up two rounds of interview panels with the full Council. After the second round it is anticipated that the Council would be ready to extend a conditional offer, and then a background check would be conducted. All inquiries would be handled by the City Attorney.

An alternative would be to hire a consulting firm. To do this, staff would recommend you exempt the RFP process and have the City Attorney select a firm outright to avoid unnecessary timing delays. The city attorney would then get a scope of work from said firm and return with a contract for Council approval. This would push back the dates outlined below.

| <b>TASK</b>                     | <b>Date</b>                | <b>Publication</b> | <b>Publication Date</b> | <b>Run Time</b> | <b>Price</b> |
|---------------------------------|----------------------------|--------------------|-------------------------|-----------------|--------------|
| Advertise                       | September 20 – November 22 | Jobs Available     | September 20            | 30 days         | \$180.00     |
|                                 |                            | Public CEO         | September 21            | 30 days         | \$365.00     |
|                                 |                            | Western City       | September 22            | 30 days         | \$300.00     |
|                                 |                            | Government Jobs    | September 22            | 30 days         | \$199.00     |
|                                 |                            |                    |                         |                 |              |
| Closing Date                    | November 22                |                    |                         |                 |              |
| Projected initial Interviews    | Week of December 4         |                    |                         |                 |              |
| Final Interviews                | Week of December 11        |                    |                         |                 |              |
| Conditional Offer of employment | Week of December 18        |                    |                         |                 |              |
| Anticipated Start Date          | End of January             |                    |                         |                 |              |
|                                 |                            |                    |                         |                 |              |

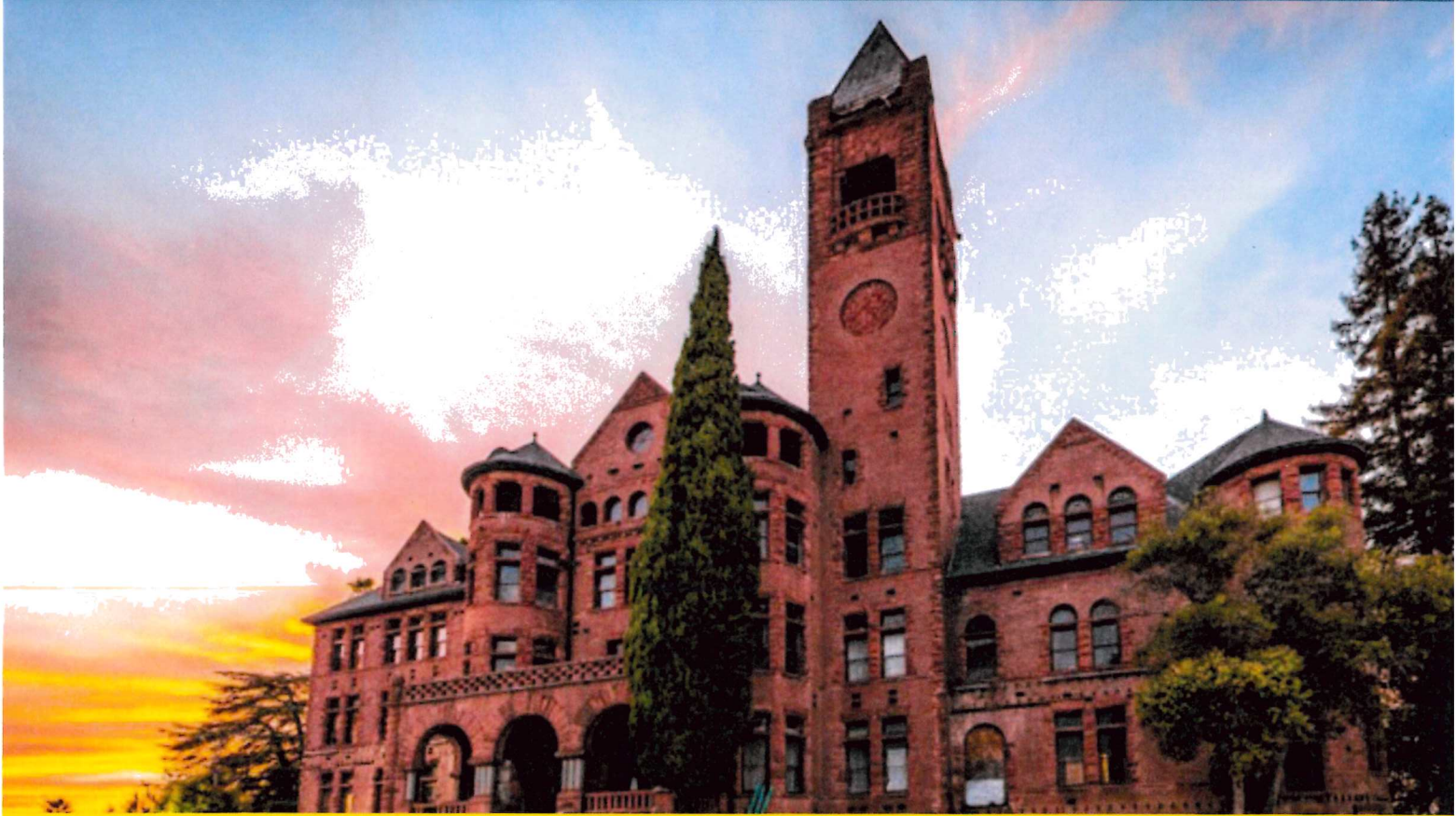
**ATTACHMENTS:**

A. Permanent City Manager Brochure



The City of Ione is seeking candidates interested  
in an opportunity to serve as the next

# CITY MANAGER



*The Castle City*

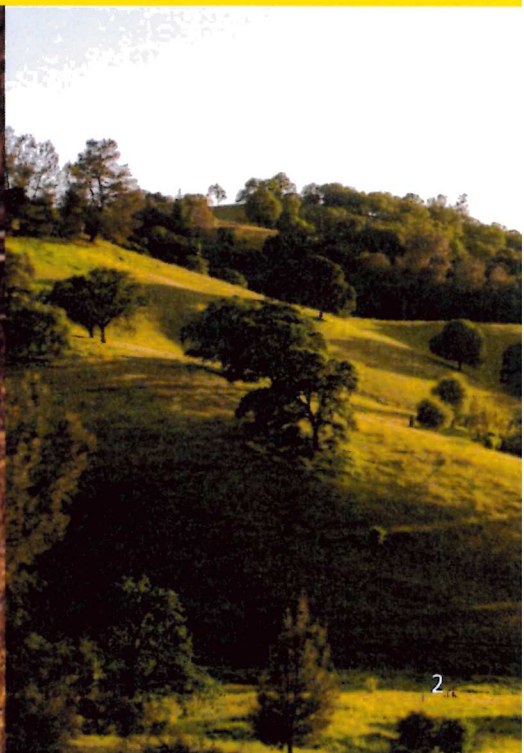
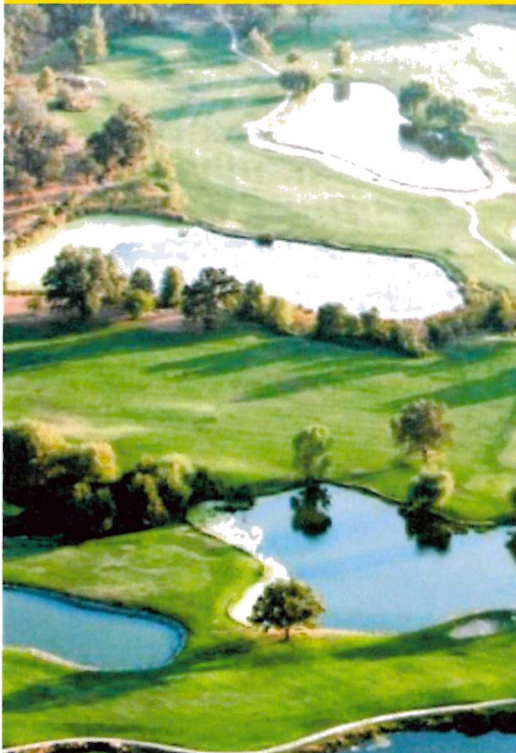




# CITY PROFILE

Located in the beautiful Sierra foothills of Northern California, the City of Lone is a quaint yet active community. The City offers a wide range of housing, world-class outdoor activities, and recreational opportunities in close proximity in every direction.

An extensive array of parks and natural resources offer unbeatable experiences. The Sierras feature some of the finest skiing in the world and the City is a short drive to Lake Tahoe and Sacramento where you can enjoy everything from fine dining and ballet to the best of rural living and more. Nestled in the heart of Amador County's wine Country, the City of Lone is characterized by its oak tree lined hills and small-town atmosphere.







# FORM OF GOVERNMENT

The City of Lone was incorporated as a General Law City in 1953. The City has a Council-Manager form of government with five elected Council members who serve four-year terms. The City Council establishes policies, enacts ordinances, and approves the City budget. The Council appointed City Manager is responsible for financial and operational management of the City. As a nearly full-service City, Lone includes a Police, Fire, Public Works, and Administration department. City Planning and Engineering services are provided by contracts with private firms.



# Office of the City Manager

Under the direction of City Council, the City Manager serves as the chief executive officer for the City, providing leadership and representation for all matters concerning City government. The City Manager's Office leads the financial and budget management process for the City and directs the City's efforts to plan for the future. The City Manager's office performs research, suggest policy development and direction for City Council and evaluates potential public programs and grants.

## Candidate Profile

The City of Lone is looking for an exceptional leader with extensive executive experience. The City seeks a candidate with a master's degree in public administration, government operations, business management, or a similar program and 5+ years of experience as a high-level municipal executive or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. The City Council seeks a candidate with experience with wastewater management, grant administration and reporting, verified developer negotiation and agreement experience, and a proven track record of successfully implementing economic development strategies.

The ideal candidate will possess high personal integrity and ethical behavior with a proven record of leadership, fiscal stewardship and accomplishment preferably in a public sector environment. He/she has experienced opportunities and challenges presented by steady growth in development, population and demand for services.

The candidate will have successfully served in an organization with a council-manager form of government and demonstrated the skills of prioritizing projects and resources while communicating ideas, issues and results on a timely basis. This will also include a focus on achieving results and outcomes on agreed-upon goals and priorities.

The successful candidate will have a history of understanding and demonstrating the positive value of developing and maintaining effective relationships that include availability and accessibility to the public, staff, and elected officials. There should also be a proven record of embracing innovation and encouraging cross-functional partnerships to achieve results.

Advanced skills in community building and engagement and an understanding of equity



## Compensation and Benefits

The annual salary range for this position is \$135,000 — \$160,000 DOE/DOQ. Salary is currently under review and negotiable with City Council depending on skills, experience, education, and background. The City provides a comprehensive benefits package as part of the total rewards package which includes medical, dental, and vision plans. The total rewards package also includes City-paid Life Insurance, vacation, sick, holiday, and administrative leave as well as 2 floating holidays. The City participates in the California Public Employees Retirement System (CalPERS), Social Security and Medicare.

## Application and Selection Process

Qualified applicants should submit their cover letter and resume to:

***[apinasco@neumiller.com](mailto:apinasco@neumiller.com)***

This position will remain open until filled. Resumes will be screened against criteria outlined in this brochure and the job description. Interviews with the City of Ione will be offered to those candidates selected as finalists, with reference checks, background checks, and academic verification conducted after receiving candidate's consent.

For additional information, please contact:



Andy Pinasco  
City Attorney  
(209) 948-8200