REGULAR
MAY 3, 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

May 03, 2023

Closed Session at 06:00 pm
Open Session at 07:00 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. 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 6:00 pm

A-1. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to litigation pursuant to § 54956.9(b): Four (4) Potential Cases

A-2. Conference with Legal Counsel – Existing Litigation § 54956.9
Case No. 024405-0030

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. Parks & Recreation Summer Program Preview
D-2. Food Allergy Awareness Week – May 7-13, 2023
D-3. National Police Week – May 14-20, 2023 & Peace Officer Memorial Day May 15, 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 April 19, 2023.
E-3. Continuation of Emergency Action as Declared by Resolution 2023-06 for sink hole repairs at Anthony Redondo Memorial Park.
E-4. Approval Rejection of Claim No. 3044735 Filed by O. Olmos.
E-5. Continuation of Emergency Action as Declared by Resolution 2023-15 for repairs to City Wastewater Line in alleyway.

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. Expansion/Re-Allocated of Workspace for the Imperial Police Department

Staff Report: Chief Michael Crankshaw, Imperial Police Department

Recommended Action: Acceptance of Project Proposal and Authorization to Proceed with Purchase of Materials Not to Exceed $17,480.00.

G-2. Imperial Valley Law Enforcement Relay Run Event Application & Presentation

Staff Report: Tony Lopez, Parks & Recreation Department

Recommended Action: Approve Event Application Submitted by Department of Homeland Security for Their Law Enforcement Relay Run Event.

G-3. Range Reclassification for Library Technician

Staff Report: Alexis Brown, City Manager's Office

Recommended Action: Approval of Range Reclassification for Library Technician from Range 57 to Range 63 on Teamsters Local Union #542 Salary Schedule.

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: Introduction/1st Reading in Title Only of (Amended) Ordinance No. 826 of the City Council Amending the Codified Ordinances Regarding the Appointment(s) and Term(s) of the Imperial Planning Commission.

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 17, 2023, at 7:00 pm.

Check Register Report

Date: 04/26/2023
Time: 4:11 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								
110560	04/20/23	Printed			735	ACADEMI AWARDS & TROPHIES		162.38
110561	04/20/23	Printed			023	AIRWAVE COMMUNICATIONS		9,547.89
110562	04/20/23	Printed			2357	ALL VALLEY FENCE AND MATERIALS		251.06
110565	04/20/23	Printed			5956	AMAZON CAPITAL SERVICES		7,752.96
110566	04/20/23	Printed			6306	AMERICAN FIDELITY ASSURANCE		5,050.14
110567	04/20/23	Printed			1066	AT & T		609.32
110568	04/20/23	Printed			1851	AT&T LONG DISTANCE		113.19
110569	04/20/23	Printed			6069	BAKER DISTRIBUTING COMPANY LLC		2,616.45
110570	04/20/23	Printed			7158	BLUETARP FINANCIAL, INC.		629.11
110571	04/20/23	Printed			455	CALIFORNIA STATE DISBURSEMENT		1,000.60
110572	04/20/23	Printed			3669	CANON		1,691.71
110573	04/20/23	Printed			1053	CITY OF IMPERIAL		750.00
110574	04/20/23	Printed			3029	CLAIREMONT EQUIPMENT		2,513.40
110575	04/20/23	Printed			1744	CONVEYOR GROUP		10,175.00
110576	04/20/23	Printed			132	COSTCO WHOLESALE		223.34
110577	04/20/23	Printed			6857	COUNTY MOTOR PARTS CO, INC		23.34
110578	04/20/23	Printed			1302	DAVID TURCH & ASSOCIATES	APRIL 2023	10,000.00
110580	04/20/23	Printed			1573	DEPARTMENT OF JUSTICE		64.00
110581	04/20/23	Printed			1368	DESERT AIR CONDITIONING		50.00
110582	04/20/23	Printed			4203	DUDLEYS		522.00
110583	04/20/23	Printed			2229	EDGAR SELF		45.42
110584	04/20/23	Printed			2052	EL ZARAPE RESTAURANT, INC		1,580.72
110585	04/20/23	Printed			019	FERGUSON ENTERPRISES, INC.		166.00
110586	04/20/23	Printed			5134	FORENSIC DRUG TESTING SERVICES		65.00
110587	04/20/23	Printed			314	FRANCHISE TAX BOARD		886.57
110588	04/20/23	Printed			8119	GO EAST PROMOTIONS		532.50
110589	04/20/23	Printed			7384	GREAT WESTERN RECREATION, LLC		4,456.63
110590	04/20/23	Printed			3039	HOLTVILLE TRIBUNE		378.00
110591	04/20/23	Printed			1485	HOWES, WEILER LANDY		3,727.50
110592	04/20/23	Printed			2914	IMPERIAL COUNTY TRANSPORTATION		2,592.19
110593	04/20/23	Printed			028	IMPERIAL IRRIGATION DISTRICT		35,625.35
110594	04/20/23	Printed			4264	IMPERIAL IRRIGATION DISTRICT		7,994.00
110595	04/20/23	Printed			102	IMPERIAL POLICE OFFICERS ASSN.		800.00
110596	04/20/23	Printed			221	IMPERIAL PRINTERS		175.64
110597	04/20/23	Printed			3187	IMPERIAL TRUSS & LUMBER CO.		829.26
110598	04/20/23	Printed			7302	IMPERIAL VALLEY VOLKSWAGEN		10,074.35
110599	04/20/23	Printed			5033	INFO SEND INC.		1,843.99
110600	04/20/23	Printed			1195	IVROP		56.00
110601	04/20/23	Printed			8115	JESSICA SOLORIO		31.91
110602	04/20/23	Printed			008	JIM REITER'S LOCKSMITH & SAFE		169.39
110603	04/20/23	Printed			5601	JOSH QUINTERO		978.15
110604	04/20/23	Printed			2245	JULIAN PIE COMPANY		3,550.00
110605	04/20/23	Printed			868	K-C WELDING & RENTALS, INC.		1,930.61
110606	04/20/23	Printed			2901	KIMBALL MIDWEST		3,138.43
110607	04/20/23	Printed			7983	KRISTEN SMITH		151.00

Check Register Report

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								
110608	04/20/23	Printed			1647	LA BRUCHERIE IRRIGATION SUPPLY		1,772.61
110609	04/20/23	Printed			1996	LEE TIRE CO.		206.19
110610	04/20/23	Printed			101	LINCOLN LIFE		858.67
110611	04/20/23	Printed			8117	MARIA & PEDRO RODRIGUEZ		25.22
110612	04/20/23	Printed			6499	MARIO ROACHO		3,500.00
110613	04/20/23	Printed			6499	MARIO ROACHO		3,500.00
110614	04/20/23	Printed			1190	MISSIONSQUARE - 304257		500.00
110615	04/20/23	Printed			219	PADRE USA		2,590.14
110616	04/20/23	Printed			8116	PHUONG THOI		148.87
110617	04/20/23	Printed			8091	POOL & ELECTRICAL PRODUCTS,		445.41
110618	04/20/23	Printed			6710	PREMIER RENTALS		1,118.50
110619	04/20/23	Printed			2782	PRINCIPAL LIFE INSURANCE COMP		5,286.38
110620	04/20/23	Printed			8121	PRISCILLA BACA		75.00
110621	04/20/23	Printed			5697	RAFAEL A. MONTANO		500.00
110622	04/20/23	Printed			5697	RAFAEL A. MONTANO		2,000.00
110623	04/20/23	Printed			5697	RAFAEL A. MONTANO		3,185.00
110624	04/20/23	Printed			4955	ROBERT BLAISDELL		23.15
110625	04/20/23	Printed			7343	ROVE ENGINEERING INC		38,050.35
110626	04/20/23	Printed			3526	RSD		98.18
110627	04/20/23	Printed			8118	SANDRA GREEN		20.00
110628	04/20/23	Printed			1239	SHERWIN-WILLIAMS		173.13
110629	04/20/23	Printed			3262	SIMNSA HEALTH PLAN		12,885.77
110630	04/20/23	Printed			091	STAPLES CREDIT PLAN		488.67
110631	04/20/23	Printed			7623	STERICYCLE, INC.		89.38
110632	04/20/23	Printed			7991	STORWISE-IMPERIAL		200.00
110633	04/20/23	Printed			068	SUNBELT RENTALS, INC.		3,643.85
110634	04/20/23	Printed			7786	TAVCO SERVICES, INC		533.70
110635	04/20/23	Printed			104	TEAMSTERS, LOCAL 542		1,208.00
110636	04/20/23	Printed			7443	TEXAS LIFE INSURANCE COMPANY		1,004.22
110637	04/20/23	Printed			7708	TUCKER MINI STORAGE		125.00
110638	04/20/23	Printed			8120	TYLER TORREZ		41.02
110639	04/20/23	Printed			6883	ULINE		573.19
110640	04/20/23	Printed			2008	UNITED PARCEL SERVICE		235.30
110641	04/20/23	Printed			944	UNITED WAY OF IMPERIAL COUNTY		6.00
110642	04/20/23	Printed			611	VERIZON WIRELESS		958.79
110643	04/20/23	Printed			1132	WELLS FARGO BANK MN, N.A.		298,312.56

Total Checks:	**81**	**Checks Total (excluding void checks):**	**519,906.75**
Total Payments:	**81**	**Bank Total (excluding void checks):**	**519,906.75**
Total Payments:	**81**	**Grand Total (excluding void checks):**	**519,906.75**

Imperial City Council

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

MINUTES

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

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

Attendance: COUNCIL MEMBERS – TUCKER, MENDOZA, OBESO-MARTINEZ, MAYOR PRO TEM AMPARANO, MAYOR BURNWORTH, ATTORNEY – K. TURNER, CITY MANAGER – D. MORITA

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

MAYOR BURNWORTH CALLED MEETING TO ORDER AT 7:01 P.M.

Roll Call: COUNCIL MEMBERS – TUCKER, MENDOZA, OBESO-MARTINEZ, MAYOR PRO TEM AMPARANO, MAYOR BURNWORTH

City Staff Present: CITY MANAGER – D. MORITA, ASST. CITY MANAGER – A. BROWN, CITY ATTORNEY – K. TURNER, CITY CLERK – K. SHIELDS, CHIEF OF POLICE – M. CRANKSHAW, COMMUNITY DEVELOPMENT – O. MORA, PARKS – T. LOPEZ, PUBLIC SERVICES – J. LOPER,

HUMAN RESOURCES – K. SMITH, INFORMATION TECHNOLOGY – A. ESTRADA, FIRE – FLORES

Pledge of Allegiance Led by: COUNCIL MEMBER TUCKER

Adjustments to the Agenda: RESOLUTION NO. 2023-15, APPROVE EMERGENCY WASTEWATER LINE REPAIR/ REPLACE.

AMPARANO MOTIONED TO APPROVE *RESOLUTION NO. 2023-15 WASTEWATER LINE REPAIR/REPLACE*. TUCKER SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

Action Taken in Closed Session: ATTORNEY – K. TURNER

A-1. THE COUNCIL DISCUSSED THREE ITEMS OF ANTICIPATED LITIGATION. DIRECTION WAS GIVEN.
A-2. THE COUNCIL DISCUSSED CONFERENCE WITH REAL PROPERTY NEGOTIATORS. INSTRUCTIONS GIVEN TO AGENCY NEGOTIATOR.
A-3. THE COUNCIL DISCUSSED CONFERENCE WITH REAL PROPERTY NEGOTIATOR. INSTRUCTIONS GIVEN TO AGENCY NEGOTIATOR.

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.

MR. SANCHEZ, 409 NORTH G STREET, I WOULD LIKE TO ASK THE COUNCIL FOR HELP. I HAD A SUNSHADE PUT UP BACK IN 2011. I HAD ASKED BACK THEN IF WE NEEDED ANY PERMITS AND WAS TOLD NO. THE CODE ENFORCEMENT OFFICE CAME BY NOT TO LONG AGO ASKING ABOUT THE SUNSHADE. WE ALLOWED HIM IN THE BACK YARD AND HE TOLD ME IT WAS NOT UP TO CODE AND I NEEDED TO MOVE IT. I ASK FOR HELP BECAUSE I DON'T HAVE THE FINANCIAL ABILITY TO MOVE IT OR IF I GET FINED I DON'T HAVE THE ABILITY TO PAY.

MORITA, MADAM MAYOR, I ASKED YOU TO REFER MR. SANCHEZ TO COMMUNITY DEVELOPMENT AND MY OFFICE AND WE WILL DISCUSS WHAT HIS OPTIONS MIGHT BE. IN THE MEAN TIME YOU WONT BE CITED.

MAYOR BURNWORTH, MR. MORITA CAN YOU GIVE HIM ONE OF YOUR BUSINESS CARDS.

D. Special Presentations

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

LIBRARY STAFF WAS PRESENT TO PRESENT A SLIDESHOW ABOUT ALL THE PROGRAMS THE IMPERIAL LIBRARY OFFERS TO THE PUBLIC.

BURNWORTH, READ A PROCLAMATION FOR NATIONAL LIBRARY WEEK, APRIL 23-29. I ALSO SAY THANK YOU FOR YOUR HARD WORK.

MENDOZA, I CAN TELL YOUR GUYS WORK TOGETHER WELL AS A TEAM. LIBRARIES ARE A BIG PART OF THE COMMUNITY AND ITS AMAZING ALL THE PROGRAMS YOUR BRING TO THEM.

AMPARANO, THANK YOU AND KEEP UP THE GOOD WORK. I DO GO AROUND TIME TO TIME TO CHECK OUT THE PROGRAMS GOING ON.

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

OBESO-MARTINEZ MOTIONED TO *APPROVE CONSENT AGENDA E1, E2, E3*. MENDOZA SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

F. Work Session: (Discussion/Direction Only)

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

WORK SESSION SLIDESHOW WAS PRESENTED AND EACH DEPARTMENT GAVE A SPEECH ON THEIR GOALS AND BUDGETS.

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.

OBESO-MARTINEZ MOTIONED TO APPROVE *RESOLUTION NO. 2023-12 CEASING LOCAL STATE OF EMERGENCY FOR COVID-19 AND RATIFICATION OF ACTION TAKEN TO DATE*. AMPARANO SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

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.

MENDOZA MOTIONED TO APPROVE *IMPERIAL IRRIGATION DISTRICT EARTH DAY EVENT APPLICATION*. TUCKER SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

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.

OBESO-MARTINEZ MOTIONED TO APPROVE *RESOLUTION NO. 2023-13 ADOPTING UPDATES TO THE IMPERIAL PUBLIC LIBRARY COMMUNITY ROOM AND USE POLICY*. MENDOZA SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

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.

AMPARANO MOTIONED TO APPROVE *ORDINANCE NO. 826 AMENDING THE CODIFIED ORDINANCES REGARDING THE APPOINTMENT(S) AND TERM(S) OF THE IMPERIAL PLANNING COMMISSION*. TUCKER SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

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.

AMPARANO MOTIONED TO APPROVE *RESOLUTION NO. 2023-14 OUTLINING THE APPOINTMENTS(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*. TUCKER SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

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.

MENDOZA, DOSE THIS THAKE INTO ACCOUNT FOR FUTURE GROWTH? BROWN, YES, IT DOES.

AMPARANO, IF THIS PROJECT IS COMPLETED AFTER THE SUMMER PROGRAM, WILL THE BUDGET COME FROM THIS YEAR OR NEXT YEAR? BROWN, IT WILL BE COMING OUT OF THIS FISCAL YEAR.

AMPARANO MOTIONED TO APPROVE *PURCHASE, CONSTRUCTION & INSTALLATION OF DEMCO LIBRARY CIRCULATION AND CUSTOMER SERVICE DESK NOT TO EXCEED $60,00.00*. OBESO-MARTINEZ SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

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.

AMPARANO, IS THIS JUST GOING TO BE POLICE ACCESS? WHAT ABOUT PARKS, WILL THIS IMPACT THEM? CHIEF CRANKSHAW, I TALKED TO TONY WITH PARKS AND THEY ARE GOING TO HAVE ACCESS AS FAR AS THE BACK. WE ARE LOOKING AT A REMOTE SYSTEM SO OUR CITY VEHICLES WOULD BE ABLE TO ACCESS. IT WILL BE ONE-WAY IN AND ONE-WAY OUT.

AMPARANO MOTIONED TO APPROVE *PROJECT PROPOSAL FOR IMPERIAL POLICE DEPARTMENT EXTERIOR SECURITY FENCING/GATE AND AUTHORIZATION TO PURCHASE MATERIALS IN THE AMOUNT OF $24,935.00*. TUCKER SECONDED THE MOTION.

AYES: MENDOZA, TUCKER, AMPARANO, OBESO-MARTINEZ AND BURNWORTH
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE
MOTION CARRIES: 5-0

H. Reports

G-1. Department Reports

LOPEZ, I WOULD LIKE TO THANK EVERYONE, MY TEAM AND THE AUTISM SUPPORT GROUP OF IMPERIAL COUNTY. THE AUTISM FAIR WAS A SUCCESSFUL EVENT. COMING UP THIS SATURDAY WE HAVE OUR COLOR FEST EVENT. IF YOU HAVEN'T SIGNED UP FOR OUR 5K YOU HAVE UP IN TILL 4 PM THE DAY OF. THIS WILL BE THE LAST MARKET DAY

SERIES, SO COME OUT AND SUPPORT YOUR LOCAL VENDORS AND BUSINESSES. BIG THANK YOU TO PUBLIC SERVICES AND EVERYONE THAT PARTICIPATES TO HELP PUT THESE EVENTS ON.

G-2. City Manager Report – NONE

G-3. Mayor and Councilmember Reports

MENDOZA, THE LAST EVENT I ATTENDED SINCE LAST MEETING WAS THE AUTISM FAIR AND GREAT JOB TO THE CITY STAFF AND TO THE AUTISM SUPPORT. THE FAIR WAS WELL ATTENDED AND A GOOD TIME. I RECEIVE AN EMAIL ABOUT SOME ISSUES AT TL WAGNER PARK. EMAILS WERE FORWARDED TO ASSISTANT CITY MANAGER AND TONY. I APPRECIATE THEIR QUICK RESPONSE TO TAKE CARE OF THE ISSUE.

AMPARANO, AUTISM FAIR WAS GOOD, WELL ATTENDED. I WAS A LITTLE SORE FOR THE DUNK TANK AND THE WATER WAS COLD. IM LOOKING FORWARD TO SATURDAY AND KEEP UP THE GOOD WORK.

OBESO-MARTINEZ, MANA OF THE IMPERIAL VALLEY IS HAVING THEIR FIRST PLATICA ON SATURDAY AND EL CENTRO LIBRARY. ITS FREE TO MEMBERS AND $15.00 TO NON-MEMBERS. I WILL BE WORKING AT THE PARKS BEER STAND SO COME GET A BEVERAGE AFTER YOUR WALK/RUN.

TUCKER, YOUR ALL DOING A GOOD JOB.

BURNWORTH, AWESOME TIME AT THE AUTISM FAIR. I WILL ALSO BE HANDING OUT MEDALS AT THE FINNISH LINE FOR THE 5K.

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.

MAYOR BURNWORTH ADJOURNED THE MEETING AT 9:04 P.M.

Agenda Item No. E-3

DATE SUBMITTED	04/26/2023	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Public Services	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	05/03/2023	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

MANAGER'S RECOMMENDATION: approve

CITY MANAGER's INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

Agenda Item No. E-4

DATE SUBMITTED	4-27-2023	COUNCIL ACTION	(x)
SUBMITTED BY	Adriana Zamudio	PUBLIC HEARING REQUIRED	( )
DATE ACTION REQUIRED	03-20-2023	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
		ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	(AB)

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Approve Claim Rejection

DEPARTMENT INVOLVED:

BACKGROUND/SUMMARY:

Rejection notice of Claim Filed #3044735 filed by Oscar Olmos Jr. Claim was submitted on 3-20-2023, requesting replacement of damaged vehicle tire in the amount of $446.00. It was recommended that the claim was to be rejected due to the claim having insufficient information.

FISCAL IMPACT: NOT TO EXCEED	FINANCE INITIALS
STAFF RECOMMENDATION: Staff recommends rejection of claim	DEPT. INITIALS
MANAGER'S RECOMMENDATION: approve staff recommendation	CITY MANAGER's INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( )
DISAPPROVED ( )
REJECTED ( )
DEFERRED ( )

REFERRED TO:

CARL WARREN & COMPANY
Claims Management and Solutions

A VENBROOK Company

March 24, 2023

TO: City of Imperial

ATTENTION: Kristen Smith

RE:	Claim	:	Olmus vs. Imperial
	Claimant	:	Oscar Olmus Jr.
	D/Event	:	3/20/23
	Rec'd Y/Office	:	3/20/23
	Our File	:	3044735 MZV

We have reviewed the above captioned claim and request that you take the action indicated below:

- **CLAIM INSUFFICIENCY: Please send a notice of insufficiency, which must be mailed to the claimant no later than April 9, 2023. THIS MUST BE MAILED TO THE CLAIMANT WITHIN 20 DAYS OF RECEIPT OF THE ORIGINAL CLAIM IN YOUR OFFICE. DO NOT SEND A "REJECTION LETTER". See Government Code Sections 910 and/or 910.2 and/or 910.4. Use the attached format for responding and give the reasons indicated for insufficiency.**

Please provide us with a copy of the notice sent, as requested above. If you have any questions please contact the undersigned.

Very Truly Yours,

CARL WARREN & CO.

Timothy M. Varon

Timothy M. Varon
Claims Supervisor

enc: Form #2 Insufficiency Letter
cc: California JPIA

PO Box 2411, Tustin, CA 92781
T: 657-622-4200 | F: 866-254-4423 | www.carlwarren.com
CA License #2607296

RECEIVED
MAR 20 2023

CLAIM FOR DAMAGE OR INJURY

1. Claims for death, injury to person, or to personal property must be filed not later than six months after the occurrence (Gov. Code, Sec. 911.2)

2. Claims for damages to real property must be filed not later than 1 year after the occurrence (Gov. Code, Sec. 911.2)

TO: CITY OF IMPERIAL

CITY OF IMPERIAL
420 S. IMPERIAL AVE.
IMPERIAL, CA 92251

Name of Claimant	Address	Zip	Phone	Age
Oscar Olmos JR	134 W Olive Ave	92243	(442)231-9191	19

134 W Olive Ave apt. C
Address to which Claimant wishes notices sent

WHEN did damage or injury occur? ~~N/A~~ 11:40am March 20, 2023

WHERE did damage or injury occur? Clark Rd, Imperial, CA to turn right to W Aten Rd

HOW and under what circumstances did damage or injury occur?

WHAT particular action by the City, or its employees, caused the alleged damage or injury? (Include names of employees, if known)

WHAT sum do you claim? Include the estimated amount of any prospective loss, insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed: (Attach estimates or bills, if possible)

$

$

$

Total Amount Claimed $

NAMES and addresses of witnesses, Doctors and Hospitals:

Oscar A Olmos JR
Signature of Claimant

3/20/2023
Date

VALLEY TIRE AND WHEEL XPERTS
717 SOUTH 4TH ST EL CENTRO CA 92243
760 353 3025 760 353 3118 BAR #254608

VALLEY TIRE & WHEELS
XPERTS
717 SOUTH 4TH STREET
EL CENTRO, CA 92243
(760) 353-3118 FAX: (760) 353-3025

CUSTOMER OSCAR OLMOS
EL CENTRO

SALES MA : DANIEL

DATE : 3/20/2023 DUE: 4/15/2023
UNI : #
PO # XXXXXX

VEHICLE : xx 1987 GMC TRUCK

SIZE 20X9 BLACK US MAG WHEEL RAMBLER 5X127

PRICE : 389

QUANTITY: 1
LABOR 25
TAX 32
TOTAL: 446

May 05, 2023

Oscar Olmos Jr.
134 W. Olive Ave., Apt. C
El Centro, CA 92243

NOTICE OF INSUFFICIENCY

Your claim, which was received by the City of Imperial on March 20, 2023, failed to comply substantially with certain Government Code Sections. Pursuant to Government Code Section 910 any claim presented by a claimant or by a person acting on his or her behalf shall show all of the following:

- The name and post office address of the claimant.
- The post office address to which the person presenting the claim desires notices to be sent.
- Description of the date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim;
- The name or names of the public employee or employees causing the injury, damage or loss, if known;
- The amount claimed as of the date of the presentation of the claim, including the estimated amount of any prospective injury, damage or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed, <u>if less than $10,000.00</u>. No dollar amount shall be included in the claim if the amount claimed exceeds $10,000.00. The claim must however, state the court in which jurisdiction of the claim lies.
- The claim must be signed unless the claim is for supplies, materials, equipment or services and the claim is presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

Your claim was insufficient for one or more of the above-indicated reasons.

For your information, consult Sections 910, 910.2, 910.4, and 910.8 and other sections of the Government Code pertaining to the filing of claims against a public entity. Pursuant to Section 910.8, no action will be taken by the City of Imperial for a period of 15 days after the date of this notice.

_____

Dennis Morita, City Manager

PROOF OF SERVICE BY MAIL

STATE OF CALIFORNIA
COUNTY OF IMPERIAL
CITY OF IMPERIAL

I am employed in the county aforesaid, State of California. I am over the age of eighteen years and not a party to the within cause or claim; my business address is: City of Imperial City Hall, 420 S. Imperial Ave., Imperial, CA 92251.

On May 5, 2023, I served the within "Notice of Insufficiency", presented to City of Imperial (Claim No. 3044735) by placing a true copy, enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail at Imperial, California, addressed as follows:

Oscar Olmos Jr.
134 W. Olive Ave., Apt. C
El Centro, CA 92243

I declare under penalty of perjury that the foregoing is true and correct.

Executed on May 05, 2023, at Imperial, California

Kristen Smith, Human Resources Manager

Signature

Agenda Item No. E-5

DATE SUBMITTED	04/26/2023	COUNCIL ACTION	(✓)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Public Services	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	05/03/2023	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	(ab

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: Continue Emergency Wastewater Line Repairs

DISCUSSION/ACTION:

1. Continue Emergency of repairs for City Wastewater lines in Alleyway

DEPARTMENT INVOLVED: Public Services -Wastewater

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. Council adopted Resolution 2023-15 on April 19th.

Public Services is currently waiting on parts for arrival and expected lead times to complete repairs and rectify issues.

FISCAL IMPACT: To be determined

FINANCE INITIALS

STAFF RECOMMENDATION: Approve Continuation of Emergency

DEPT. INITIALS

MANAGER'S RECOMMENDATION: Approve

CITY MANAGER's INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

Agenda Item No. _____

DATE SUBMITTED	April 19, 2023	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Public Services	RESOLUTION	(X)
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	April 19, 2023	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISSCUSION/ACTION: Resolution Declaring Emergency and Authorizing Repair

1. 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 repaiir on an emergency basis	CITY MANAGER's INITIALS _____

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED	( )	REJECTED	( )
DISAPPROVED	( )	DEFERRED	( )

REFERRED TO:

RESOLUTION NO. 2023-15

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

WHERES, 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.

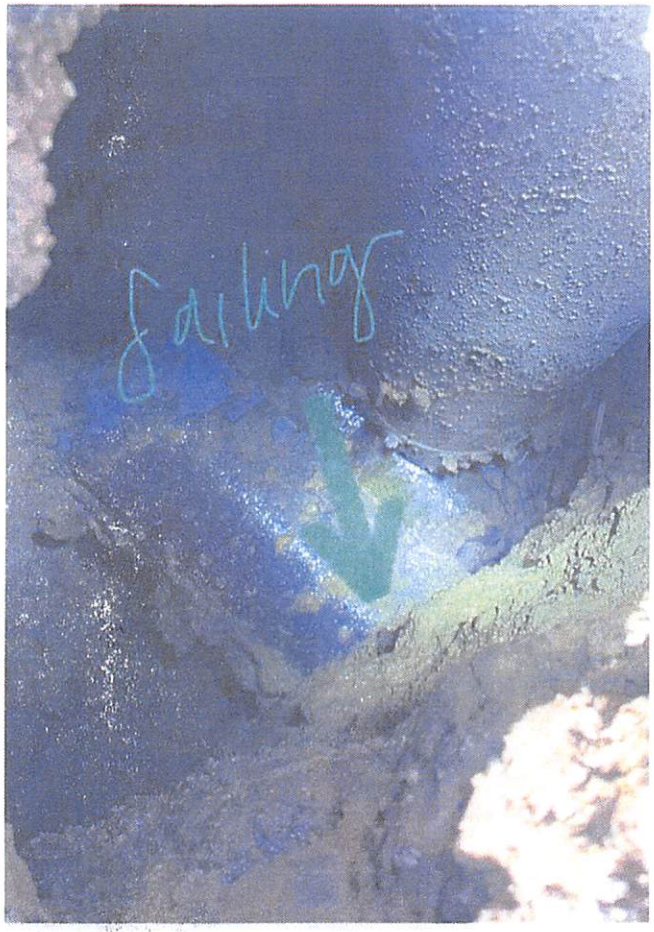
3. The City Council authorizes payment for repair/replacement of the Wastewater Line.

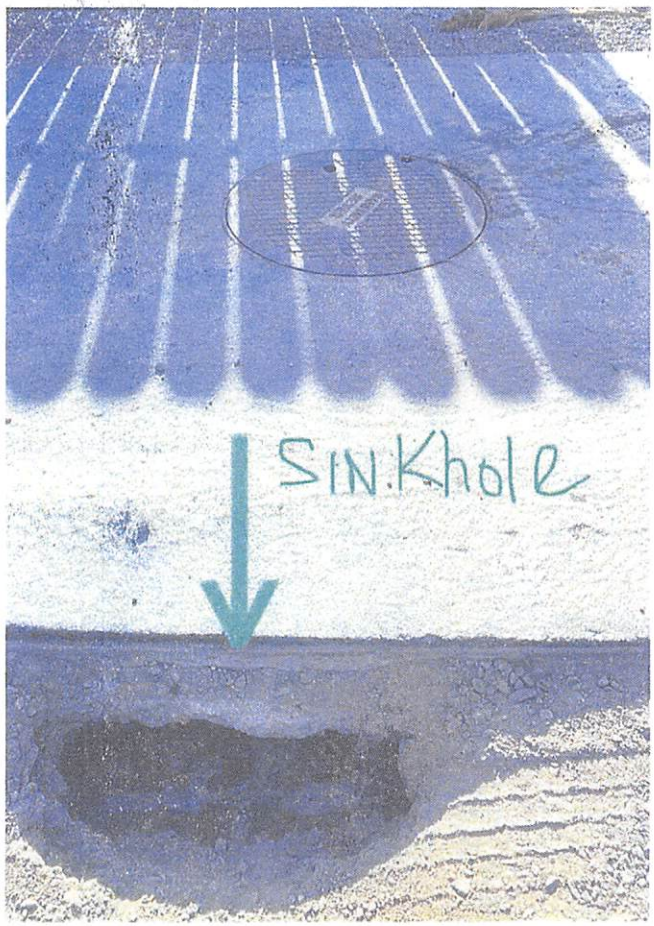
APPROVED, PASSED AND ADOPTED, at the regular meeting of the City Council this 19th day of April, 2023.

_____
Katherine Burnworth, Mayor

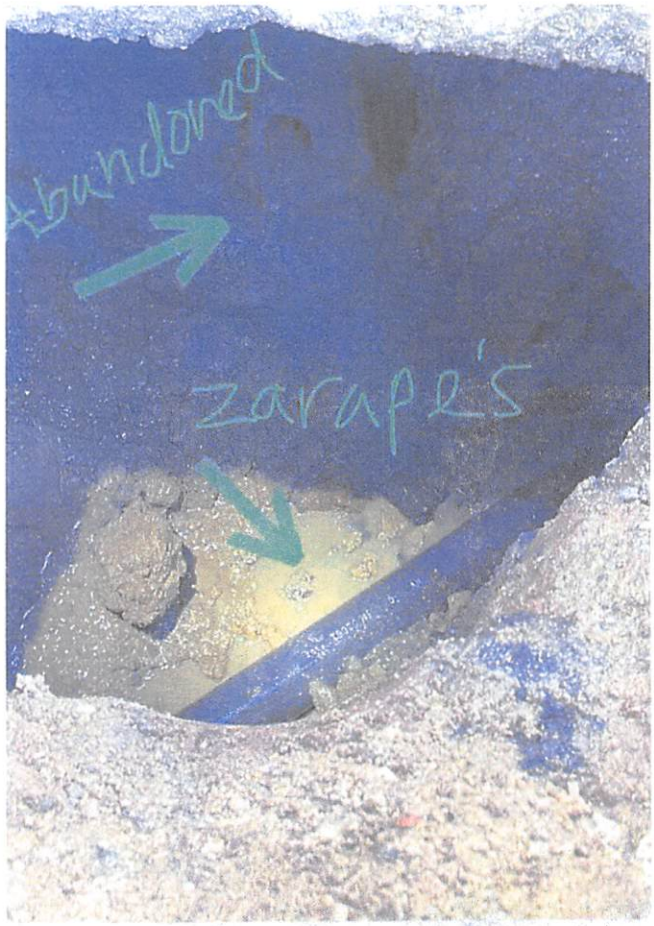
ATTEST:

_____
City Clerk


Sinking


SIN.Khole


abandoned


abandoned
zaraper's


RECYCLE ONLY

Agenda Item No. G-1

DATE SUBMITTED	04/27/2023	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Imperial Police Dept.	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	04/27/2023	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION; RENOVATION / RE-ALLOCATED WORKSPACE (CITY STORAGE AREA.

- ACCEPTANCE OF PROJECT PROPOSAL FOR THE IMPERIAL POLICE DEPARTMENT.

DEPARTMENT INVOLVED: POLICE DEPARTMENT

BACKGROUND/SUMMARY: (SEE ATTACHMENT)

FISCAL IMPACT:

Projected Cost:

$0.00	Labor to be performed by City Staff
$11,470.00	Construction of interior walls & standard finish work (installation, drywall, pre-wiring, flooring and paint)
$2,100.00	HVAC – 1 ½ ton Mini split unit w/ wiring harness
$1,650.00	Replace (1) Commercial Grade exterior door & hardware
+ 15%	***Built-in Cost Contingency:***

Not to exceed: $17,480.00

Funding Allocation: (City Developmental Impact Funds – Police Dept.)

Fund 65 (**$17,480.00**)

FINANCE INITIALS

STAFF RECOMMENDATION:

DEPT. INITIALS

MANAGER'S RECOMMENDATION: approve. no impact to general fund

CITY MANAGER's INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( ) REJECTED ( )
DISAPPROVED ( ) DEFERRED ( )

REFERRED TO:

IMPERIAL POLICE DEPARTMENT

PROJECT LIST

FY 23 / 24

Project #2 – Remodeling newly acquired storage room (City records archives)

Narrative: Based on the population growth rate over the past 5 years, the city has had to expand the department's personnel and equipment by approximately 30%. With the projected growth rate of an additional, 8,000 residents in the next (7) seven years, we will need to continue to increase the amount of police officers, as well as, professional staff to the department.

The current police station layout does not provide sufficient room for a variety of critical areas, including but not limited to; Armory, Safety Equipment room, Evidence storage and processing area, Women's lockers room, and Report Writing room. This project will allow us to re-locate the Investigation Division and Interview Room to the newly re-novated office area (outlined below), thus creating the area re-designation project #3 that will improve our operational work space and efficiency.

Due to the lack of building square footage, we explored other solutions. It was discovered that approximately 430 sq.' of office space was available, where the city stored its old records. With the approval from the city manager's office, it was agreed to move the records out into the empty Conex container – located just south of the room and allow the necessary renovation.

Scope of Work:

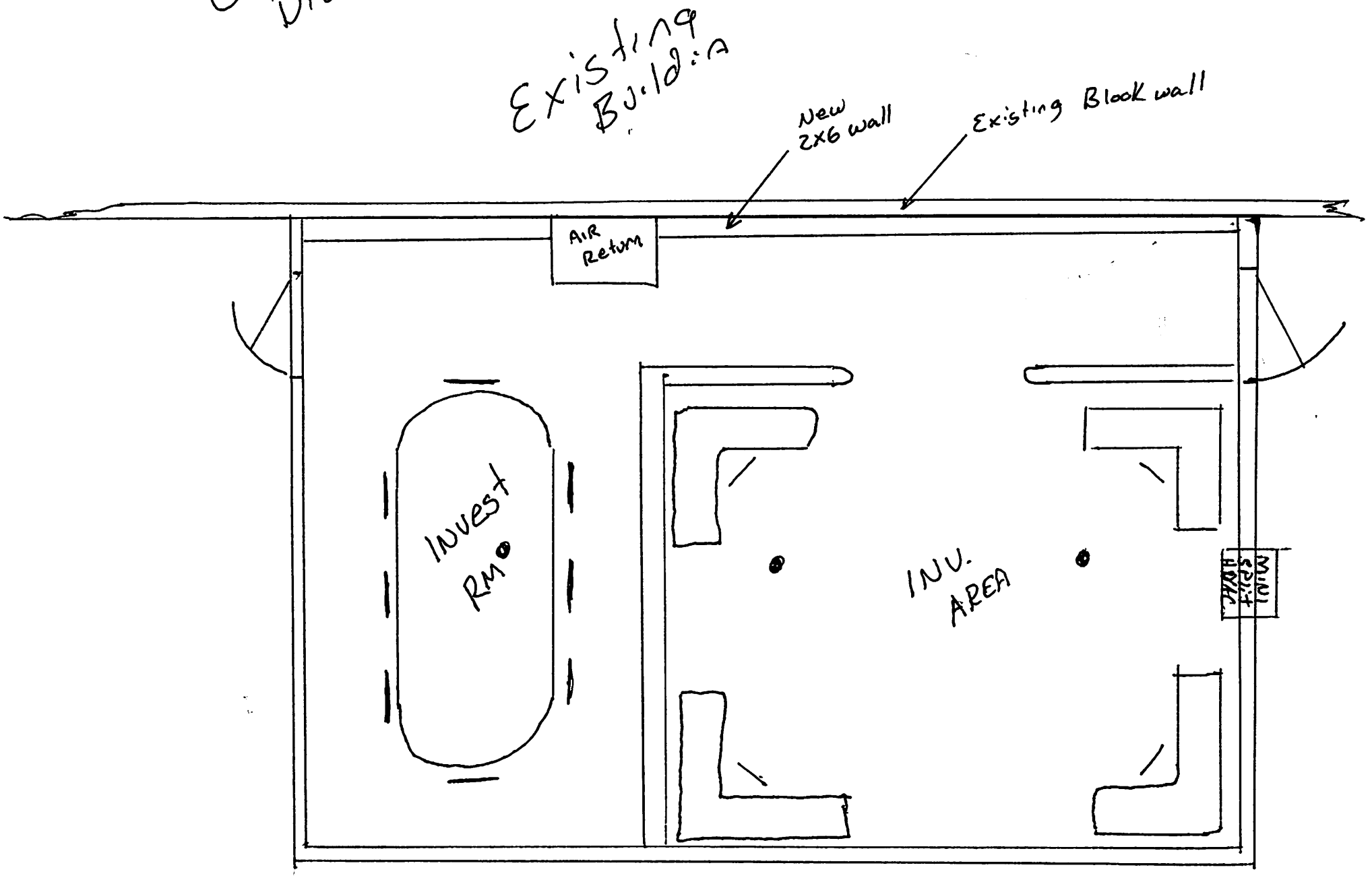
- Cut out cinder block and install 1.5-ton HVAC system (mini-split unit)
- Remove and install new commercial grade metal exterior door (south entrance)
- Build new 2x6 full wall along west side of room
- Build new L-Shape interior wall (78" tall) separate work space
- Replace existing closet door – on newly framed west wall
- Install new installation and extend electrical outlets / CAT -5 computer lines
- Install 5/8" sheetrock – all newly constructed walls (hang / tape / texture)
- Scrape and paint ceiling
- Paint all walls (sheetrock & cinder block)
- Install new commercial grade flooring

Projected Cost:

$15,200.00 *(cost breakdown is based on the city performing the labor portion of this project)*
15% ***Built-in Cost Contingency***
$17,480.00

Funding: City Developmental Impact Funds
Fund 65 **($17,480.00)**

Concept Drawing



Agenda Item No. G-2

DATE SUBMITTED	04/26/23	COUNCIL ACTION	(X)
SUBMITTED BY	PARKS AND RECREATION	PUBLIC HEARING REQUIRED	( )
		RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	05/3/23	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	(AB

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: IMPERIAL VALLEY LAW ENFORCEMENT RELAY RUN EVENT APPLICATION

1. APPROVE THE EVENT APPLICATION SUBMITTED BY DEPARTMENT OF HOMELAND SECURITY FOR THEIR LAW ENFORCEMENT RELAY RUN EVENT

DEPARTMENT INVOLVED: PARKS AND RECREATION

BACKGROUND/SUMMARY:

The Imperial Valley Law Enforcement Relay Run has been an event that has utilized our Paseo park site location for several years prior to the pandemic. On April 20th the Department of Homeland Security's Border Patrol division submitted an event application requesting the use of the City of Imperial's Paseo Del Sol park site as a gathering location for the end of their Law enforcement relay run. They are also requesting as part of their application for the City Council to allow them to provide a private alcoholic beverage cart service for the private event. They will be handling their own traffic control and will not require any additional City resources or staff help.

Please see event application and details attached:

FISCAL IMPACT: N/A	FINANCE INITIALS DP
STAFF RECOMMENDATION: It is the department's recommendation for City Council to approve the event application submitted by Department of Homeland Security for their Law Enforcement Relay Run	DEPT. INITIALS
MANAGER'S RECOMMENDATION: Approve	CITY MANAGER's INITIALS AB

MOTION:

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

City of Imperial
SPECIAL EVENT APPLICATION

$_____ Application Fee

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Event Location: Paseo Del Sol Park		
Event Name: Imperial Valley Law Enforcement Relay Run	Date(s) of Event (*Days/Dates*): 5/13/23	
Set-Up Time: 8:00 AM to 9 AM	Program Time: 06:00 AM to 11:00 AM	Clean-Up Time: 11:00 AM to 12:00 pm

Group/Organization: U.S. BORDER PATROL			
Contact Person: Angela Hernandez-Lencsak		Alternate Contact Person: Claudia Alvarado	
Address: 221 W. Aten Rd.		Address: 221 W. Aten Rd.	
City & Zip Code: Imperial, CA 92251		City & Zip Code: Imperial, CA 92251	
Phone: 337-7100	Cell Phone: 554-0999	Phone: (760) 337-7100	Cell Phone: 222-5185
Email Address: angela.d.hernandez@cbp.dhs.gov		Email address: Claudia.M.alvarado@cbp.dhs.gov	

Anticipated Total Event Attendance: 300

Event Description (*Please describe purpose of event and activities*): SEE ATTACHED

What Assistance is requested from the City? Approval to allow alcohol in a city park

Is this event open to the public?	Yes (No)	If yes, please describe accessible toilets & hand wash stations:	
Will admission fees be charaged?	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: vehicles will be parked around park, + BP station

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: _____ Date: 4/24/23

FOR OFFICE USE ONLY

Date Received/Initials:	Applicant Contacted:	SPECIAL EVENTS COMMITTEE
DOCUMENT CHECKLIST	**ADDITIONAL REQUIREMENTS**	Emailed to Committee:
Site Map ☐ Rec'd_____ ☐ N/A	Business License ☐ N/A ☐ Rec'd	**COMMITTEE REVIEW DATE:**
Insurance ☐ Rec'd_____ ☐ N/A	Vendor List ☐ N/A ☐ Rec'd	Police
Property Approval ☐ Rec'd_____ ☐ 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

Legs

Leg 1- 3 mi/NE side of BP station to Aten and Old Highway 111

Leg 2- 1.5 mi Aten/Old 111 to Worthington

Leg 3- 2.5 mi Worthington/Old 111 to Harris

Leg 4- 3 mi Harris/Old 111 to Carey Road

Leg 5- 2 mi Carey Rd/Old 111 to Mead

Leg 6- 2 mi Mead/Old 111 to Carey Rd

Leg 7- 3 mi Carey/Old 111 to Harris

Leg 8- 2.5 mi Harris/Old 111 to Worthington

Leg 9- 1.5 mi Worthington/Old 111 to Aten

Leg 10= 3 mi Aten/Old 111 to ECBP station

March 15, 2023

To Whom It May Concern:

The El Centro Border Patrol Station is hosting the 14th annual Imperial Valley Law Enforcement Relay Run. This is a relay race that takes place during Police Week to remember the fallen Officers. The date of the race is Saturday May 13, 2023. The race is scheduled to start at 6:00 AM and will last approximately 4 hours. The starting point is at the El Centro Border Patrol Station on Aten Road. It will then head to Mead Street, via Old Highway 111, and then return to the El Centro Station.

The runners will be running on the east and west side shoulder of Old Highway 111. Each runner will have a safety vehicle behind them with their hazard lights on. The vehicles will also be off to the shoulder as to not impede or obstruct traffic. There will also be 4-5 Emergency Medical Technicians assigned to the race. They will be roving Old Highway 111 and respond to any medical emergencies. It is anticipated that approximately ten to fifteen teams consisting of ten runners will be participating in the race. There will be no roadblocks or road closures during the event.

Attached is a letter from our Chief Gregory K. Bovino for Release of Liability as requested last year in lieu of race insurance. If any further questions or concerns arise please contact Supervisory Border Patrol Agent Angela Lencsak.

Sincerely,

Angela Lencsak,
Supervisory Border Patrol Agent
(760) 554-0999
El Centro Border Patrol
221 West Aten Road
Imperial, California 92251

United States Border Patrol
El Centro Sector
211 W. Aten Rd.
Imperial CA. 92251
760-335-5700

RE: Liability Insurance Coverage

The United States Border Patrol is part of Customs and Border Protection within The Department of Homeland Security. The USBP is self-insured and does not maintain general liability insurance. The USBP accepts liability for the negligence of its employees while performing their duties. The USBP will intervene in negligence claims brought against its employees and defend, settle or pay them as appropriate. The USBP also recognizes its responsibility for its employees who are injured on the job therefore relieving the Imperial County of all responsibilities of all employees of the USBP.

Sincerely,

Gregory N. Bovino
Chief Patrol Agent
El Centro Sector Border Patrol

Agenda Item No. G-3

DATE SUBMITTED	4/27/2023	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	ACM	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	5/3/2023	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	AB

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: Range Reclassification for Library Technician

1. Approval of Range Reclassification for Library Technician from Range 57 to Range 63 on Teamsters Local Union #542 Salary Schedule

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

BACKGROUND/SUMMARY:

The Library Technician performs a variety of technical library duties in the acquisition, circulation, maintenance, and distribution of books and library materials. They also serve as the immediate supervisor of part-time and full-time Library Assistants. As part of our ongoing organizational audit, it was brought to our attention that the Library Technician is currently classified at a Range 57 on the Teamster's Salary Schedule. This is three ranges below those employees the position supervises. Human Resources Staff conducted a salary survey of similar positions throughout the region, and it is recommended that the position be reclassified to a range of 63 ($19.31/hr-27.17/hr.) on the Teamsters Salary Schedule. HR Local Market Review Summary: IVC is currently recruiting for a Library Technician I (Substitute) is $18.80/hr., the Senior Library Technician (Substitute) is $22.44/hr., and Library Technician III – Circulation (Substitute) is $21.79/hr.

On December 7, 2022, the Imperial City Council established full-time classifications within the Imperial Public Library for the positions of Library Assistant (Range 60-Teamsters) and Literacy Coordinator (Range 75-MSPC) in an effort to streamline operations and provide better service to the residents of Imperial. It is the staff's recommendation to reclassify the Range from 57 to 63 and retro-pay the current occupant of the position to the first pay period in which the FTE became effective.

The staff has reviewed the remaining existing classifications within the Library. No other adjustments need be made at this time.

FISCAL IMPACT: Salary Increase - $3,785/Retro- $1,247.16 Total Fiscal Impact to GF: $5,032.76 *No Negative Impact to Municipal Budget*	ADMIN SERV INITIALS DP
STAFF RECOMMENDATION: It is staff's recommendation to reclass the position of Library Technician to a Range of 63.	DEPT. INITIALS AB
MANAGER'S RECOMMENDATION: approve	CITY MANAGER's INITIALS DHM

MOTION:

SECONDED: APPROVED ( ) REJECTED ( )

AYES: NAYES: ABSENT:	DISAPPROVED ( )	DEFERRED ( )
	REFERRED TO:	

CITY OF IMPERIAL (CA)
Revision Date: Nov 25, 2019

LIBRARY TECHNICIAN

Class Code: 2440

SALARY RANGE

$16.65 - $23.43 Hourly
$1,332.00 - $1,874.40 Biweekly
$2,886.00 - $4,061.20 Monthly
$34,632.00 - $48,734.40 Annually

CLASSIFICATION DESCRIPTION:

DEFINITION:

Under the direction of the assigned Administrator or Director, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and library materials; process and classify books and library materials according to library standard systems; create barcodes and spine labels; maintain library database and add new materials to assigned database; assist patrons in the selection, location and use of library materials and equipment.

DUTIES:

- Perform a variety of technical library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; process books; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Process and classify books and library materials according to library standard systems; create barcodes and spine labels with call numbers; verify necessary information and assign proper codes; edit information according to proper formats for required labels or files.
- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; discard damaged books, magazines and library materials; perform minor repairs to damaged books and library materials; stamp and tag books; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.
- Assist patrons in library book/materials selection, location and use of library books and materials; assist patrons with library equipment and accessing public catalogs; respond to and confer with patrons concerning library needs and concerns.

- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers; provide training to assigned personnel in appropriate cataloging procedures.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.
- Calculate, record and collect fines, billings and late fees as required; count, balance and reconcile monies; monitor cash box; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; provide recommendations concerning the selection of library materials.
- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays; process a variety of forms and application.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, collections, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files; prepare reports of overdue materials and fines to be sent to patrons.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Communicate with patrons, personnel and outside agencies to exchange information, coordinate library activities and resolve issues or concerns.
- Operate standard office equipment including a computer, library equipment and assigned integrated library software.
- Input a variety of data into an assigned computer system including updating customer records; initiate queries and manipulate data; maintain library database and add new materials to assigned database; ensure accuracy and completeness of input and output data.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment; replenish supplies.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and two (2) years library experience.

Licenses and other Requirements:

- Valid Library Certificate.

ADDITIONAL INFORMATION:

Knowledge of:

- Library practices, procedures, reference materials, resources and terminology.

- Data entry and retrieval techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable research methods.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations.

OTHER REQUIREMENTS:

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve library materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL
TEAMSTERS SALARY SCHEDULE
FISCAL YEAR 2022 - 2023

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	10 YR STEP 8
55	15.85	16.64	17.47	18.35	19.27	20.23	21.24	22.30
56	16.25	17.06	17.91	18.81	19.75	20.73	21.77	22.86
57	16.65	17.49	18.36	19.28	20.24	21.25	22.32	23.43
58	17.07	17.92	18.82	19.76	20.75	21.78	22.87	24.02
59	17.50	18.37	19.29	20.25	21.27	22.33	23.45	24.62
60	17.93	18.83	19.77	20.76	21.80	22.89	24.03	25.23
61	18.38	19.30	20.27	21.28	22.34	23.46	24.63	25.86
62	18.84	19.78	20.77	21.81	22.90	24.05	25.25	26.51
63	19.31	20.28	21.29	22.36	23.47	24.65	25.88	27.17
64	19.79	20.78	21.82	22.91	24.06	25.26	26.53	27.85
65	20.29	21.30	22.37	23.49	24.66	25.89	27.19	28.55
66	20.80	21.84	22.93	24.07	25.28	26.54	27.87	29.26
67	21.32	22.38	23.50	24.68	25.91	27.21	28.57	29.99
68	21.85	22.94	24.09	25.29	26.56	27.89	29.28	30.74
69	22.40	23.52	24.69	25.93	27.22	28.58	30.01	31.51
70	22.96	24.10	25.31	26.57	27.90	29.30	30.76	32.30
71	23.53	24.71	25.94	27.24	28.60	30.03	31.53	33.11
72	24.12	25.32	26.59	27.92	29.32	30.78	32.32	33.94
73	24.72	25.96	27.25	28.62	30.05	31.55	33.13	34.78
74	25.34	26.61	27.94	29.33	30.80	32.34	33.96	35.65
75	25.97	27.27	28.63	30.07	31.57	33.15	34.81	36.55
76	26.62	27.95	29.35	30.82	32.36	33.98	35.68	37.46
77	27.29	28.65	30.08	31.59	33.17	34.83	36.57	38.40
78	27.97	29.37	30.84	32.38	34.00	35.70	37.48	39.36
79	28.67	30.10	31.61	33.19	34.85	36.59	38.42	40.34
80	29.39	30.85	32.40	34.02	35.72	37.50	39.38	41.35

POSITION	RANGE
Accounting Assistant I	57
Accounting Assistant II	61
Accounting Assistant III	66
Administrative Assistant	60
Building Inspector I	75
Building Inspector II	77
Building Service Worker	60
Code Enforcement Officer	69
Community Development Technician	57
Crew Leader Parks	65
Crew Leader Public Services	63
* Distribution Utility Worker I	64
* Distribution Utility Worker II	67
General Maintenance Technician I	64
General Maintenance Worker I	57
General Maintenance Worker II	60
General Maintenance Worker III	64
General Office Clerk	57
** Library Assistant	60
Library Technician	57
Maintenance Electrician	78
Planner I	75
Planner II	77
Planning Technician	57
Recreation Specialist	60
Wastewater Operator I	71
Wastewater Operator II	74
Wastewater Operator III	80
Wastewater Operator Trainee I (OIT I)	60
Wastewater Operator Trainee II (OIT II)	64
Water Treatment Operator I	71
Water Treatment Operator II	74
Water Treatment Operator III	80
Water Operator Trainee I (OIT I)	60
Water Operator Trainee II (OIT II)	64

2.5% COLA Per Union Contract(s)
Effective July 15 payday

*Council action to include new positions on 07/06/2022
**Council action to include new position on 12/07/2022

Agenda Item No. F-10

DATE SUBMITTED	12/02/2022	COUNCIL ACTION	(X)
SUBMITTED BY	ACM	PUBLIC HEARING REQUIRED	( )
DATE ACTION REQUIRED	12/07/2022	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
		ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: Establishment of Full Time Classifications and Ranges for the Imperial Public Library

1. Establishment of Full Time Literacy Coordinator Classification at Range 75 of the MSPC Salary Schedule.
2. Establishment of Full Time Library Assistant Classification at Range 60 of the Teamsters Local Union 542 Salary Schedule.

DEPARTMENT INVOLVED: City Manager's Office/Community Services Department

BACKGROUND/SUMMARY:

The City proposes the establishment of full-time classification and ranges for the positions of Literacy Coordinator and Library Assistant within the Imperial Public Library. Creating full-time classifications will streamline operations within the Imperial Public Library, and ensure deliver of critical city services and programs.

FISCAL IMPACT: Reallocation of existing budgeted funds. No negative impact to the municipal budget.	ADMIN SERV INITIALS
STAFF RECOMMENDATION: Staff recommends the establishment of full-time classifications to improve efficiencies within the department structure.	DEPT. INITIALS
MANAGER'S RECOMMENDATION: Approve	CITY MANAGER's INITIALS DHM

MOTION:

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

CITY OF IMPERIAL

JOB DESCRIPTION

LITERACY COORDINATOR

FLSA Exempt
MSPC – Range 75

Classification: Professional

DEFINITION:

Under the direction of the Library Administrator, plan, organize, coordinate and implement the Library's literacy program; train, supervise and evaluate the performance of volunteer tutors; assist in obtaining and maintaining grants; prepare and maintain a variety of narrative and statistical reports, records and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement the Library's literacy program; assess literacy levels for incoming learners; conduct literacy intake sessions; select and maintain literacy collections for assigned program.
- Assist in obtaining and maintaining grants; complete required paperwork; ensure programs comply with grant requirements.
- Provide technical information and assistance to the Library Administrator regarding assigned functions and literacy program; assist in formulating and developing policies, procedures and literacy programs.
- Train, supervise and evaluate the performance of volunteer tutors; match volunteer tutors with learners and select materials for volunteer trainings and tutoring sessions; conduct classes and tutoring in the absence of volunteer tutors.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities; track and analyze data.
- Develop and update forms for literacy program and worksheets for learners and volunteer tutors.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Develop and maintain website for assigned literacy program.
- Input a variety of data into an assigned computer system; initiate queries and manipulate data.
- Operate standard office equipment including a computer and assigned software program.
- Attend and conduct a variety of meetings as assigned; coordinate community outreach events to promote literacy program.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in English or related field and one (1) year experience working with literacy or related instructional programs.

Licenses and other Requirements:

- N/A

Knowledge of:

- Planning, organization, coordination and implementation of literacy programs.
- Principles and practices of supervision and training.
- Grant writing principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, coordinate and implement the Library's literacy program.
- Train and supervise volunteer tutors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist in obtaining and maintaining grants.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Assess learner reading and literacy levels.
- Collect and analyze data.

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARY ASSISTANT

FLSA Non-Exempt
Teamsters - Range 60

DEFINITION:

Under the direction of the Library Administrator, assist in performing library activities such as circulation, cataloging of library materials and locating library materials; perform a variety of clerical duties involved in the maintenance and distribution of library materials at an assigned library; assist patrons in the selection, location and use of library materials and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; perform minor repairs to damaged books and library materials; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.
- Assist patrons in library book/materials selection, location and use of library books and materials; respond to and confer with patrons concerning library needs and concerns.
- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.
- Calculate, record and collect fines, billings and late fees as required; reconcile monies; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; respond to and confer with patrons concerning library needs and concerns; communicate patron issues and concerns to library administrators; provide recommendations concerning the selection of library materials.
- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Explain and guide various individuals and groups during summer library reading and crafts programs.
- Communicate with patrons, personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of equipment including a computer, library equipment and assigned integrated library software.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and one (1) year clerical, customer service or library experience.

Licenses and other Requirements:

- N/A

Knowledge of:

- Library practices, procedures and terminology.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Basic record-keeping and filing techniques.
- Types and uses of library materials and the literature and current publications available for use.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic research methods.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials.
- Perform a variety of general clerical duties in support of library operations.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.

- Fast-paced environment with changing priorities.
- Variable hours including evening or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Agenda Item No. Q-4

DATE SUBMITTED	4/28/2023	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	ACM	RESOLUTION	( )
		ORDINANCE 1ST READING	(x)
DATE ACTION REQUIRED	5/3/2023	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	CMB

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: (Amended) Ordinance of the City Council Amending Codified Ordinances Regarding Appointment and Term of Various Boards and Commissions.

1. 1st Reading/Introduction in Title Only of (Amended) Ordinance No. 826 of the Imperial City Council, Amending the Codified Ordinances of the City of Imperial Municipal Code Regarding the Appointment(s) and Term(s) of the Imperial Planning Commission.

DEPARTMENT INVOLVED: City Attorney/City Manager's Office

BACKGROUND/SUMMARY:

On April 19, 2023, the Imperial City Council held a 1st Reading in Title Only of Ordinance No. 826 amending the codified ordinances of the City's Municipal Code regarding the appointments and terms of the Imperial Planning Commission. Certain language (see attached red-line) of the proposed ordinance was amended and therefore requires a 1st Reading of the amended ordinance.

If adopted, Ordinance 826 proposes that Council appointments to the Imperial Planning Commission will run concurrent with City Council elected four-year-terms. The Council also adopted Resolution 2023-14 for the rule to extend to local, regional and state appointments to the extent permissible by law.

FISCAL IMPACT: *De minimus impact to municipal budget*	ADMIN SERV INITIALS DP
STAFF RECOMMENDATION: It is staff's recommendation to hold a 1st title and introduction of the amended ordinance no. 826.	DEPT. INITIALS ab
MANAGER'S RECOMMENDATION: approve	CITY MANAGER's INITIALS DHM

MOTION:

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

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 at which time the appointment shall be deemed effective. ~~.~~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 as set forth above~~by the City Council~~ and all conditions of the appointment are fulfilled, 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

Agenda Item No. G-4

DATE SUBMITTED	4/14/2023	COUNCIL ACTION	(X)
SUBMITTED BY	ACM	PUBLIC HEARING REQUIRED	( )
DATE ACTION REQUIRED	4/19/2023	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: City Manager's Office/City Attorney

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 AB
MANAGER'S RECOMMENDATION:	CITY MANAGER's INITIALS _____

MOTION:

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

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