

REGULAR
APRIL 19, 2023



Imperial City Council

Katherine Burnworth- Mayor
Robert Amparano-Mayor Pro Tem
Ida Obeso-Martinez-Council Member
Stacy Mendoza- Council Member
James Tucker-Council Member

AGENDA

Regular Meeting of the Imperial City Council

City Council Chambers
220 West 9th Street
Imperial, CA 92251-1637

April 19, 2023

Closed Session at 5:30 pm

Open Session at 7:00 pm

The Imperial City Council meetings, including public comments, are being livestreamed on the city's social media pages. By remaining in the room, you are giving your permission to be recorded.

1. You are encouraged to observe the City Council meetings via Livestream at the City of Imperial Facebook page.
2. If you are unable to participate in-person, and wish to address the City Council on matters within their jurisdiction, please email public comments to cityclerk@cityofimperial.org.
3. All documents containing an executive summary and staff recommendation associated with open session action items are made available for public inspection on the City's website, www.cityofimperial.org seventy-two (72) hours prior to the posted meeting time.
Government Code section 54957.5(b)(2)(B)

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact (760) 355-4373. A notification of 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting [28CFR 35.102-35.104 ADA title II].

A. City Council Convenes to Closed Session at 5:30 pm

A-1. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to § 54956.9(b): Three (3) Potential Cases

A-2. Conference with Real Property Negotiators (§ 54956.8)

Property: APN 064-230-015000
Agency Negotiator: City Manager
Negotiating Parties: County of Imperial
Under Negotiation: Instructions to Agency Negotiator Regarding Lease, Price and Terms

A-3. Conference with Real Property Negotiators (§ 54956.8)

Property: APN(S) 063-010-083, 063-010-084, 063-010-085, 063-010-086,
and 063-010-088
Agency Negotiator: City Manager
Negotiating Parties: C.B.M Ginning Company, Inc.
Under Negotiation: Instructions to Agency Negotiator Regarding Lease, Price and Terms

B. City Council Convenes to Open Session at 7:00 pm

Roll Call

Pledge of Allegiance

Adjustments to the Agenda

Action Taken in Closed Session

C. Public Appearances:

C-1. Matters not appearing on the agenda: If you wish to address the Council concerning any item within the Council's jurisdiction, please raise your hand and be acknowledged by the Mayor. At that time, state your name and address for the record. The Mayor reserves the right to place a time limit on each person's presentation of three (3) minutes. It is requested that longer presentations be submitted to the Council in writing.

D. Special Presentations

D-1. National Library Week – April 23-29, 2023

E. Consent Agenda:

All items appearing under "Consent Agenda" will be acted upon by the City Council in one motion without discussion. Should any Council member or other person request that any item be considered separately, that item will then be taken up at the time as determined by the Mayor.

E-1. Approval of Claims and Warrants Report.

E-2. Approval of Regular Meeting Minutes for January 4, January 18, February 1, February 15, March 1, March 15, and April 5, 2023.

E-3. Continuation of Emergency Action as Declared by Resolution 2023-06 for sink hole repairs at Anthony Redondo Memorial Park

F. Work Session: (Discussion/Direction Only)

F-1. Goal Setting & Budget Performance Review for Fiscal Year 23-24

G. Action Items: (Discussion/Action– Approve-Disapprove)

G-1. Resolution to Cease Local State of Emergency for COVID-19

Staff Report: Alexis Brown, City Manager's Office

Recommended Action: Approval of Resolution No. 2023-12 Ceasing Local State of Emergency for COVID-19 and Ratification of Action Taken to Date.

G-2. Imperial Irrigation District Earth Day Event Application

Staff Report: Tony Lopez, Parks & Recreation Department

Recommended Action: Approve the Event Application Submitted by Imperial Irrigation District for Earth Day Event.

G-3. Imperial Public Library Community Room Use Policy & Application

Staff Report: Alexis Brown, City Manager's Office

Recommended Action: Approval of Resolution No. 2023- 13 Adopting Updates to the Imperial Public Library Community Room and Use Policy.

G-4. Ordinance of the City Council Amending Codified Ordinances Regarding Appointment and Term of Various Boards and Commissions.

Staff Report: Dennis Morita, City Manager/Katherine Turner, City Attorney

Recommended Action(s):

1. Introduction/1st Reading in Title Only of Ordinance No. 826 of the City Council Amending the Codified Ordinances Regarding the Appointment(s) and Term(s) of the Imperial Planning Commission.
2. Adoption of Resolution No. 2023- 14 Outlining the Appointment(s) and Term(s) to the extent permissible by law for the Imperial Public Library Board, and other local, state, and federal boards and committees.

G-5. Imperial Public Library Circulation & Customer Service Desk

Staff Report: Alexis Brown, City Manager's Office

Recommended Action: Authorization to Proceed with the Purchase, Construction & Installation of DEMCO Library Circulation and Customer Service Desk not to exceed \$60,000.00.

G-6. Imperial Police Department Exterior Security Fencing/Gate

Staff Report: Chief Michael Crankshaw, Police Department

Recommended Action: Acceptance of Project Proposal for Imperial Police Department Exterior Security Fencing/Gate and Authorization to Purchase Materials in the Amount of \$24,935.00.

H. Reports

G-1. Department Reports

G-2. City Manager Report

G-3. Mayor and Councilmember Reports

H. Adjournment

H-1. Adjournment of this Regular Meeting of the City Council is Until the Next Regularly Scheduled Meeting, Wednesday, May 3, 2023, at 7:00 pm.

Check Register Report

Date: 04/14/2023

Time: 1:04 pm

Page: 1

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks								
110247	04/03/23	Printed			8095	ALL ACCESS SERVICES INC		177,498.75
110248	04/03/23	Printed			2676	CONSTANCIO S. TORRES		94.50
110249	04/03/23	Printed			068	SUNBELT RENTALS, INC.		1,372.11
110352	04/10/23	Printed			8105	ADAM CARPENTER		650.00
110353	04/10/23	Printed			1021	AGGREGATE PRODUCTS, INC.		1,181.61
110354	04/10/23	Printed			8108	AILEEN LIM		105.51
110355	04/10/23	Printed			5201	AIR MED CARE NETWORK		27.00
110356	04/10/23	Printed			195	ALLIED WASTE		141,426.26
110357	04/10/23	Printed			6145	ALY GABRIEL ROMERO		2,534.60
110359	04/10/23	Printed			5956	AMAZON CAPITAL SERVICES		5,714.81
110360	04/10/23	Printed			4716	ANDY LOPEZ		4,637.00
110361	04/10/23	Printed			656	AQUA METRIC		24,991.03
110362	04/10/23	Printed			2081	ARAMARK UNIFORM SERVICE		3,254.83
110363	04/10/23	Printed			1851	AT&T LONG DISTANCE		1,109.60
110365	04/10/23	Printed			4400	BABCOCK LABORATORIES, INC.		2,996.40
110366	04/10/23	Printed			6370	BIG STATE INDUSTRIAL SUPPLY		2,046.69
110369	04/10/23	Printed			7158	BLUETARP FINANCIAL, INC.		2,001.49
110370	04/10/23	Printed			8049	BOB HALL AND ASSOCIATES		1,300.00
110371	04/10/23	Printed			674	BRENNTAG		4,256.17
110372	04/10/23	Printed			455	CALIFORNIA STATE DISBURSEMENT		1,000.60
110373	04/10/23	Printed			8111	CECILIA ROSCA		23.20
110374	04/10/23	Printed			3329	CI- SOLUTIONS		259.69
110375	04/10/23	Printed			8104	CLIFFORD SCHNEIDER IV		750.00
110376	04/10/23	Printed			6222	CODE EXXPERTS, LLC		1,589.00
110377	04/10/23	Printed			784	CONTROL PARTS		10,462.51
110378	04/10/23	Printed			514	CORE & MAIN LP		23,191.82
110382	04/10/23	Printed			6857	COUNTY MOTOR PARTS CO, INC		3,056.12
110383	04/10/23	Printed			3132	D & R SUPPLY		834.00
110384	04/10/23	Printed			1056	DELL MARKETING L.P.		630.96
110385	04/10/23	Printed			8098	DEVIN STILLS		2,210.00
110386	04/10/23	Printed			4049	DIVISION OF THE STATE		90.40
110387	04/10/23	Printed			7939	DXP ENTERPRISES, INC		9,945.33
110388	04/10/23	Printed			4199	EL CENTRO LODGE NO.1033 LOYAL		4,812.80
110389	04/10/23	Printed			8113	ELISE CONTRERAS		150.33
110390	04/10/23	Printed			164	ELMS EQUIPMENT RENTAL, INC.		486.00
110391	04/10/23	Printed			8106	ENNIS-FLINT INC		11,816.00
110392	04/10/23	Printed			8064	ENTERPRISE FLEET MANAGEMENT,		2,534.20
110393	04/10/23	Printed			818	ERS INDUSTRIAL SERVICES, INC.		7,340.00
110394	04/10/23	Printed			314	FRANCHISE TAX BOARD		886.57
110395	04/10/23	Printed			2825	FSC-AMFE		1,843.14
110396	04/10/23	Printed			710	GRAINGER		2,187.94
110397	04/10/23	Printed			117	HAAKER EQUIPMENT COMPANY		276.81
110398	04/10/23	Printed			264	HINDERLITER, DE LLAMAS &		2,835.55
110399	04/10/23	Printed			2096	HOME DEPOT CREDIT SERVICES		1,540.83
110400	04/10/23	Printed			120	IMPERIAL COUNTY FIRE DEPT.		144,358.48
110401	04/10/23	Printed			202	IMPERIAL COUNTY TREASURER		1,745.25
110402	04/10/23	Printed			028	IMPERIAL IRRIGATION DISTRICT		37,593.09

Check Register Report

Date: 04/14/2023

Time: 1:04 pm

Page: 2

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks								
110403	04/10/23	Printed			102	IMPERIAL POLICE OFFICERS ASSN.		800.00
110404	04/10/23	Printed			221	IMPERIAL PRINTERS		80.81
110405	04/10/23	Printed			2099	IMPERIAL VALLEY OCCUPATIONAL M		795.00
110406	04/10/23	Printed			8097	ISIDRO JAVIER ABRIL		2,035.60
110407	04/10/23	Printed			8096	JAMAAL WEATHERSPOON		1,045.80
110408	04/10/23	Printed			7119	JEREMY SCHAFER		573.51
110409	04/10/23	Printed			8112	JOHN MCFADDIN		170.82
110410	04/10/23	Printed			8107	JUAN ANDRES VIRGIL		14.26
110411	04/10/23	Printed			8110	KARL HARRINGTON		42.56
110412	04/10/23	Printed			5580	KOPPEL & GRUBER PUBLIC FINANCE		13,804.17
110413	04/10/23	Printed			8114	KRISTINA SHIELDS		268.74
110414	04/10/23	Printed			1647	LA BRUCHERIE IRRIGATION SUPPLY		720.89
110415	04/10/23	Printed			5230	LABOR COMPLIANCE CONSULTANTS		1,200.00
110416	04/10/23	Printed			1996	LEE TIRE CO.		2,128.66
110417	04/10/23	Printed			101	LINCOLN LIFE		858.67
110418	04/10/23	Printed			8100	LIZZET GARCIA		22.12
110419	04/10/23	Printed			8109	MAS WIRELESS		80.51
110420	04/10/23	Printed			8103	MICHAEL CRANKSHAW		850.72
110421	04/10/23	Printed			1190	MISSIONSQUARE - 304257		500.00
110422	04/10/23	Printed			084	PITNEY BOWES BANK INS		400.00
110423	04/10/23	Printed			2782	PRINCIPAL LIFE INSURANCE COMP		5,525.79
110427	04/10/23	Printed			694	REXEL OF AMERICA, LLC		88.57
110428	04/10/23	Printed			3526	RSD		243.52
110429	04/10/23	Printed			6942	SANDRA ZEPEDA		2,001.80
110430	04/10/23	Printed			979	SELLERS PETROLEUM		19,423.06
110431	04/10/23	Printed			1239	SHERWIN-WILLIAMS		193.39
110432	04/10/23	Printed			135	SOCALGAS		72.66
110433	04/10/23	Printed			2365	SPARKLETTES		324.34
110434	04/10/23	Printed			068	SUNBELT RENTALS, INC.		1,910.99
110435	04/10/23	Printed			8099	SYNAFLEX RUBBER PRODUCTS CO,		1,846.41
110436	04/10/23	Printed			275	UNDERGROUND SERVICE ALERT OF		95.75
110437	04/10/23	Printed			944	UNITED WAY OF IMPERIAL COUNTY		6.00
110438	04/10/23	Printed			1100	USA BLUEBOOK		6,703.72
110440	04/10/23	Printed			615	VALLEY PEST SERVICES, INC		1,322.00
110441	04/10/23	Printed			611	VERIZON WIRELESS		4,800.48
110442	04/10/23	Printed			4572	VEXER ENGINEERING		18,767.00
110443	04/10/23	Printed			8102	VGL CONSTRUCTION, INC		56,060.00
110444	04/10/23	Printed			8101	VICTOR M. FIERRO JR.		550.00
110445	04/10/23	Printed			7631	VINCENT J. GUERRERO		1,962.20
110446	04/10/23	Printed			1715	WAXIE SANITARY SUPPLY		1,649.04
110447	04/10/23	Printed			1568	WEBB AND ASSOCIATES		1,903.75
110448	04/10/23	Printed			1154	WELLS FARGO BANK		2,500.00
110449	04/10/23	Printed			1154	WELLS FARGO BANK		2,500.00
110450	04/10/23	Printed			1827	WILKINSON REAL ESTATE		87.65
110451	04/10/23	Printed			7627	ZENCITY TECHNOLOGIES US, INC.		15,000.00

Total Checks: 92

Checks Total (excluding void checks):

823,579.94

Total Payments: 92

Bank Total (excluding void checks):

823,579.94

Check Register Report

Date: 04/14/2023

Time: 1:04 pm

Page: 3

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Total Payments: 92							Grand Total (excluding void checks):	823,579.94

DATE SUBMITTED 04/13/2023
 SUBMITTED BY Public Services
 DATE ACTION REQUIRED 04/19/2023

COUNCIL ACTION ()
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ab

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: Continue Emergency of Sink Hole at Anthony Redondo Memorial Park	DISCUSSION/ACTION: 1. Continue Emergency Action of Resolution No. 2023-06
DEPARTMENT INVOLVED: Public Services and Parks Department	
BACKGROUND/SUMMARY: On Monday, January 30th, Public Services responded to a reported sinkhole near a storm drain diverter box at the Sky Ranch Park (Boley Field and Sandalwood Glenn). The Parks department had confirmed they had filled it twice before. Upon inspection, the sinkhole seemed to be 4' in depth and 5' in diameter. Upon further investigation, the sink hole has measured to 14' in depth and 8' in diameter. The surrounding banks have and continued to cave in causing a public safety issue. Public Services has since blocked oil the area and has determined the cause to be a result of collapsing lines in the City's storm drain system, in that area. All repairs have been completed by VGL Construction. We are pending invoices to end emergency.	
FISCAL IMPACT: Unknown at this time	FINANCE INITIALS _____
STAFF RECOMMENDATION: Approve to Continue	DEPT. INITIALS <u></u>
MANAGER'S RECOMMENDATION: <u>approve continuation</u>	CITY MANAGER'S INITIALS <u></u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () DISAPPROVED () REJECTED () DEFERRED () REFERRED TO:

DATE SUBMITTED 4/14/2023

SUBMITTED BY ACM

DATE ACTION REQUIRED 4/19/2023

COUNCIL ACTION (X)

PUBLIC HEARING REQUIRED ()

RESOLUTION (X)

ORDINANCE 1ST READING ()

ORDINANCE 2ND READING ()

CITY CLERK'S INITIALS AB

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: **Resolution to Cease Local State of Emergency for COVID-19**

1. Approval of Resolution No. 2023-12 Ceasing Local State of Emergency for COVID-19 and Ratification of Action Taken to Date.

DEPARTMENT INVOLVED: All Department's Involved

BACKGROUND/SUMMARY:

On March 4, 2020, Governor Gavin Newsom issued a State of Emergency by way of Executive Order N-25-20 as it relates to COVID-19. On March 12, 2020 a revised Executive Order stating guidelines to all local and state public health officials was issued. Subsequently, the City of Imperial Declared a Local State of Emergency on March 18, 2020 by unanimously adopting Resolution 2020-09. The Resolution identified the City Manager as Director of Emergency Services and gave the authority set out in Chapter 7 of the City's Municipal Code.

During the Emergency the City facilitated four drive through graduation events in partnership with Imperial Unified School District, six high level food distribution events in partnership with Imperial Valley Food Bank and IV Fairgrounds; Implemented Ordinance(s) allowing for the outdoor dining within the City; Awarded \$93,000 in business assistance grants; Invested \$95,000 in technology to improve remote access to systems, public participation and emergency operations; Secured and administered nearly \$150,000 in Utility Assistance Programs and outdoor recreation enhancements.

Attached for the City Councils review and adoption you'll find Resolution No. 2023-12 Declaring an end to the State of Emergency related to COVID-19.

FISCAL IMPACT: *In response to the COVID-19 Pandemic, the following monies were spent as direct costs to administer emergency protective measures. These costs have been submitted to FEMA are currently under PME Review.*

Personal Protective Equipment - \$27,278.73

Facility Management - \$64,019.42

Dissemination of Information - \$15,468.15

Staff (OT) Costs - \$333,972.79

Disinfection of City Facilities - \$29,045.69

Total Response Costs Submitted to FEMA - \$469,784.78

ADMIN SERV
INITIALS

DP

STAFF RECOMMENDATION: It is staff's recommendation to cease the State of Local Emergency by adoption of Resolution NO. 2023-12

DEPT. INITIALS

AB

MANAGER'S RECOMMENDATION:

CITY
MANAGER'S
INITIALS

OHM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REJECTED ()

DEFERRED ()

REFERRED TO:

**A RESOLUTION OF THE CITY OF IMPERIAL CITY COUNCIL TERMINATING
THE DECLARATION OF LOCAL EMERGENCY RELATED TO THE NOVEL
CORONAVIRUS (COVID-19)**

WHEREAS, California Government Code Section 8630 and Chapter 7 of the City of Imperial Municipal Code empowers the City Council to proclaim the existence of a local emergency to protect and preserve the public welfare when the City is affected or likely to be affected by a threat; and

WHEREAS, on March 4, 2020 the Imperial City Council found that then current and confirmed cases of the Novel Coronavirus (COVID-19) internationally, including California, prompted the Governor by way of Executive Order to Declare that a public emergency exists; and

WHEREAS, the local, state and federal public health officials announced that community spread of COVID-19 is likely to occur in the United States, and further found that ongoing risk and probability of COVID-19 positive patients being identified in the Imperial County; and

WHEREAS, the Imperial City Council also found that COVID-19 is an infectious and communicable disease, which can create a condition of extreme peril to health and safety of persons within the City, which was beyond the ability and resources of the City to control; and

WHEREAS, on March 18, 2020, the Imperial City Council adopted Resolution No. 2020-09 proclaiming the existence of a local emergency based on COVID-19 and authorized all powers associated therewith including, but not limited to, the powers granted the Director of Emergency Services under the California Emergency Services Act and Chapter 7-5 of the City of Imperial Municipal Code; and

WHEREAS, following that Declaration, the City took extraordinary measures to protect the public health safety of its residents and support local businesses, including authorization of outdoor dining and other outdoor activities, obtaining grant funds from local, state and federal governments to provide utility grants to residents; and

WHEREAS, over two years later, the threat of COVID-19 still exists but, in light of advances in medicine and the availability of resources, the need for the City to exercise extraordinary local powers has reduced; and

WHEREAS, pursuant to Government Code Section 8630(d), the Imperial City Council should proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

NOW, THEREFORE, THE IMPERIAL CITY COUNCIL HEREBY RESOLVES:

1. The above-referenced recitals are true and correct and are incorporated herein.
2. The Imperial City Council finds that conditions warrant the termination of the Declaration of Emergency.

3. Pursuant to California Government Code Section 8630, the City Council hereby terminates the proclamation of local emergency declared on March 18, 2020, by Resolution 2020-09.
4. The City of Imperial City Clerk shall certify the passage of this Resolution, and that this Resolution shall take effect immediately upon its adoption by the City Council.
5. The City Manager shall forward a copy of this Resolution to the Imperial County Operational Area.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Imperial City Council on this 19th Day of April 2023.

Katherine Burnworth, Mayor

ATTEST:

City Clerk

DATE SUBMITTED 04/12/23
 SUBMITTED BY PARKS AND REC
 DATE ACTION REQUIRED 04/19/23

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS aub

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: IMPERIAL IRRIGATION DISTRICT EARTH DAY
 EVENT APPLICATION

1. APPROVE THE EVENT APPLICATION SUBMITTED BY IMPERIAL IRRIGATION DISTRICT FOR THEIR EARTH DAY EVENT.

DEPARTMENT INVOLVED: PARKS AND RECREATION

BACKGROUND/SUMMARY:

In March of this year Imperial Irrigation District submitted an Earth Day event application to the City for review. This event will be held Saturday, April 29th 10am- 2pm at their Imperial Headquarters location. The District is seeking City Council's approval to close a section of the street for their food vendors from the intersection of Barioni Blvd. in between N. K St. and E. Ninth St. The District will provide there own staff for traffic control and is only requesting the approval to close that section of the street.

Please see attached application and map

FISCAL IMPACT: N/A

FINANCE
INITIALS

DP

STAFF RECOMMENDATION: It is the department's recommendation for City Council to approve the event application and street closure for the Earth Day event

DEPT. INITIALS

[Signature]

MANAGER'S RECOMMENDATION: Agree with staff's recommendation

CITY
MANAGER'S
INITIALS

OTHM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()



City of Imperial SPECIAL EVENT APPLICATION

\$_____ Application Fee

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Event Location: <u>IID Headquarters Lawn 333 E. Berionis BLVD.</u>			
Event Name: <u>IID Earth Day</u>		Date(s) of Event (Days/Dates): <u>04/22/2023</u>	
Set-Up Time: <u>6am</u> to <u>10am</u>	Program Time: <u>10am</u> to <u>2pm</u>	Clean-Up Time: <u>2pm</u> to <u>5pm</u>	
Group/Organization: <u>Imperial Irrigation District</u>			
Contact Person: <u>Joe Denton</u>		Alternate Contact Person: <u>Sabrina Barber</u>	
Address: <u>20300 P.O. Box 937</u>		Address: <u>same</u>	
City & Zip Code: <u>Imperial, CA 92251</u>		City & Zip Code: <u>same</u>	
Phone: <u>760-482-3652</u>	Cell Phone:	Phone: <u>760-482-3652</u>	Cell Phone: <u>760-650-6370</u>
Email Address: <u>jdenton@IID.com</u>	Email address: <u>sbarber@IID.com</u>		

Anticipated Total Event Attendance: < 500

Event Description (Please describe purpose of event and activities): Earth Day event to promote environmental stewardship

What Assistance is requested from the City? Street closure of N. Kth from E. Berionis BLVD. to E. 9th St.

Is this event open to the public?	☒ Yes ☐ No	If yes, please describe accessible toilets & hand wash stations:	<u>ADA portable toilets & hand wash stations</u>
Will admission fees be charged?	Yes ☐ No ☒	If yes, please provide fee amount:	_____
Will food/beverages be sold?	Yes ☐ No ☒	If yes, will a temporary food facility permit be obtained?	Yes ☐ No ☒
Will alcohol be served?	Yes ☐ No ☒	If yes, will an ABC permit be obtained?	Yes ☐ No ☒
Will other items be sold?	Yes ☐ No ☒	If yes, how many vendors?	_____ (Please attach vendor list)
Will security be provided?	yes ☒	Will there be sound amplifications?	☒ Yes ☐ No
Describe the parking/traffic plan:		<u>widely parking lots</u>	

EVENT AGREEMENT

I/We hereby certify that we shall be personally responsible, on behalf of our group/organization, for any damage or abuse of buildings, grounds, fields, equipment, or other facilities through the use of said premises by our group/organization. I/We agree to indemnify, hold harmless, defend and reimburse the City, its officers, employees, volunteers and agents from any liability, damage, penalty, expense or loss of any nature, including but not limited to, liability for injury to or death of persons, or damage to property arising out of or in connection with the event or approximately caused by the negligent or intentional act or omission of the applicant, or any person who is under the applicant's control. I/We agree to abide by and enforce the rules and regulations of the City of Imperial.

Signature of Applicant: Joe Denton

Date: 02/13/2023

FOR OFFICE USE ONLY

Date Received/Initials:	Applicant Contacted:	SPECIAL EVENTS COMMITTEE
DOCUMENT CHECKLIST	ADDITIONAL REQUIREMENTS	Emailed to Committee:
Site Map ☒ Rec'd <u>2/13/23</u> N/A	Business License ☐ N/A Rec'd	COMMITTEE REVIEW DATE:
Insurance ☒ Rec'd <u>2/13/23</u> N/A	Vendor List ☐ N/A Rec'd	Police
Property Approval ☒ Rec'd <u>2/13/23</u> N/A	Health Permit ☐ N/A Rec'd	Fire
Fees Due ☐ Rec'd _____	ABC License ☐ N/A Rec'd	Public Works
Receipt # _____	Security ☐ N/A Rec'd	Community Development
Notes:		Administrative Services
		Event Approved



City of Imperial SPECIAL EVENT PERMIT INFORMATION

THE APPLICATION PROCESS CONTINUED

FEES

- The application fee of \$100 per event is due once a Special Event Application has begun the review process. Please do not submit payment with the initial application, applicants will be notified of payment date.
- The fee charged for one-day business license as established by Resolution No. 2020-62 is \$10.00 per business, per day.
- In addition to the payment of the permit application fee, an applicant may be asked to provide a deposit for the estimated cost to the City to support the event. The applicant is required to pay the City for all departmental service expenses incurred in connection with or due to the applicant's activities under the permit. Additionally, if city property is destroyed or damaged by reason of the applicant's use, event or activity, the applicant shall reimburse the city for the actual replacement or repair cost of the destroyed or damaged property.

CHECKLIST

Please see the checklist below for the basic documents necessary to process an application. Additional items may be requested depending on the scope/size of event.

- ☒ Special Event Application ☒ A Legible Site Plan
- ☒ A copy of your **Certificate of Liability Insurance**
Document MUST list the City of Imperial as additionally insured with the same coverage as the insured in the minimum amount of one million dollars (\$1,000,000).
- ☒ A **Written Lease or Agreement** from the owner of the property granting permission to host a special event. *own facility*
- ☐ A **Food and Vendor List** may be required, depending on type of event. All vendors are required to have a City of Imperial Business License. *TBD*



Insurance | Risk Management | Consulting

1225 W. Main St.
Hemet, CA 92343
CA 92343

760-402-2791
alan@iq.com
07215/13

February 9, 2023

City of Imperial Department of Community Services
420 South Imperial Ave.
Imperial, CA 92251

RE: Imperial Irrigation District

Letter/Certificate of Insurance
Liability and Property Self Insurance with respect to Earth Day Special Event
Period of October 14, 2022 to October 14, 2023

Our agency handles insurance for the Imperial Irrigation District (IID). IID, in the course of conducting business with other companies, is frequently asked to provide a Certificate of Insurance showing that they carry liability insurance in the amount of \$1,000,000 per occurrence.

As in the case with many other large companies, IID does not carry commercial general/automobile liability insurance at levels below \$1,000,000 per occurrence. IID also self-insures their Workers' Compensation exposure, as well as physical damage to automobiles and equipment.

Therefore, this letter is being provided in lieu of a Certificate of Insurance indicating excess insurance of IID's self-insured retentions.

Please be assured that IID is financially able to respond to losses in the uninsured level. Such self-insurance does not change any obligations assumed by IID under the provisions of their agreements. IID will respond directly to any losses or claims arising from such obligations.

Please call me at (760) 352-2611 if you have any questions or concerns regarding this matter.

Yours truly,

Allen Tyler, CPCU, ARM

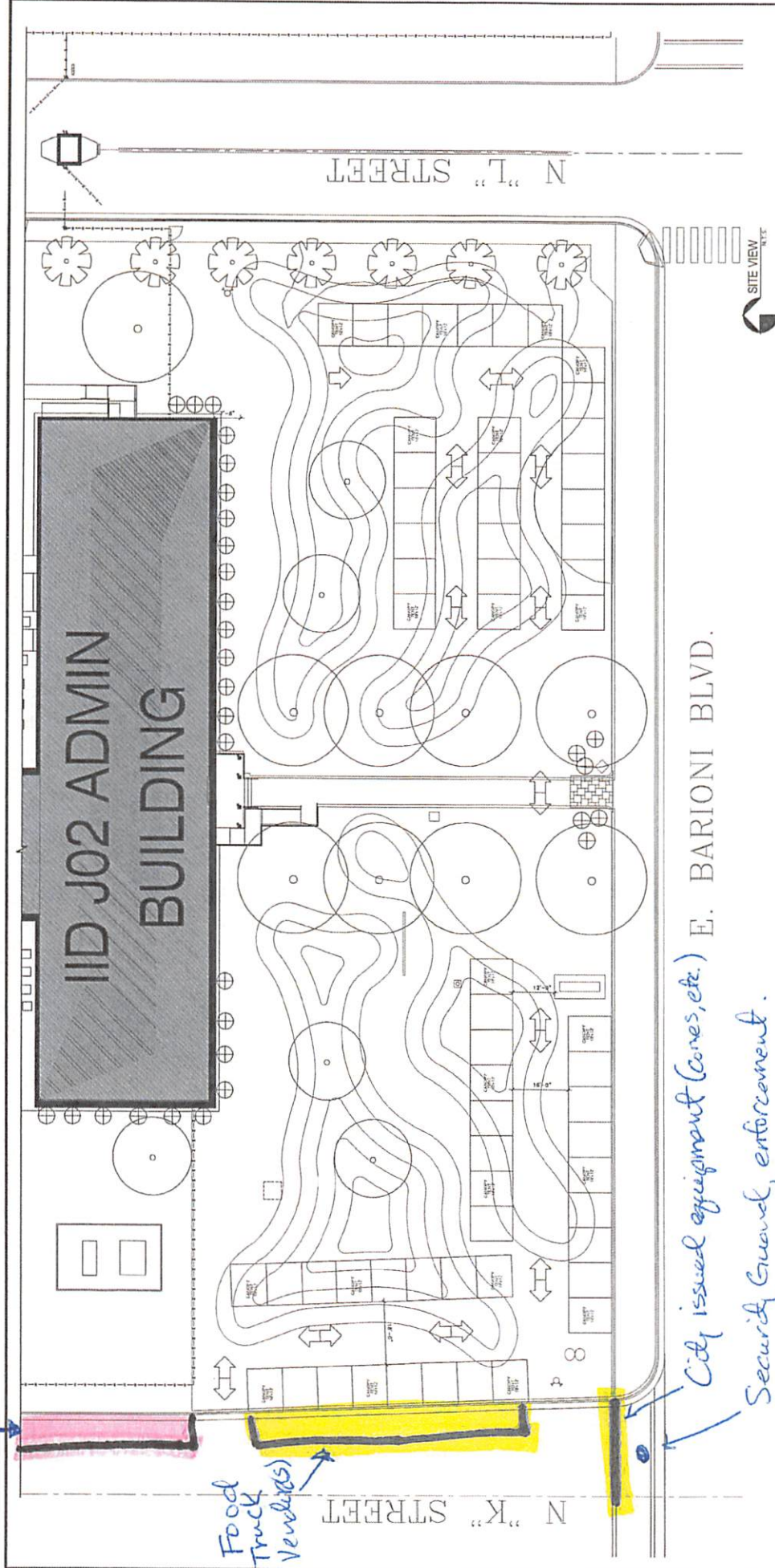
CC: Jennifer Goodsell, IID.



- The proposed street closure of N. K Street at the intersection of E. Barioni Blvd. will occur at the cross walk of the northwest and northeast corners; and will not obstruct or impeded Barioni Blvd. traffic. A security guard will be used as traffic enforcement at this location.
- The proposed street closure of N. K Street at the intersection of E. 9th St. will occur at the southwest street corner, across N. K Street to IID's northeast driveway approach apron; and will not obstruct or impeded E. 9th St. traffic. A security guard will be used as traffic enforcement at this location.
- City of Imperial staff has offered to provide equipment (cones, etc.) for IID staff to close off the street for the day, to reduce the need for City staff resources and eliminate any potential expenses.
- The proposed street closure will occur between the hours of 6am – 6pm the day of the event.
- IID has verified with both businesses, Filter Service and Supply and Chula Vista Electric that they are closed on weekends and the proposed street closure will not affect them.
- The proposed street closure will be used to support portable toiletry amenities and proposed food truck vendor(s) along the east curb of N. K Street.
- IID will utilize the employ parking lot located on N. K Street and the north entrance for event attendees.
- The south parking lot entrance will be closed, and utilized for foot traffic and safe passage along the proposed N. K Street closure to the event at the front lawn.

Portable
Toilets

Food
Truck
Vendor(s)



City issued equipment (cones, etc.)
Security Guard, enforcement.



TOTAL CANOPY = 80
WALKING PATH



IMPERIAL IRRIGATION DISTRICT	
IID HEADQUARTERS	
133 E. MARSH BLVD.	
IMPERIAL, CA 92521	
EARTH ARBOR DAY EVENT	
UTILITY	DWG. NO.

DATE SUBMITTED 4/14/23

SUBMITTED BY ACM

DATE ACTION REQUIRED 4/19/23

COUNCIL ACTION (x)

PUBLIC HEARING REQUIRED ()

RESOLUTION (X)

ORDINANCE 1ST READING ()

ORDINANCE 2ND READING ()

CITY CLERK'S INITIALS arb

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: **DISCUSSION/ACTION: Imperial Public Library Community Room Use Policy & Application**

1. Approval of Resolution No. 2023- 13 Adopting Updates to the Imperial Public Library Community Room and Use Policy.

DEPARTMENT INVOLVED: City Manager's Office

BACKGROUND/SUMMARY:

The Imperial Public Library wishes to be a resource center and community hub for residents and stakeholders alike. With the resuming of pre-pandemic hours of operation, the Library has had many inquiries from organizations requesting the use of our Community Room. The attached Community Room Use and Reservation Policy was adopted by the City Council prior to the completion of the Library's expansion in 2015. The document still references the Community Room and Council Chambers as a joint facility and makes provisions to allow for-profit rentals. City staff presented the current policy in a work session with the Imperial Public Library Board on March 14, 2023. The Board made recommendations to the sections of Fee Schedule and Facility Rules and Regulations. The Imperial Library Board of Trustees recommended the updated policy for Council action on April 11, 2023. Attached to this staff report is the redline amendments and Resolution to adopt the amended policy.

FISCAL IMPACT: NO Negative Impact to Municipal Budget

ADMIN
SERVICES
SIGN INITIALS _____

STAFF RECOMMENDATION: It is the staff's recommendation to review the redline amendments to the Community Room Reservation and Use Policy & Application, and adopt Resolution No. 2023-13 establishing the revised fee schedule.

DEPT. INITIALS ab

MANAGER'S RECOMMENDATION:

approve

CITY
MANAGER'S
INITIALS DKM

MOTION:

SECONDED:	APPROVED	()	REJECTED	()
AYES:	DISAPPROVED	()	DEFERRED	()
NAYES:				
ABSENT:	REFERRED TO:			

RESOLUTION NO. 2023-13

**RESOLUTION OF THE CITY OF IMPERIAL CITY COUNCIL ADOPTING UPDATES
TO THE IMPERIAL PUBLIC LIBRARY COMMUNITY ROOM USE AND
RESERVATION POLICY**

WHEREAS, the Imperial City Council wishes to ensure the fair and equitable treatment of all Library patrons and customers; and

WHEREAS, the City Council believes policies provide the framework for delivery of municipal services; and

WHEREAS, the City Council desires that all patrons who periodically use the Community Center are able to enjoy the facility.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above-referenced recitals are true and correct and are incorporated herein.
2. The Imperial City Council adopts the amendments to the Imperial Community Room Use and Reservation Policy and directs that the policy shall take effect immediately upon adoption of this Resolution.
3. Directs the City Manager to implement the policy in accordance with all local, state and federal laws.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Imperial City Council on this 19th Day of April 2023.

Katherine Burnworth, Mayor

ATTEST:

City Clerk



**City of Imperial
Imperial Public Library**

200 W. 9th Street

Imperial, CA 92251

Phone (760) 355-1332 / Fax (760) 355-4857

City of Imperial Community Center

Reservation and Use Policy/Application

The City of Imperial Community Center, located within the Imperial Public Library at 200 W. 9th Street in Imperial, California, may be reserved for public use when City of Imperial programming is not scheduled. It is the City of Imperial's desire that all patrons who periodically use the Community Center (the "Facility") are able to enjoy the Facility. This agreement has been set in place to achieve that goal.

The person signing this agreement and the organization on whose behalf the Facility rental is being made (collectively the "Renter") are responsible for compliance with this agreement. All Renters are required to read and sign the Facility Use Agreement as part of the rental. Please read carefully, fill out Facility, Renter, and event sections, initial at the bottom of each page, and sign in the signature page at the end of this document.

Rental Procedures

1. All groups or persons requesting use of the Facility must file a completed application in person at the Imperial Public Library at least fourteen (14) working days before the requested date.
2. For standing appointments, applications are due at least fourteen (14) working days before the first scheduled event. Standing appointments are defined as a group having regularly scheduled meetings on the same days of the week at the same times.
3. All reservations are taken on a first-come, first-serve basis. Reservations shall be issued in the order of receipt of application and all other necessary paperwork with deposit and full payment, subject to availability.
4. The Facility is not considered rented until (1) Renter delivers to the City the Reservation and Use Policy/Application, rental fee, deposit, certificate of insurance, written evidence of permits and licenses, and any other items deemed necessary by the City; and (2) the City, in its sole discretion, approves such rental in writing.
5. Reservations will only be issued to responsible adults (age 18 and over) who shall be in attendance at the function for which the application is made.

6. Renter shall provide the City Manager or his/her designee with a single contact who is to serve as the representative for Renter's activities.

7. Renter shall be responsible for securing all required permits and licenses.

8. The facility shall be used for the purpose stated in this agreement and no other use will be permitted.

9. Renter shall not use the City's name to suggest endorsement or sponsorship of the event without prior written approval of the City Manager or his/her designee. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.

10. Reservations are made for the Community Center only. Doors between the Community Center and the Council Chambers are to remain closed. ~~No use of Council Chambers is permitted without prior permission from the Library Administrator.~~

11. Keys will not be issued to Renters. City staff will be on hand fifteen (15) minutes before and after the event to open and secure the facility. Any event starting or ending before or after regular facility hours will require a charge of \$ 25.00 per instance for staff to open and secure the facility.

12. Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted. Renter is an independent contractor and not the agent or employee of the City.

13. The City reserves the right to cancel any reservations. When cancellations are necessary, the department will endeavor to give the Renter group a ten (10) day notice. Cancellation of an event by the City will result in a refund of fees paid.

14. Notice of cancellation of an event must be submitted in writing. Cancellations made seven (7) days prior to the scheduled event will be fully refunded upon written request to the library director. Cancellations made less than seven (7) days before the scheduled event will result in only a 50% refund of fees, upon written request to the Library Director.

15. When an event is cancelled by a Renter, the Renter may select another available date. If a satisfactory date cannot be arranged and the request for cancellation is received no later than seven (7) days prior to the scheduled event, a refund of the fees may be obtained upon written request to the Library Director.

16. Reservation fees and deposits must be paid with cash or cashier's check. Personal checks will not be accepted.

17. The City may charge an additional amount of double the regular rental rate for any event continuing past the ending time stated in this agreement.

18. The security deposit shall be returned if the facility is left in a satisfactory condition as determined by City staff, no City property is missing or damaged, and the group leaves on time. Deposits shall be returned, by a check from the City, within seven (7) working days.

Indemnification and Insurance

1. Renter shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

2. Renter shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City's facilities and adjoining property in the amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the City, its officers, employees, and agents as additional insureds prior to the rental date of the Facility. Renter shall file certificates of such insurance with the City, which shall be endorsed to provide thirty (30) days notice to the City of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City may deny access to the Facility.

3. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City's facilities and adjoining property to the City Manager or his/her designee, in writing and as soon as practicable.

4. Renter waives any right of recovery against the City, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Renter shall not charge results of "acts of God" to the City, its officers, employees, or agents.

5. Renter waives any right of recovery against the City, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, even if the City, its officers, employees, or agents seek recovery against Renter.

Security

1. The City, at its sole discretion, may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers through the City or a private security agency.
2. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The City is not responsible for providing this supervision. However, the City may evict individuals from the Facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

Set Up / Clean Up / Decorations

1. Renter shall be responsible for all set-up and break-down of equipment and furniture.
2. The City does not provide coffee, condiments, or any other beverages or food items, linens, china, silverware, glassware, or serving dishes/utensils.
3. Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the Facility.
4. Renter shall not prepare or decorate the Facility prior to the event start time, unless Renter provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
5. Decorations for any program must be free standing or placed on tables. Do not tape, stick, staple, glue or tack anything to the floors, walls or ceilings. Glitter, confetti, rice, birdseed, hay, etc. are not allowed. Renter shall also not drive or permit to be driven nails, hooks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein.
6. For fire safety, use of open flame is prohibited within the facility. Electrical extension cords and decorations shall be UL approved. Also, all exits shall be kept free of obstructions and exit doors shall remain unlocked while the facility is being used.
7. Renter shall be responsible for all ~~clean-up~~clean-up of the Facility, including adjacent grounds, at the end of the rental. Renter shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. This includes but is not limited to removal of cups, bottles, place settings and other items from tables, floors, counters, etc. and placing it in trash cans; ~~clean-up~~clean-up of spills on tables, chairs, floors, counters, etc.; and removal of any and all decorations. Renter shall also leave all fixtures, if any, in good working condition.

8. Renter shall not store any equipment or materials at the Facility or adjoining property without the prior written approval of the City Manager or his/her designee. The City does not assume responsibility in case of loss or damage to personal property. The City is not responsible for lost or stolen items.

9. Renter shall be responsible for any and all damage to the Facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by the City as a result.

Equipment / Accessories

1. Renter shall not remove, relocate, or take City property outside of the Facility for any reason without the prior written approval of the City Manager or his/her designee.

2. Renter shall not use City equipment, tools, or furnishings located in or about the Facility without the prior written approval of the City Manager or his/her designee.

3. ~~Renter shall not drive motorized vehicles on field or green space.~~

4. City owned equipment may be used with permission of the Library ~~Director~~ Administrator only, at no additional charge. Any damage to City-owned equipment will be charged to the Renter, and if necessary, deducted from the security deposit.

5. Renter shall secure the approval of the City before using audio/visual systems, public address systems, and live or recorded amplified music. Renter shall not record, televise, or broadcast the event or any portion thereof without prior written approval of the City Manager or his/her designee.

6. Loudspeakers and/or amplified equipment must be reasonably used. Requests from City staff to reduce volume must be honored. Failure to reduce the volume of noise or sound which City staff determines to be offensive will result in immediate revocation of facility use privileges and forfeiture of all fees and deposits.

7. No adjustments or changes may be made to settings of thermostats or any other City-owned equipment in the facility. Equipment settings found to be changed after an event can and may result in deposit forfeiture.

Fee Schedule

<u>Room</u>	<u>Capacity</u>	<u>Cost (up to 4 hours)</u>	<u>Cost (each additional 4 hours or part thereof)</u>
Community Center	50	\$75.00 per event	\$75.00 per event
Council Chambers (with permission only)	70	\$100.00 per event	\$100.00 per event
Combined Rooms (with permission only)	120	\$175.00 per event	\$175.00 per event
Refundable Cleaning/Damage deposit		\$100.00 per event	
Weekly Renter Rate—Community Center	50	\$25.00 per event	\$25.00 per event
Weekly Renter Rate—Council Chambers (with permission only)	70	\$50.00 per event	\$50.00 per event
Weekly Renter Rate—Combined Rooms (with permission only)	120	\$75.00 per event	\$75.00 per event

Non-Profit Fee Schedule

<u>Room</u>	<u>Capacity</u>	<u>Cost (up to 4 hours)</u>	<u>Cost (each additional 4 hours or part thereof)</u>
Community Center	50	\$45.00 per event	\$45.00 per event
Council Chambers (with permission only)	70	\$60.00 per event	\$60.00 per event
Combined Rooms (with permission only)	120	\$100.00 per event	\$100.00 per event
Refundable Cleaning/Damage deposit		\$100.00 per event	
Weekly Renter Rate – Community Center	50	\$15.00 per event	\$15.00 per event
Weekly Renter Rate—Council Chambers (with permission only)	70	\$20.00 per event	\$20.00 per event
Weekly Renter Rate—Combined Rooms (with permission only)	120	\$35.00 per event	\$35.00 per event

Facility Rules and Regulations

1. The Facility is available for use Monday thru ~~Saturday~~Friday. The facility is not available for use on Saturdays, Sundays or regularly scheduled City holidays. All facility rentals and activities must cease by ~~4007~~7:00 p.m.
2. Any activity conducted in the Facility will be conducted according to all local, state and federal laws and must conform to the written rules and regulations of the City of Imperial and Imperial Public Library
3. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use and privileges. All fees and deposits previously paid will be retained by the City.
4. As per Ordinance No. 676 passed and adopted on April 7, 2004, the City of Imperial does not allow any alcohol use in or on any City facilities at any time by anyone. Failure to abide by this requirement will result in forfeiting of use of the facility and any or all fees and deposits paid.
5. City staff shall have full access to all activities, at any time, in order to ensure that all rules, regulations, and City and State laws are being observed. Renter must obey instructions of City staff on duty.
7. All minor children attending a non-City activity in the Facility must be supervised by their parent/guardian or by a designated adult chaperon.
8. Renter is responsible for keeping all guests/participants in rented areas.
9. The Facility is a non-smoking facility. ~~There is a designated smoking area in the alcove on the North side of the building.~~ The grounds will be checked before and after the event by City staff and the Lessee; cigarette butts found on the premises after an event will result in deposit forfeiture.
10. The Renter group must appear within thirty (30) minutes after the time specified on the application or the permit will be cancelled and all fees forfeited.
11. There shall be no admission charge, no ticket sales and no collections or donations solicited except by advance permission from the City Manager, or designated staff.
12. Firearms are prohibited in the facility and on the premises.
13. No animals are in the facility or on the premises with the exception of certified assistance animals.
14. Profanity and fighting are not permitted in the facility or on the premises.

15. Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility, and in no event shall the Renter exceed the capacity set forth in the fee schedule.

~~16. Gambling of any kind is not permitted at the Facility~~

~~17.~~16. If Renter violates any part of this agreement or reports false information to the City, the City may refuse Renter further use of the Facility and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.

~~18.~~17. The City may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.

~~19.~~18. Any person aggrieved by the City's decision with respect to this agreement may appeal to the City Manager or his/her designee in writing no later than five (5) days after the City's decision has been communicated to the aggrieved party.

~~20.~~19. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

DATE SUBMITTED 4/14/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 4/19/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION (X)
 ORDINANCE 1ST READING (X)
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS AB

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: Ordinance of the City Council Amending Codified Ordinances Regarding Appointment and Term of Various Boards and Commissions.	
1. Introduction/1st Reading in Title Only of Ordinance No. 826 of the City Council Amending the Codified Ordinances Regarding the Appointment(s) and Term(s) of the Imperial Planning Commission. 2. Adoption of Resolution No. 2023- 14 Directing Updates to Appointments Coincide with City Council Member Terms, to the Extent Permissible By Law	
DEPARTMENT INVOLVED: <u>City Manager's Office/City Attorney</u>	
BACKGROUND/SUMMARY: During a Regular Meeting of the Imperial City Council city staff received director to bring forward an ordinance to amend the codified ordinances of the Imperial Municipal Code regarding the appointments and terms of the Imperial Planning Commission. It was further directed by the Council to align all appointments and terms of the various Boards, Committees and Commissions to coincide with City Council terms to the extent permissible by law. The City Attorney and City Manager's Office has put together the attached Ordinance 826 and Resolution No. 2023-14 for Council's review and consideration.	
FISCAL IMPACT: De minimus impact to municipal budget	ADMIN SERV INITIALS _____
STAFF RECOMMENDATION: It is staff's recommendation to review and adopt the ordinance and resolution to the extent it aligns the appointments of various board members, committee members, and commissioners' terms to coincide with the terms of the City Councilmembers who appointed them.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS _____
MOTION:	
SECONDED: AYES: NAYES: ABSENT: APPROVED () DISAPPROVED () REFERRED TO: REJECTED () DEFERRED ()	

ORDINANCE NO 826

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IMPERIAL AMENDING THE CODIFIED ORDINANCES REGARDING THE APPOINTMENT AND TERM OF PLANNING COMMISSIONERS.

The City Council of the City of Imperial does ordain as follows:

Section 1: Article 6 “Composition; Appointment; Terms of Office.” of Chapter 2 of the Imperial City Code is hereby deleted in its entirety and enacted to read as follows:

2-6. Composition; Appointment; Terms of Office.

The planning commission shall consist of five (5) members as appointed by the City Council. Each member of the City Council shall appoint one planning commission member. A City Council member shall make an appointment in writing to the City Clerk and the City Manager. The City Clerk shall then place the name of the appointee on the next City Council agenda as a public information item at which time the appointment shall be deemed effective. At the time any new appointment is approved by the City Council, the term of any planning commissioner holding that office shall be terminated.

The term of office of each commission member shall run concurrently with the term of office of the City Council member who appointed the commissioner.

Should the appointing City Council member leave office for any reason, the appointment of each commission member appointed by the City Council member shall expire when the council member leaves office, and the successor council member shall appoint a person to serve the balance of the unexpired portion of the term. In the event that the successor council member seat is vacant, the City Council, by majority vote, may appoint a temporary appointee to serve the balance of such vacancy. An appointee whose term has expired shall serve until a successor is appointed.

The City Council member making the appointment shall have the power to remove the appointee from the planning commission. If the City Council member chooses to remove an appointee, the City Council member shall do so in writing by filing a notice with the City Manager and the City Clerk. The City Clerk shall place it on the next public agenda as a public information item. The removal shall be effective on the date the item is on the City Council’s agenda.

Notwithstanding any other section, the City Council, by a majority vote, may remove any member or members of the planning commission.

Any appointee shall be a registered voter within the City of Imperial at time of appointment and shall throughout the appointment continue to be registered.

Section 2: Effective Date. This ordinance shall take effect and shall be in force thirty (30) days after the date of adoption, and prior to the expiration of fifteen (15) days from the passage thereof, shall be published at least once in a newspaper of general circulation printed and published in the County of Imperial, together with the names of the members of the City Council voting for and against the same.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Imperial,
this ____ day of _____, 2023.

Katherine Burnworth, Mayor

ATTEST:

Kristina Shields, City Clerk

RESOLUTION NO. 2023-14

**RESOLUTION OF THE IMPERIAL CITY COUNCIL
DIRECTING UPDATES TO APPOINTMENTS TO
COINCIDE WITH CITY COUNCIL MEMBER TERMS, TO
THE EXTENT PERMISSIBLE BY LAW**

WHEREAS, the City Council has authority to establish and/or appoint members to certain committees, commissions and boards; and

WHEREAS, the City Council desires to make all such appointments coincide with incoming or outgoing City Council members; and

WHEREAS, it is acknowledged that there are certain cases that the law does not authorize such coordination or that such coordination may be ineffective; and

WHEREAS, the City Council directs staff to take necessary actions to make such appointments coincide with incoming or outgoing City Council members.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above-referenced recitals are true and correct and are incorporated herein.
2. The City Council hereby directs that staff take the necessary action to have appointments coincide with incoming or outgoing City Council members to the extent allowable and practical under the law for the following bodies:

APPROVED, PASSED AND ADOPTED, at the meeting of the City Council this 19th day of April, 2023.

Katherine Burnworth, Mayor

ATTEST:

City Clerk

DATE SUBMITTED 4/14/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 4/19/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS QUB

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: **Imperial Public Library Circulation & Customer Service Desk**

1. Authorization to Proceed with the Purchase, Construction & Installation of DEMCO Library Circulation and Customer Service Desk not to exceed \$60,000.00.

DEPARTMENT INVOLVED: City Manager's Office/Imperial Public Library

BACKGROUND/SUMMARY:

As part of the ongoing assessments of Library Operations and Service delivery, it is the recommendation of the staff and Imperial Library Board to replace the current Library circulation and customer service desk. This portion of the Imperial Public Library was built in 2005 at a time when the population of Imperial was 10,093 residents (CA Department of Finance, 2005). The Imperial Public Library underwent an expansion and renovation in 2015, however, the current circulation desk was unaltered from its original design and service capability. The City of Imperial's current population is estimated at 21,513 (CA Department of Finance, 2022). In accordance with the City of Imperial's Development Impact Fee Study – Library Facilities (2010, pg. 34), the use of fees collected for developmental impacts associated with the City's growth would allow for furnishings to be purchased to meet current and future service delivery demands. The Imperial Public Library expansion did not address the current circulation/customer service desk. The proposed design (attached) would allow for four complete workstations, two circulation stations, additional storage, and internal book drop.

Revitalization of the Imperial Public Library

In 2015, the Library underwent an extensive expansion to include a new Community Room, Study Room, Administrative Space, and Separate Council Chambers. As part of the FY 20-21 adopted a vision for the Imperial Public Library and initiated a phased design, construction and installation process with DEMCO. On January 20, 2021, April 1, 2021 and August 18, 2021, the Imperial City Council authorized the purchase of furnishings to begin the phased updates to the Children, Juvenile and Teen sections within the Library. Cannabis funds were used as a nexus could not be concluded for the utilization of Development Impact Fee Monies.

Attached for your review you will find the Design Packet, Photos of the current circulation desk, and Quote. Should the purchase be authorized, delivery is a 12-week lead time.

FISCAL IMPACT: Not to Exceed \$60,000.00
 Construction, Design & Installation - \$ \$59,491.69
Amount Available in Library Impact Fees - \$801,233.19

ADMIN SERV
INITIALS _____

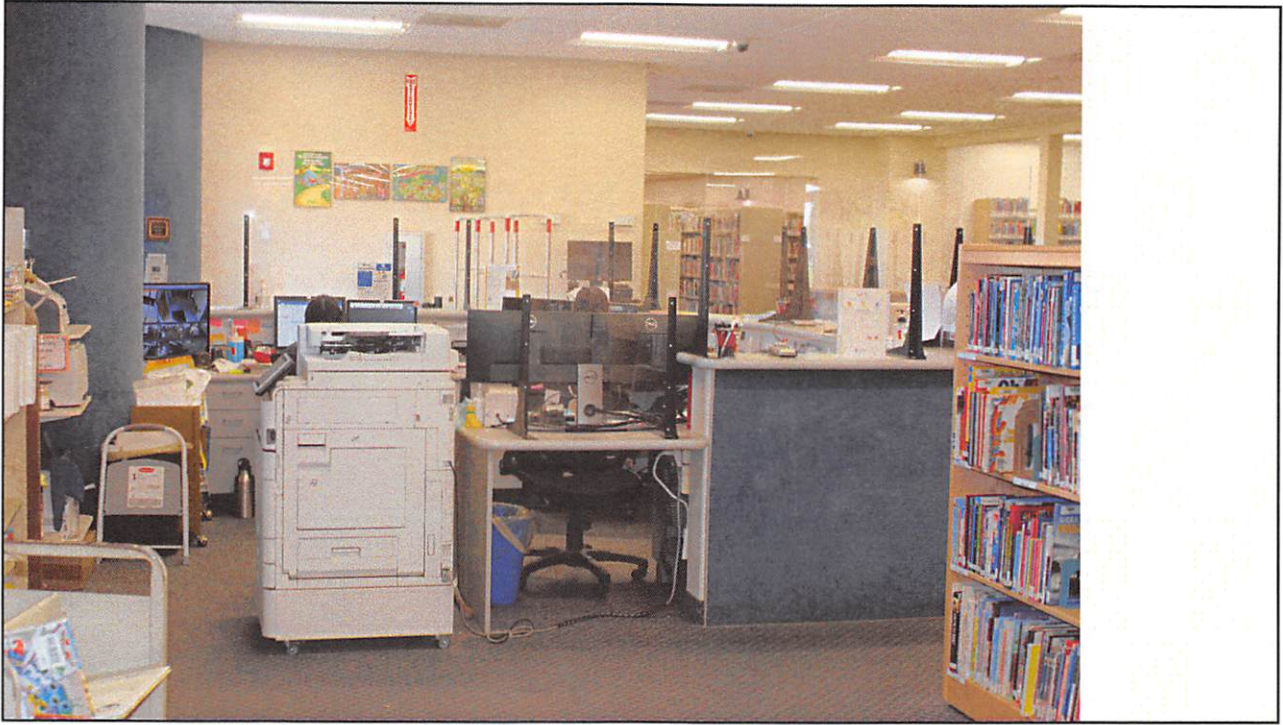
STAFF RECOMMENDATION: It is Staff's recommendation to authorize the purchase, construction & installation of the Library Circulation Presented.

DEPT. INITIALS QUB

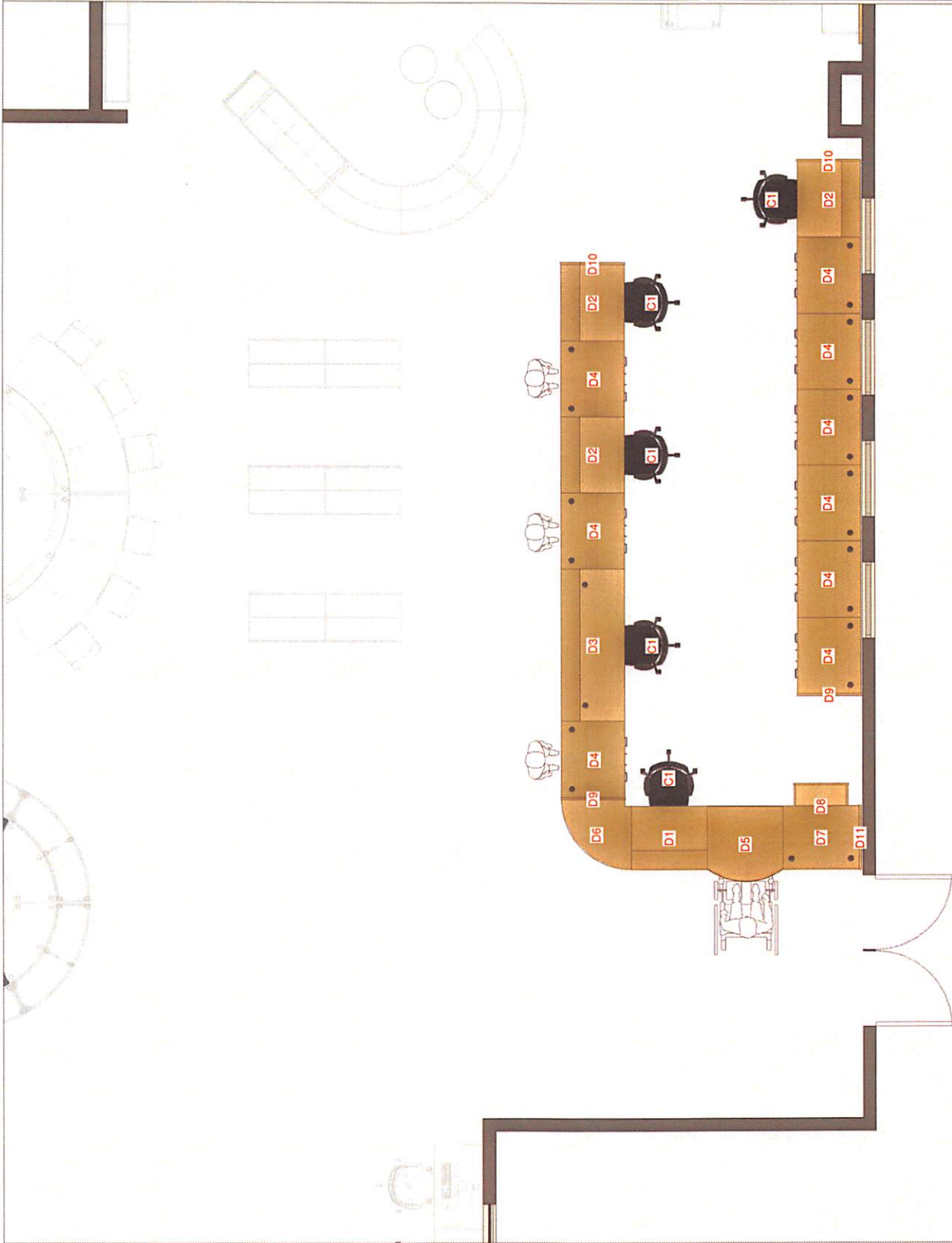
MANAGER'S RECOMMENDATION:

CITY
MANAGER's

		INITIALS	_____
MOTION:			
SECONDED:		APPROVED	()
AYES:		DISAPPROVED	()
NAYES:			
ABSENT:		REFERRED TO:	
		REJECTED	()
		DEFERRED	()







IMPERIAL PUBLIC
LIBRARY

COMPLEMENTARY DESIGN HOURS
DEMCO HAS PROVIDED TO
SUPPORT YOUR PROJECT

五

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Please be aware that no reliance should be placed on dimensions which have been scaled from this drawing if you require a full size scale plan, or clarification on a specific dimension or any other detail please contact
DLMCO Library Interiors Design Department at
800-747-7561

OK, I will rely on certain "equal materials" that you have provided. "Equal Materials" means all documents, drawings, dimensions, and other materials, and any other data and information provided by you relating to the contract.

DLI shall have no liability for any loss, damage, injury, expenses or other claims arising from any lost, material or instructions supplied that are incomplete, incorrect, inaccurate, outdated, out of sequence or in the wrong form, or arising from their late arrival or non-arrival.

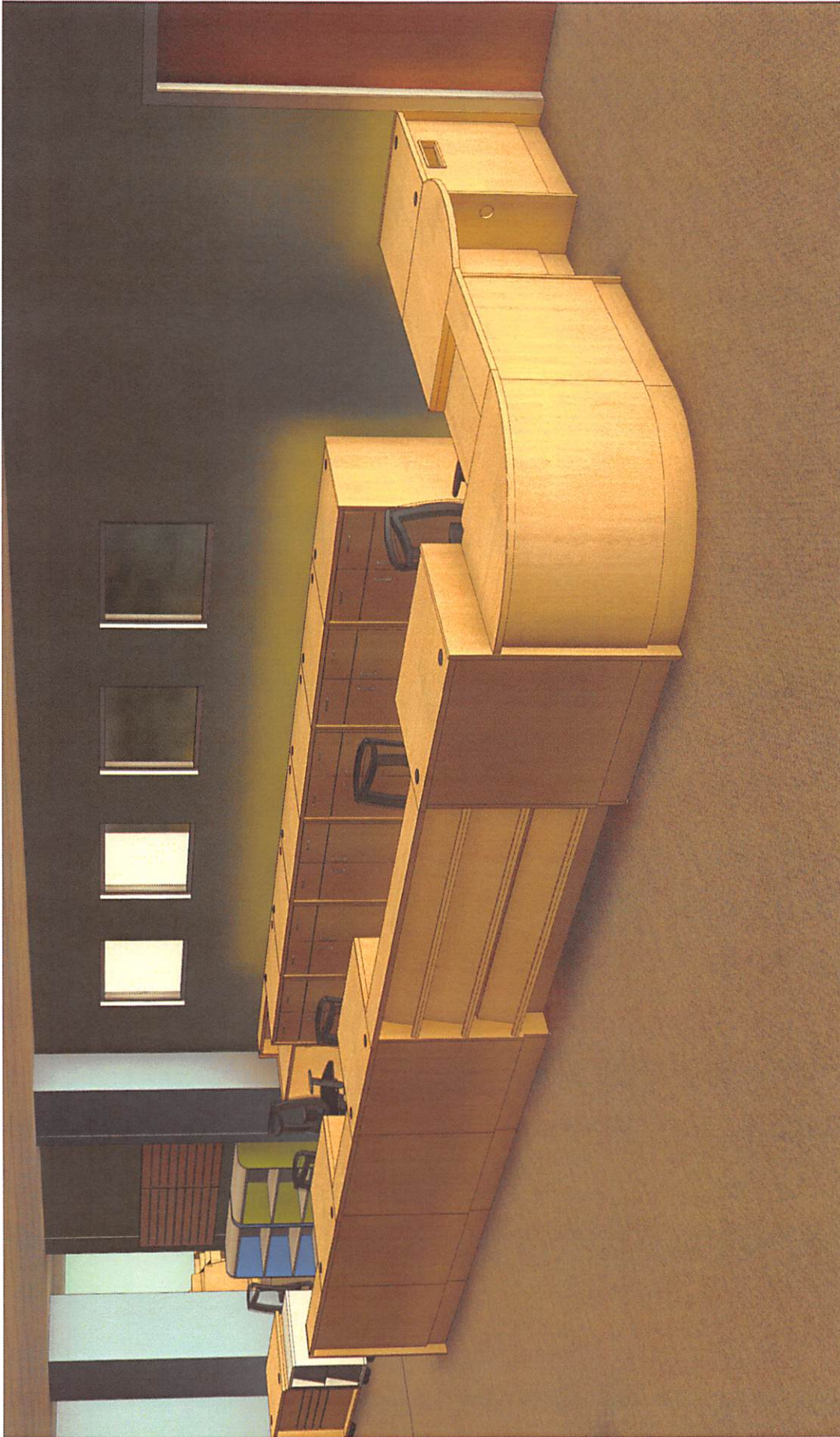
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FLOOR PLAN -
CIRCULATION
DESKS

PROJECT NUMBER	D3010086-1
DATE	2/14/2023
DESIGNER	EB
SALES REP	SL

Scale $3/4" = 1'-0"$



2/14/2023 11:31:26 AM

PROJECT NUMBER	D3010085-1
DATE	2/14/2023
DESIGNER	EB
SALES REP	SL
Scale	

CIRCULATION DESK

Please be aware that no reference should be placed on dimensions which have been taken from this drawing. If you require a full size working plan or confirmation on a specific dimension in any area, please contact DEMCO Library Interior Design Department at 800-451-1111. We will reply on paper "Your Material" and you have provided "Your Material" names of documents, drawings, dimensions, and other information, and any other data and information provided by you relating to this project.

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CHANGING OF ANY DESIGN WORKS
SUPPORT YOUR PROJECT

8 HR

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IMPERIAL PUBLIC LIBRARY

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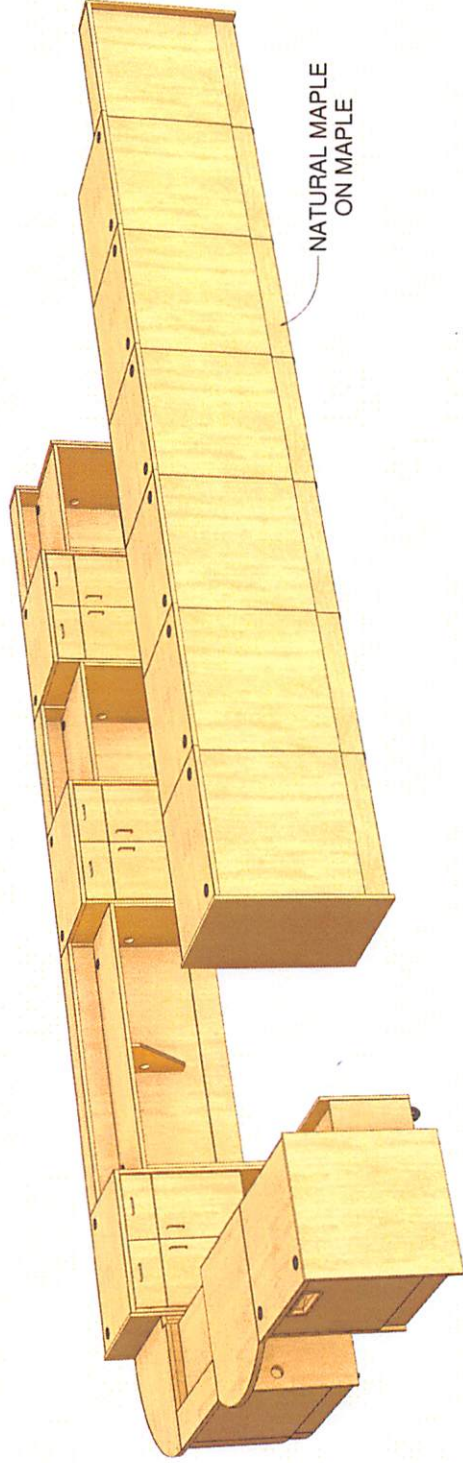
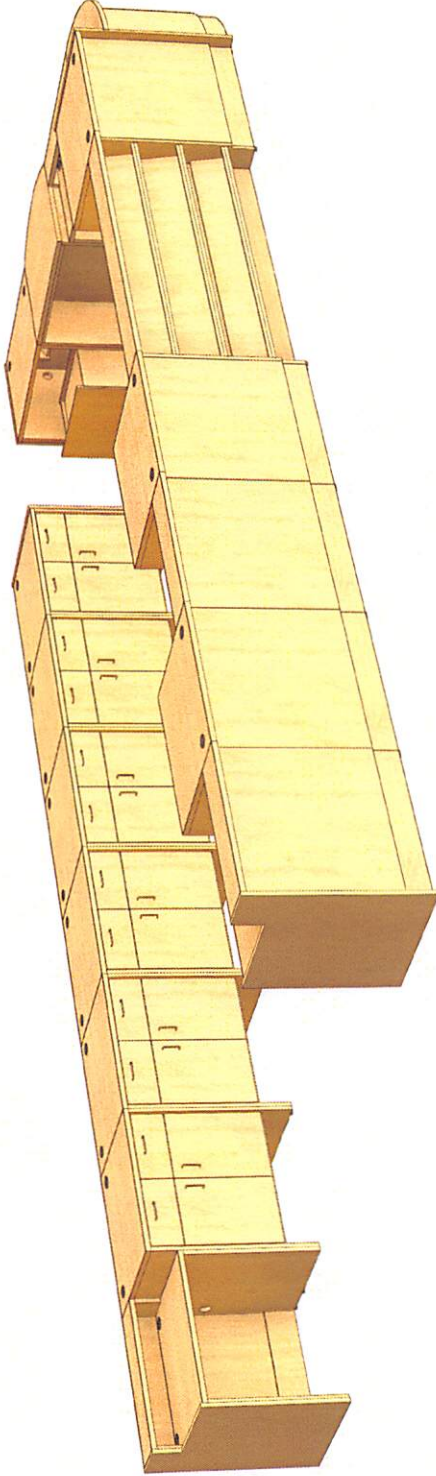
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CIRCULATION
DESK

PROJECT NUMBER	D3010085-1
DATE	2/14/2023
DESIGNER	EB
SALES REP	SL

Scale



Imperial Public Library - Circulation Desk-

Project ID: D3010085



4810 Forest Run Road
Madison WI 53708-8548
fax 800.730.8094

FOR:
Alex Brown
Email: abrown@cityofimperial.
Phone: 7603551153

SALES REP:
Shawna Ley
Email: shawna@demco.com
Phone: 888-542-6975
Fax: 800-730-8094

PROJECT COORDINATOR:
Amanda Immell
Email: amanda@demco.com
Phone:
Fax: 800.730.8094

QUOTE ID: T3047021
QUOTE VERSION/TYPE: Version 04
QUOTE ISSUE DATE: 02/20/2023
QUOTE EXPIRATION DATE: 03/07/2023

ROOM: 001 ROOM

Sub Total:

\$44,888.46

Line #	Tag	Product #	Quantity	Unit Price	Discount %	Discount Unit Price	Extended Price
1.00	D1	13606940	1	\$1,548.49		\$1,548.49	\$1,548.49

Description: DEMCO LibraCraft Circ Desk 36"W Desk Unit w/ Patron Ledge

Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Desk Layout sketch being sent? ☒ Yes

Wood finish ☒ NATURAL MAPLE

Laminate Top color ☒ Matching Woodgrain

Height ☒ 32"

2.00	D2	13606940	3	\$1,548.49		\$1,548.49	\$4,645.47
------	----	----------	---	------------	--	------------	------------

Description: DEMCO LibraCraft Circ Desk 36"W Desk Unit w/ Patron Ledge

Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Desk Layout sketch being sent? ☒ Yes

Wood finish ☒ NATURAL MAPLE

Laminate Top color ☒ Matching Woodgrain

Height ☒ 39"

3.00	D3	13607100	1	\$2,991.20	\$2,991.20	\$2,991.20
------	----	----------	---	------------	------------	------------

Description: DEMCO LibraCraft Circ Desk Dbl Patron Desk Display Front
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Desk Layout sketch being ☒ Yes sent?

Wood finish ☒ NATURAL MAPLE

Laminate Top color ☒ Matching Woodgrain

Height ☒ 39"

4.00	D4	13606990	9	\$2,987.97	\$2,987.97	\$26,891.73
------	----	----------	---	------------	------------	-------------

Description: DEMCO LibraCraft Circ. Desk Hinged Door Unit w/ Drawers
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Wood finish? ☒ NATURAL MAPLE

Laminate top color? ☒ Matching Woodgrain

Height? ☒ 39"

5.00	D5	12242920	1	\$1,641.16	\$1,641.16	\$1,641.16
------	----	----------	---	------------	------------	------------

Description: ColorScape ADA Desk 32"Hx36"Wx36"D
Notes: MOD TO LIBRACRAFT | MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Wood Finish ☒ NATURAL MAPLE ON MAPLE

Laminate Top Color ☒ Matching Woodgrain

Laminate Front Panel ☒ Matching Woodgrain

Color ☒ Matching Woodgrain

Kickplate Color ☒ Matching Woodgrain

6.00	D6	13607050	1	\$2,050.23	\$2,050.23	\$2,050.23
------	----	----------	---	------------	------------	------------

Description: DEMCO LibraCraft Circ Desk Curved Front Closed Corner
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Wood finish?	☒	NATURAL MAPLE
Laminate top color?	☒	Matching Woodgrain
Height?	☒	32"

7.00	D7	13607020	1	\$1,399.34	\$1,399.34	\$1,399.34
------	----	----------	---	------------	------------	------------

Description: DEMCO LibraCraft Circ Desk Book Return Unit 34"Wx31-1/2"D
Notes: MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

Options:

Wood finish?	☒	NATURAL MAPLE
Laminate top color?	☒	Matching Woodgrain
Height?	☒	32"

8.00	D8	13607030	1	\$1,658.39	\$1,658.39	\$1,658.39
------	----	----------	---	------------	------------	------------

Description: DEMCO LibraCraft Circ Desk Book Cart w/ 3" Casters
Notes: MOD TO MAPLE

Options:

Height	☒	32"
Wood Finish	☒	NATURAL MAPLE

9.00	D9	13607080	2	\$412.49	\$412.49	\$824.98
------	----	----------	---	----------	----------	----------

Description: DEMCO LibraCraft Circ Desk End Panel
Notes: MOD TO MAPLE

Options:

Wood finish	☒	NATURAL MAPLE
Height	☒	39"
Side for End Panel	☒	SEE SHOP DRAWINGS

10.00	D10	13607080	2	\$412.49	\$412.49	\$824.98
Description: DEMCO LibraCraft Circ Desk End Panel						
Notes: MOD TO MAPLE MOD TO L-SHAPE FOR PATRON LEDGE						
Options:						
Wood finish		☒	NATURAL MAPLE			
Height		☒	39"			
Side for End Panel		☒	SEE SHOP DRAWINGS			
11.00	D11	13607080	1	\$412.49	\$412.49	\$412.49
Description: DEMCO LibraCraft Circ Desk End Panel						
Notes: MOD TO MAPLE						
Options:						
Wood finish		☒	NATURAL MAPLE			
Height		☒	32"			
Side for End Panel		☒	SEE SHOP DRAWINGS			

Installation Services

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
12.00	00000440	Services for Project Mgmt., Delivery and Installation

Notes: Products on your order will | ship to our installers | warehouse unless you have | directed us otherwise

Options:

Loading Dock?	☒	No, loading dock does not exist at site
Special Loading Doc Info?	☒	na
What floor of bldg deliver to?	☒	1st
Elevator available to use/size	☒	Not Applicable
Stair carry necessary?	☒	na
Doorway sizes	☒	Yes, All doorways are 36"W or more
Special Doorway Info?	☒	na
Debris Removal?	☒	Yes, removal all debris from site
Prevailing Wages ?	☒	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	☒	na
Customer SITE	☒	Ember Haller
CONTACT Name?		
Customer SITE	☒	760-355-1153
CONTACT Phone#		
How many trips to install?	☒	Single Trip for All Items
Std Work Hours 8a-5p M-F	☒	Std Work Hours 8a-5p M-F
Shelving - Wall/Floor Mnt?	☒	No Shelving on quote
Wall Types? Drywall, Concrete,	☒	na
Layout for Installers Required	☒	Received
No elec/phone/cable work incl.	☒	Crews will not handle any elec/phn/cable connectio
Exist.furniture not included	☒	Crew will not move/dispose/relo any existing furni

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date. Regarding leadtimes, we will do our best to keep you advised on approximate ship dates, but please do allow for delays in your planning as it is highly likely due to very high order volumes.

Demco may require a down payment on this order, please contact your Demco Consultant for more information

SUB TOTAL	\$44,888.46
SHIPPING	\$5,374.55
SERVICES	\$5,333.33
TAX	\$3,895.35
GRAND TOTAL	\$59,491.69

Quote ID: T3047021

Shipping & Delivery Options *If this quote includes options, they are based on the following list, (note: shipping options may only apply to certain shipments):*

Billing Information Imperial Public Library 200 W 9th St Imperial, CA, 92251-1213 Bill Contact: 760-355-1332	Shipping Alex Brown Imperial Public Library 200 W 9th St Imperial CA 92251-1213	Customer Contact Ember Haller 760.355.3316 ehaller@cityofimperial.org	Designer Emily Bronk Drawing ID:
--	---	---	---

Signature that authorizes Demco to place this order:

Signature	Date
_____	_____

LIBRARY FACILITIES

I. PERFORMANCE STANDARD

A performance standard was established with the approval of the *City of Imperial Service Area Plan* by the Imperial County LAFCO on January 25, 2001. The performance standard for library facilities was based on the existing level of service provided by the City of Imperial for libraries at the time of the preparation of the Service Area Plan in 2001. Since that time, the ability of the City to find additional funding sources in addition to the funds collected by impact fees has enabled the Library to increase its level of service. At the request of the City Council and to provide a high quality of life for the future residents, the performance standard has been increased to the current level of service of 332.0 square feet of facilities per 1,000 population.

II. FACILITY ANALYSIS

The City of Imperial operates and maintains its own public library. The Imperial Public Library is 4,100 square feet and is located at 200 West Ninth Street.

A. Inventory and Adequacy of Existing Facilities

Using the performance standard provided above, the existing demand for Library facilities is 4,540 square feet, as shown below:

- 13,674 Ex. Population within City Limits x 332.0 Sq. Ft./1,000 Population = **4,540 Sq. Ft. Existing Demand**

Based on the performance standard, there is a current deficiency between the supply and demand for library facilities:

- **4,100 Sq. Ft. Existing Supply - 4,540 Sq. Ft. Existing Demand = (440) Sq. Ft. Supply Deficiency**

B. Future Demand for Facilities

Using the performance standard of 332.0 square feet per 1,000 population, the City of Imperial will need an additional 20,854 square feet of library space to meet the future demand at build out.

- 62,813 Fut. Population x 332.0 Sq. Ft. / 1,000 Population = **20,854 Sq. Ft. Future Demand**

III. FEE CALCULATIONS

A. Land Acquisition and Facility Construction Costs

The cost for the provision of new Library facilities to meet the demand of future development depends on the amenities provided. The costs for providing new Library facilities are comprised of land acquisition, construction, soft costs

(engineering, design, administration, reimbursables and contingencies), and furnishings. These costs are as follows:

Land Acquisition Cost per Acre	\$50,000.00
Construction Cost per Sq. Ft.	\$167.80
Soft Costs per Sq. Ft.	\$41.95
Furnishings per Sq. Ft.	\$25.17

B. Impact Fee Calculation

The fee calculation is a multi-step process. The first step is to determine the total cost of the facilities needed by future development.

The acquisition cost is determined by multiplying the acreage needed to support the building by the cost to acquire the land.

- $20,854 \text{ Sq. Ft. Fut. Demand} / 30\% \text{ Lot Coverage} / 43,560 \text{ Sq. Ft. per Acre} = 1.60 \text{ Acres}$
- $1.60 \text{ Acres} \times \$50,000 \text{ per Acre} = \textbf{\$80,000 Future Land Acquisition Cost}$

The square footage cost is determined by multiplying the demand for future facilities by the cost per square foot.

- $20,854 \text{ Sq. Ft. Future Demand} \times \$234.92/\text{Sq. Ft.} = \textbf{\$4,899,022 Future Building Cost}$

The total cost to be funded by Development Impact Fees for future Library Facilities includes the cost for future land acquisition, building cost, and a proportionate fair share cost to fund the preparation of the Development Impact Fee Report.

- $\$80,000 \text{ Fut. Land Acq. Cost} + \$4,899,022 \text{ Future Building Cost} + \$20,000 \text{ Fair Share Cost to Fund Preparation of Development Impact Fee Report} =$
 $\$4,999,022 \text{ Total Future Library Facility Cost}$

The next step involves identifying other sources of funding available to the City that will be used for the construction of the future Library facilities. These funds would be subtracted from the cost of the facility as identified above. At this time, there are no funding sources identified the assist with the funding of the future Library facilities.

The third step is to determine the future cost per future person. This is can be accomplished by dividing the future development total cost by future population.

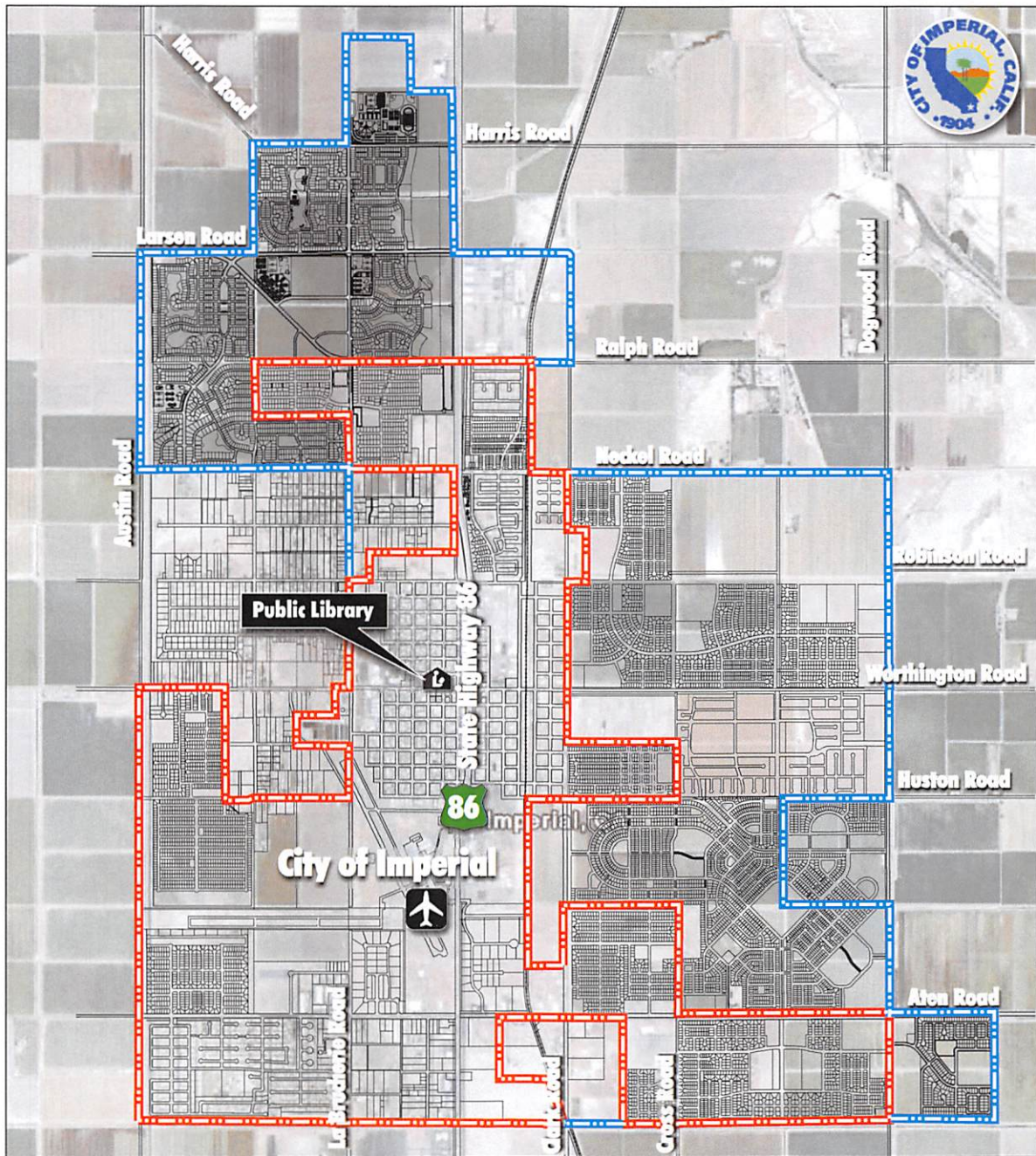
- $\$4,999,022 \text{ Total Future Library Facility Cost} / 62,813 \text{ Future Population} = \textbf{\$79.59 per person}$

In order to determine the cost per type of unit, the cost per person is multiplied by the number of persons per household for a single family dwelling which results in a fee for each single family dwelling unit. This methodology is also used to determine the multi-family unit cost by multiplying the cost per person by the persons per household for a multi-family dwelling unit.

- $\$79.59 \text{ per Person} \times 3.311 \text{ persons per SFD} = \textbf{\$263.52 per SFD}$
- $\$79.59 \text{ per Person} \times 3.08 \text{ persons per MFD} = \textbf{\$245.14 per MFD}$

Only the future residents will pay the cost for future Library facilities.

The development impact fee for each single family dwelling unit is \$263.52 and for each multiple family dwelling unit the fee is \$245.14. The fee calculations can also be found on the Library Facilities – Impact Fee Calculations spreadsheet, Table 11 on page 38.



LEGEND

Existing Imperial City Limits
Current SOI



Public Library
200 West Ninth Avenue

LIBRARY FACILITIES LOCATION MAP

DEVELOPMENT IMPACT FEE REPORT
2010

NOT TO SCALE



HowesWeiler
& Associates
LAND USE PLANNING AND CONSULTATION



Exhibit 6

Table 11 Library Facilities - Impact Fee Calculation

LIBRARY FACILITIES FEE CALCULATIONS					
Future Facility Cost	(1)				\$4,999,022
Future Development's Share of Facility Costs					\$4,999,022
- Other City Funding Sources					\$0
Future Development's Total Cost					\$4,999,022
Future Population	=		62,813 Persons		
Future Development's Total Cost / Future Population	=		Cost / Person		
\$4,999,022 / 62,813	=		\$79.59 / Person		
Cost per Person	x	Persons per Household	Unit Type		
\$79.59	x	3.311	Single Family	=	\$263.52 per SFD
\$79.59	x	3.08	Multi-Family	=	\$245.14 per MFD
COST PER DWELLING UNIT				=	\$263.52
COST PER DWELLING UNIT				=	\$245.14
(1) Facility requirements are based on a Level of Service Standard of:					
			332 Sq.Ft. per 1000 Population		
	Future Population =		62,813 Population		
	Future Facilities to be Funded by Impact Fee =		20,854 Sq.Ft.		
	Cost per Sq.Ft. =		\$234.92 per Sq.Ft.		
	Future Building Cost =		\$4,899,022		
	Land Acquisition =		1.60 Acres		
	Land Acquisition Cost per Acre =		\$50,000 per Acre		
	Land Acquisition Cost =		\$80,000		
	Fair Share Cost of the Study Preparation Cost =		\$20,000		
	Total Facility Cost =		\$4,999,022		

DATE SUBMITTED 04/14/2023
 SUBMITTED BY Imperial Police Dept.
 DATE ACTION REQUIRED 04/19/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS AB

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION; • EXTERIOR SECURITY FENCING / GATES (REAR UNIT LOT). • ACCEPTANCE OF PROJECT PROPOSAL FOR THE IMPERIAL POLICE DEPARTMENT.	
DEPARTMENT INVOLVED: POLICE DEPARTMENT	
BACKGROUND/SUMMARY: (SEE ATTACHMENT)	
FISCAL IMPACT: <u>Projected Cost:</u> \$9,000.00 (2) automatic opening motors & pre-wiring set-up \$4,300.00 All raw steel material – needed \$1,400.00 Associated Hardware (hinges, latches, key pads, wheels) \$7,000.00 Powder Coating + 15% <i>Built-in Cost Contingency:</i> Not to exceed: \$24,935.00 <u>Funding Allocation:</u> (Combination) COPS Grant Funding Fund 10–2019 (\$6,381.00) Fund 13–2020 (\$5,789.00) Fund 14-2021 (\$12,765.00)	FINANCE INITIALS <u>Dg</u>
STAFF RECOMMENDATION:	DEPT. INITIALS <u>ML</u>
MANAGER'S RECOMMENDATION: <i>approve</i> <i>No impact to general fund</i>	CITY MANAGER'S INITIALS <u>OTM</u>
MOTION: SECONDED: AYES: NAYES: ABSENT: APPROVED () DISAPPROVED () REFERRED TO: REJECTED () DEFERRED ()	

IMPERIAL POLICE DEPARTMENT

PROJECT LIST

FY 23 / 24

Project #1 – Exterior Security gates – rear unit lot

Narrative: Currently, the Police Department's rear parking lot (where the marked police vehicles are housed) has no security measures, with (3) separate areas of concern. These points allow for uncontrolled public access and is a major officer safety issue, especially at night - hours of darkness. Our officers' ingress / egress to and from their patrol vehicles and station puts them in a disadvantage from unprovoked attacks.

In 2022, 245 Police Officers died in the line of duty, 12 of them were in California. There have been 63 ambush-style attacks on law enforcement through September of last year, according to the FOP. At least 93 officers were shot, 24 of them died as a result, and 9 of those occurred at or within 1 block from their station.

Scope of work: Build and erect a 6' rod iron fence w/ top portion curved outwards (to restrict climbing) Powder coat it black to match current rod iron near front of the station. (See attached concept drawing) The fencing project will be broken up into 3 separate areas.

- 1) Approx. 12' fixed fence (east section) w/ a 15' automatic swing gate, parallel 4th St. – far east driveway.
- 2) Approx. 18' section of solid fence, affixed to Parks Dept. building and garage area (no access point). Parallel 4th St.
- 3) Approx. 14' – 16' automatic slide gate, attached to an L-shape fixed fence w/ a 4' pedestrian gate (west end of parking lot between carport area and station – Parallel with Imperial Ave.

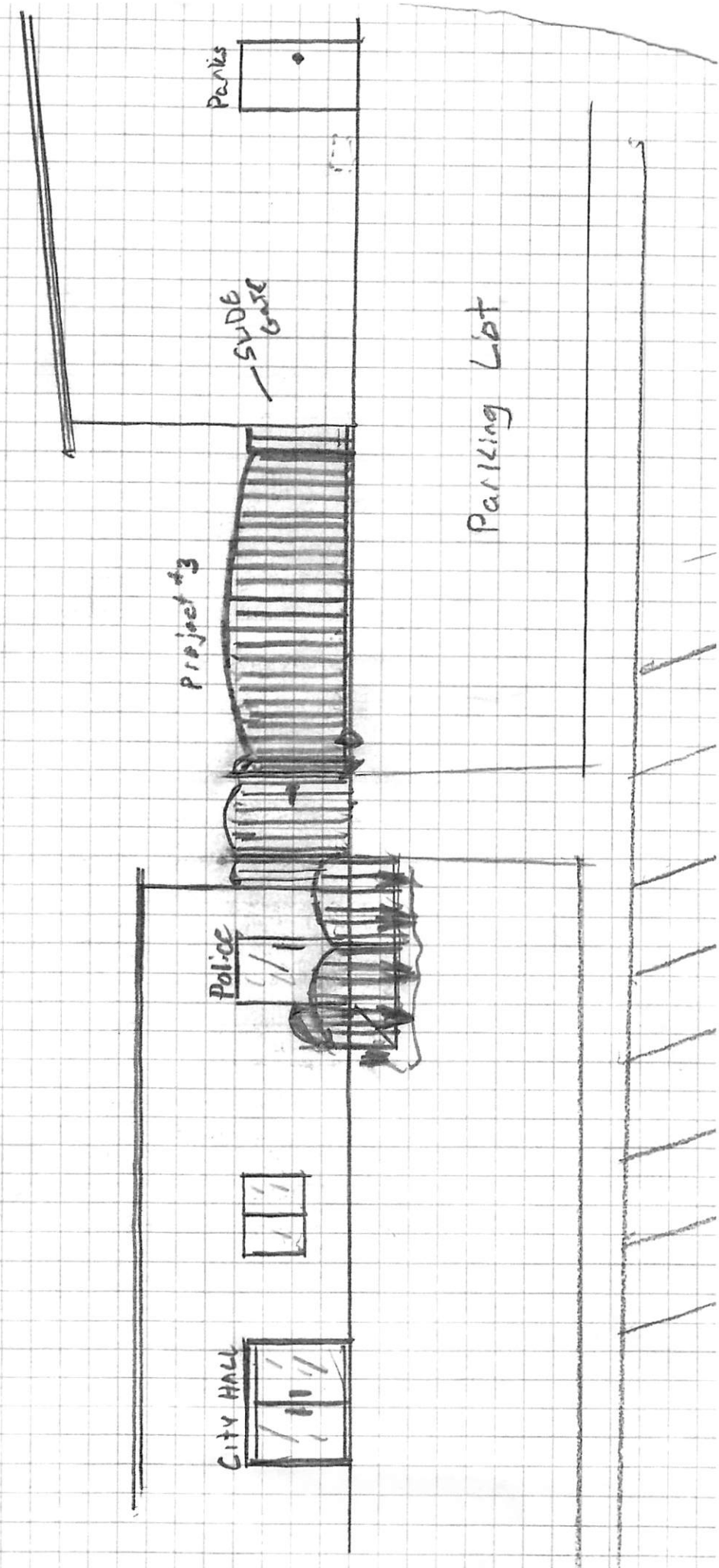
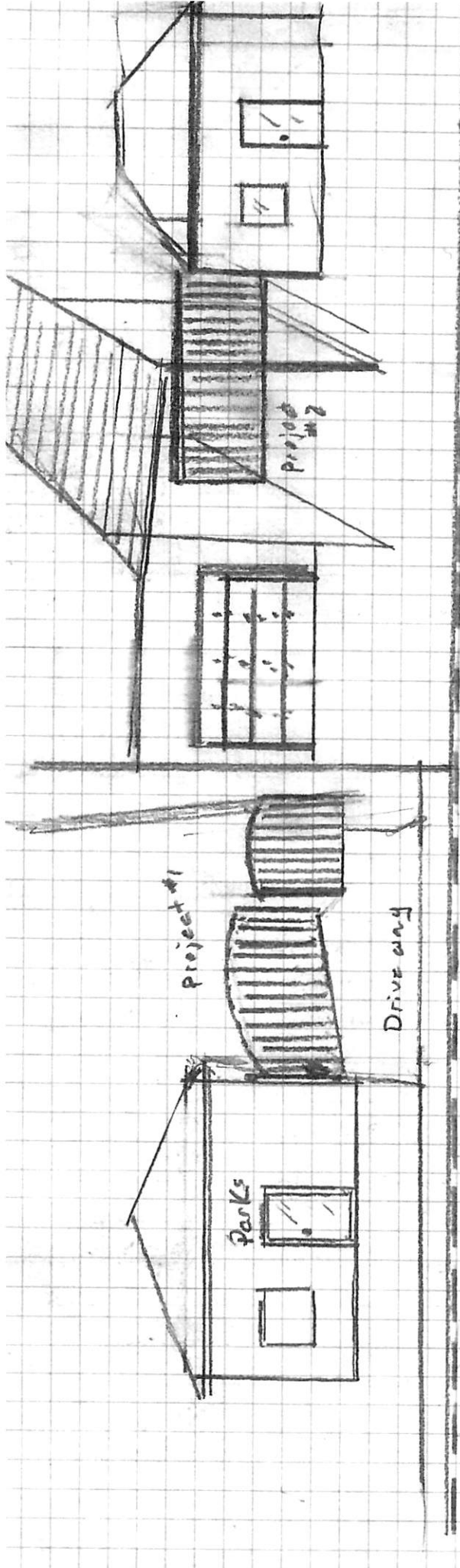
Projected Cost:

\$9,000.00	(2) automatic opening motors & wiring set-up
\$4,300.00	All raw steel material – needed
\$1,400.00	Associated Hardware (hinges, latches, key pads, wheels etc.)
\$7,000.00	Powder Coating
+15%	<i>Built-in Cost Contingency:</i>

\$24,935.00

Funding Allocation: (Combination) COPS Grant Funding

Fund 10–2019 (\$6,381.00), Fund 13–2020 (\$5,789.00) and Fund 14-2021 (\$12,765.00)



Police Dept

Storage Area

Privacy fence slates

Parking Lot

Covered Parking

Covered Parking

Park - Workshop

Park Building

Existing Parking Lot

ped. gate

Fence

14-ft. slide gate

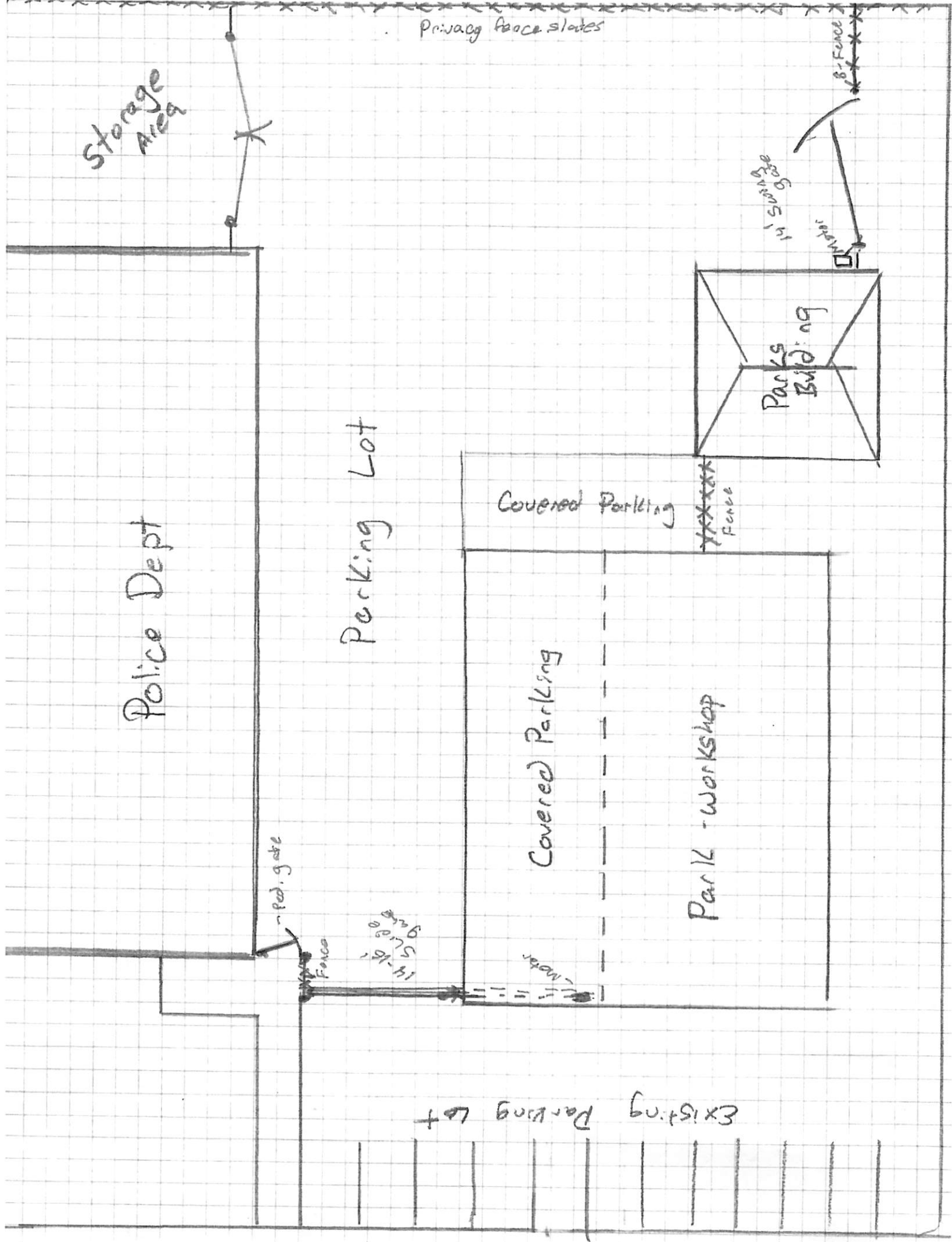
Motor

Fence

14' sliding gate

Motor

8' Fence



Imperial Police Department Reserve Officer Program

With a Reserve program, the Imperial Police Department will have the benefit to explore the potential of reserve officers who could end up being our future full-time officers. Also, giving applicants the ability to learn and have on-the-job training in order for them to familiarize themselves with the tasks, duties, and challenges that are expected from them as law enforcement officers. With this, our department can also alleviate understaffing, giving our officers and the community much-needed help and protection.

Costs associated with the Reserve Officer Program will be incurred during the hiring process, and outfitting of the Officer with proper safety gear. The cost of hiring one Reserve Police Officer is estimated to be \$3,000. A Reserve Police Officer is not a paid position and will not incur benefits from the City.

Imperial Police Department Explorer Program

The program offers young adults a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. Additionally, the program promotes personal growth through character development, respect for the rule of law, physical fitness, good citizenship, and patriotism.

Costs associated with the Explorer Program would incur from issuing gear and uniforms to each Explorer. The outfitting of each Explorer is estimated to be \$300.

Agenda Item No. _____

DATE SUBMITTED April 19, 2023

SUBMITTED BY Public Services

DATE ACTION REQUIRED April 19, 2023

COUNCIL ACTION (X)
PUBLIC HEARING REQUIRED ()
RESOLUTION (X)
ORDINANCE 1ST READING ()
ORDINANCE 2ND READING ()
CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Resolution Declaring Emergency and Authorizing Repair
I. Approval of Resolution to authorize repair of a city wastewater line on an emergency basis.

DEPARTMENT INVOLVED:
Public Services

BACKGROUND/SUMMARY:

There is a City wastewater line located in the alley to the west of El Zarape Restaurant. A sewer backup occurred at the restaurant and, upon inspection, it was discovered that the City wastewater line is in a deteriorated condition and is not properly sloped. As a consequence of the condition of the wastewater line, there is significant exposure to an interruption in service and/or a sewer spill. Such condition poses a threat to the public health and safety and it is recommended that Council adopt the attached resolution which would authorize repair of the wastewater line on an emergency basis.

FISCAL IMPACT: TO BE DETERMINED

FINANCE
INITIALS _____

STAFF RECOMMENDATION: Approve Resolution

DEPT. INITIALS  _____

MANAGER'S RECOMMENDATION: Adopt resolution to authorize repair on an emergency basis

CITY
MANAGER'S
INITIALS  _____

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ()
DISAPPROVED ()

REJECTED ()
DEFERRED ()

REFERRED TO:

RESOLUTION NO. 2023-15

**RESOLUTION DECLARING AN EMERGENCY,
RATIFYING ACTION TAKEN TO ADDRESS THE
EMERGENCY AND AUTHORIZING REPAIR ON AN
EMERGENCY BASIS**

WHEREAS, the City operates and maintains a wastewater collection system (“System”);
and

WHEREAS, the System includes a line which runs from south to north in the alley immediately adjacent to and west of El Zarape restaurant and serves properties in that vicinity (“Wastewater Line”); and

WHEREAS, the City received notice of a sewer backup at El Zarape; and

WHEREAS, inspection of the Wastewater Line disclosed that it is in a deteriorated condition due to its age and does not have proper slope; and

WHEREAS, if not addressed on an emergency basis, the Wastewater Line could result in a sewer spill and pose a threat to the public health and safety; and

WHEREAS, the above described conditions constitute an emergency under applicable law and such emergency would not reasonably permit delays associated with a competitive solicitation for bids and the actions taken herein were necessary to respond to the emergency; and

WHEREAS, in order to safeguard the public health and safety, it was necessary to take immediate action to repair/replace the Wastewater Line; and

WHEREAS, the City Council wishes to ratify action taken by staff and the City Manager to address the conditions which constitute the emergency.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above-referenced recitals are true and correct and are incorporated herein.

2. The City Council declares that the public interest and necessity demands the immediate expenditure of public money to safeguard life, health or property, and hereby ratifies action taken by staff and the City Manager to repair/replace the Wastewater Line emergency basis to safeguard life, health or property in accordance with applicable provisions of the Public Contracts Code and without otherwise complying with bid requirements required by law.

3. The City Council authorizes payment for repair/replacement of the Wastewater Line.

APPROVED, PASSED AND ADOPTED, at the regular meeting of the City Council this 19th day of April, 2023.

Katherine Burnworth, Mayor

ATTEST:

City Clerk

