

**Attachment A:  
City of Isleton Requests**

**From:** Charles Bergson <cbergson@cityofisleton.com>  
**Sent:** Thursday, September 21, 2023 2:53 PM  
**To:** Greg Chew <GChew@sacog.org>  
**Cc:** dianaobrien@cityofisleton.com  
**Subject:** Request to SACOG for grant manager

Mr. Chew;

On behalf of the city of Isleton, I would like to formally request that the City's 2023 Community Design (CD) Project be changed. Earlier this year, the SACOG Board approved the City's application to a CD grant to pay for phase 5 of the City's General Plan Update. However, since the award, the City has been notified of its success in receiving grant funding. The City currently has a total of nine transportation and planning grants totaling \$1.2 million, and five of these grants are specifically for transportation design and construction.

The City is requesting to change its CD grant to pay for a consultant grant manager for the five transportation-related projects. These state and regional grants all have different timelines, grant requirements and potential project contractors. The City does not have a full-time city engineer nor any other available staff. With the use of the CD funds, a grant project consultant could keep these grants and the respective project consultants moving forward.

If the City's request is allowed, the City would also like to formally ask that SACOG serve as the contract administrator for this consultant grant manager. By this, SACOG and the City would sign an agreement whereby SACOG would manage the advertising and procurement of the consultant selection. The City would be responsible for selecting the consultant, but would follow SACOG's procurement process. Once selected, the contractor would sign its agreement with SACOG. SACOG would pay the contractor upon the City's approval of each invoice. This is an arrangement that SACOG has helped perform for the City before, and the City would greatly appreciate it.

The City's final request is that it would like a 12-month extension of its 2021 Community Design grant. The grant is for Phase 4 of the City's General Plan Update. In the past, the CD program allowed for one-year extensions upon grant recipient request, and the City foresees a need for an extended timeline.

Please let me know if SACOG would like any clarifications on the request or if you need anything else.

Very truly yours,

Chuck Bergson, Isleton City Manager