



Imperial City Council

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

AGENDA

Regular Meeting of the Imperial City Council

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

October 1, 2025

Closed Session at 06:00 pm

Open Session at 07:00 pm

The City Council meetings are live-streamed on the City's Facebook page at www.facebook.com/cityofimperial. By remaining in the room, you are giving permission to be recorded.

Public Comments: Members of the public who wish to speak are encouraged to fill out a Speaker Slip and submit it to the City Clerk before the start of the meeting. Public comments are limited to 3 minutes. Comments may also be submitted by email to CityClerk@imperial.ca.gov no later than 5:00 p.m., the day of the meeting.

Americans with Disabilities Act: Requests for special assistance to participate in the meeting, please contact the City Clerk's Office by calling (760) 355-5303 or emailing CityClerk@imperial.ca.gov. Notification of 48 hours before the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA title II].

All documents with executive summaries and staff recommendations for open session action items are available on the City's website 72 hours before the meeting www.https://cityofimperial.org/cc-agenda-archive. Supplemental writings distributed to the City Council within 72 hours of the meeting will also be posted online. Written materials shared during the meeting will be available there if prepared by the city or afterward if prepared by others. These materials can be obtained from the City Clerk's Office.

6:00 P.M. CLOSED SESSION

ROLL CALL

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: At this time, members of the public may address the City Council on Closed Session items. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). If you are compensated to communicate with City officials, you may be required to register and/or make certain disclosures as a lobbyist. Please see the City Clerk for additional information. There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS INTO CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: The City Council finds, based on advice from the City Attorney, that discussion in open session of the following described matter(s) will prejudice the position of the City in existing and anticipated litigation.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS- G.C.§ 54956.8

Property Address: Unnumbered parcel of land of approximately 18,730 sq. ft. of vacant land located at the southern tip of South Imperial Avenue where it meets Highway 86

Agency Negotiator: Dennis H. Morita, City Manager

Negotiating Parties: Dr. Tien Vo, Under Negotiation: Price and terms

CONFERENCE WITH LABOR NEGOTIATORS – G.C.§ 54957.6

Agency Representatives: City Manager

Employee Organization: Imperial Police Officers Association, Teamsters Local 542 & Employee Organization Management Supervisory, Professional, Confidential, and Police Captain/Unrepresented

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION G.C §54956.9 (d)(2)

Novalk, LLC v. City of Imperial et. al, United States District Court for the Southern District of California, 25CV2307 BAS DDL and City of Imperial v. Gazette Ranch, Inc., Imperial County Superior Court, ECU00569

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant Exposure of Litigation - G.C §54956.9 (d)(2)

Number of Potential Cases: 1

7:00 P.M. REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADJUSTMENTS TO THE AGENDA: The City Council may amend the order, add urgency items, note abstentions or “no” votes on consent calendar items, and request consent calendar items be removed from the consent calendar for discussion. The City Council may also remove items from the consent calendar before that portion of the agenda. The City Council may address these issues by entertaining a formal motion.

CITY ATTORNEY REPORT ON CLOSED SESSION

PUBLIC COMMENT: If you wish to address the City Council concerning any item within the City 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 of three (3) minutes on each person’s presentation.

A. PRESENTATIONS:

- A-1.** Proclamation presentation for Fire Prevention Week.

B. CONSENT AGENDA: All items appearing under the “Consent Agenda” will be acted upon by the City Council with 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.

- B-1.** Approval of Warrants Report.
- B-2.** Approval of City Council Minutes for Regular Meeting of September 3, 2025.
- B-3.** Authorize the surplus of various non-operational tools and equipment for the Parks Department.
- B-4.** Approve Resolution No. 2025-46B, amending the original resolution approving a ten-year finance agreement with PNC Bank to acquire a fire engine.
- B-5.** Approve and adopt the revisions to the City’s Vehicle Use Policy.
- B-6.** Approve and implement the recommendations of the classification study as outlined to include reclassifications, title changes, and new and updated job descriptions for positions with Teamsters, and update the salary schedule.
- B-7.** Adopt Resolution No. 2025-50 amending the Employee Benefits for MSPC Unrepresented Employees to incorporate new classification titles from the reclassified Teamsters positions.
- B-8.** Approve the Side Letter of Agreement with Teamsters Union Local 542, and authorize the City Manager to execute the agreement on behalf of the city.
- B-9.** Adopt Resolution No. 2025-51 establishing a ticket policy pursuant to the Fair Political Practices Commission.
- B-10.** Ratification of Support Letters for SB 346, SB 707, SB 454, AB 339, and AB 650.

C. ACTION ITEMS (DISCUSSION/ACTION):

- C-1.** Selection of a Mayor for the Day.

Presenter: Dennis H. Morita, City Manager

Recommendation: Select a student from the Imperial Unified School District to be the City of Imperial Mayor for the Day.

- C-2.** Approve street closure request and special event application submitted by Faith Assembly Church for the Annual Harvest Festival.

Presenter: Dennis H. Morita, City Manager

Recommendation: Approve street closure request and special event application submitted by Faith Assembly Church for the Annual Harvest Festival.

- C-3.** Adopt Resolution No. 2025-48, approving an application for the Annexation of APN 063-010-059 located at Neckel Road and La Brucherie Road.

Presenter: Othon Mora, Community Development Director

Recommendation: Adopt Resolution No. 2025-48, INITIATING AN APPLICATION TO THE IMPERIAL COUNTY LOCAL AGENCY FORMATION COMMISSION FOR THE WEST 70 GROUP, LLC, ANNEXATION ON APN 063-010-059 LOCATED AT THE NECKEL ROAD AND LA BRUCHERIE ROAD INTERSECTION.

- C-4.** Approve an agreement with Turbodata Systems, Inc for citation processing and collections services for the Police Department.

Presenter: Aaron Reel, Police Chief

Recommendation: Approve a five-year agreement with Turbo Data Systems, Inc., for citation processing and collections services for the Police Department.

- C-5.** Approve a rate adjustment and agreement with HDL Coren & Cone for property tax consulting and audit services.

Presenter: Victor Manriquez, Finance Director

Recommendation: Approve the rate adjustment and a five-year agreement with HDL Coren & Cone for property tax consulting and audit services.

- C-6.** Discussion regarding City of Imperial Summer Recreation Program Scheduling for 2026.

Presenter: James Tucker, Mayor

Discussion only.

D. REPORTS:

D-1. Department Reports

D-2. City Manager Report

D-3. Mayor and Councilmember Reports

ADJOURNMENT: The next regular meeting of the Imperial City Council will be held on Wednesday, October 15, 2025.

Check Register Report

B-1

Date: 09/24/2025
Time: 3:45 pm
Page: 1

CITY OF IMPERIAL

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
127822	09/17/25	Printed			5956	AMAZON CAPITAL SERVICES	11FH-JYHV-CTTJ 84417	154.22
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127824	09/17/25	Printed			6933	AT&T	338-371-6557 9/16/25	113.59
127825	09/17/25	Reconciled		09/22/25	5994	AUTOZONE INC.	04187957823 84913	52.24
127826	09/17/25	Printed			7158	BLUETARP FINANCIAL, INC.	J01378 84885	69.64
127827	09/17/25	Reconciled		09/22/25	8296	BRAWLEY ANALYTICAL, INC.	001397 84959	219.00
127828	09/17/25	Printed			2738	CARROT - TOP INDUSTRIES INC.	INV144139 84889	1,560.07
127829	09/17/25	Printed			3135	COUNTY OF SAN DIEGO, RCS	26IMPCPDN02 84914	1,372.50
127830	09/17/25	Printed			4203	DUDLEYS	227F 84888	430.75
127831	09/17/25	Reconciled		09/19/25	7629	ERIK CORONA	09/10/25 STREET RACING	64.50
127832	09/17/25	Reconciled		09/18/25	8222	GENESIS QUIHUIS	9/18/25 - 9/21/25 REFORMA CONFERENCE	284.50
127833	09/17/25	Printed			2096	HOME DEPOT CREDIT SERVICES	4904017 84890	32.67
127834	09/17/25	Reconciled		09/23/25	4264	IMPERIAL IRRIGATION DISTRICT	3139598 9/12/25	6,810.00
127835	09/17/25	Reconciled		09/23/25	8828	JEFFREY & LAURI LOPEZ	9911-0780/597 LARKSPUR	67.44
127836	09/17/25	Reconciled		09/17/25	8220	JULIA SAMANIEGO	9/18/25 - 9/20/25 REFORMA CONFERENCE	171.50
127837	09/17/25	Reconciled		09/22/25	1647	LA BRUCHERIE IRRIGATION SUPPLY	309084c 84887	135.31
127838	09/17/25	Printed			788	LIEBERT CASSIDY WHITMORE	304866 84430	1,806.00
127839	09/17/25	Printed			8827	MARIELA CARBAJAL	9914-1452/266 PUERTO ESCONDIDO	134.78
127840	09/17/25	Reconciled		09/23/25	8669	NAPA AUTO PARTS	569087 84886	48.61
127841	09/17/25	Printed			8826	ROBERTO AREVALO	9920-0741/2383 DALE	134.05
127842	09/17/25	Reconciled		09/23/25	6118	SIGN FACTORY	7768 84912	439.54
127843	09/17/25	Printed			2365	SPARKLETTS	24671719 091325	354.71
127844	09/17/25	Printed			6645	TRISHA FOX	9514-1139/204 FONZIE	2.25
127845	09/24/25	Printed			8830	ADRIAN MARTINEZ	9978-4155/480 TRESHILL #192	180.37
127846	09/24/25	Printed			8793	ADVANCED AIR & VACUUM	137294838 84975	853.32
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127848	09/24/25	Printed			2357	ALL VALLEY FENCE AND MATERIALS	25-2362 84926	369.48
127849	09/24/25	Printed			195	ALLIED WASTE	0467-001741655 720 E 14TH 85061	5,563.48
127852	09/24/25	Printed			5956	AMAZON CAPITAL SERVICES	1Q1J-NKGL-91QW 84768	5,137.80
127853	09/24/25	Printed			2825	AMERICA'S FINEST FIRE	26M 941323 84998	1,963.00
127854	09/24/25	Printed			6306	AMERICAN FIDELITY ASSURANCE	D888238 SEP 2025 84633	6,020.92
127855	09/24/25	Printed			2850	ANCON	INV-108985 85058	2,172.20
127856	09/24/25	Printed			656	AQUA METRIC	INV0110204 85056	3,359.10
127857	09/24/25	Printed			7704	ARC PERFORMANCE WELDING &	2323 85063	1,215.27
127859	09/24/25	Printed			4400	BABCOCK LABORATORIES, INC.	CI51246-8203 84999	1,711.87
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127861	09/24/25	Printed			250	BLUE SHIELD OF CALIFORNIA	252580025499 OCT 2025 84640	65,231.57
127863	09/24/25	Printed			7158	BLUETARP FINANCIAL, INC.	J05128 85001	558.28
127864	09/24/25	Printed			8176	BPR CONSULTING GROUP LLC	3172 84804	1,810.00
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127866	09/24/25	Printed			674	BRENNTAG	BPI543889 84995	12,177.30
127867	09/24/25	Printed			455	CALIFORNIA STATE DISBURSEMENT	9/19/25	1,605.66
127868	09/24/25	Printed			3669	CANON U.S.A. INC	41821085 84641	2,915.99
127869	09/24/25	Printed			4138	CHRISTOPHER KEMP	9/28/25 - 10/01/25 WEFTEC CONFERENCE	322.00
127870	09/24/25	Printed			3329	CI SOLUTIONS	00029602 82046	654.07
127871	09/24/25	Printed			4338	CODY COLE	10/26/25 - 10/30/25 TRAINING & EDU	283.50

Check Register Report

Date: 09/24/2025

Time: 3:45 pm

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127874	09/24/25	Printed			1132	COMPUTERSHARE CORPORATE	IMPE2019RB 10/15/25 84637	382,761.23
127875	09/24/25	Printed			1132	COMPUTERSHARE CORPORATE	IMP12WSTWTR 10/15/25 84637	748,582.28
127876	09/24/25	Printed			5227	DAVID DALE	9/28/25 - 10/01/25 WEFTEC CONFERENCE	322.00
127877	09/24/25	Printed			6919	DAVID RAMIREZ	10/26/25 - 10/31/25 CACEO CONFERENCE	490.50
127878	09/24/25	Printed			1056	DELL MARKETING L.P.	10836931201 85004	13,436.15
127879	09/24/25	Printed			1573	DEPARTMENT OF JUSTICE	841008 84924	162.00
127880	09/24/25	Printed			226	EL CENTRO REGIONAL	280002231 84915	111.00
127881	09/24/25	Printed			2929	EXIT IMPERIAL REALTY	9221-0089/290 MORONGO	24.10
127882	09/24/25	Printed			4506	FOREMOST PROMOTIONS	741065 84921	3,819.44
127883	09/24/25	Printed			314	FRANCHISE TAX BOARD	9/19/25	1,482.87
127884	09/24/25	Printed			4456	GRAFFIK SCREEN PRINTING	4661 84817	384.98
127885	09/24/25	Printed			710	GRAINGER	9604738121 84749	631.86
127886	09/24/25	Printed			7720	GREEN RUBBER-KENNEDY AG	I-108158 85064	114.28
127887	09/24/25	Printed			2181	HARRIS COMPUTER SYSTEMS	INHCT0000305 84686	7,140.00
127888	09/24/25	Printed			264	HINDERLITER, DE LLAMAS &	SIN054178 84639	1,406.83
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127891	09/24/25	Printed			102	IMPERIAL POLICE OFFICERS ASSN.	9/19/25	1,267.50
127893	09/24/25	Printed			3187	IMPERIAL TRUSS & LUMBER CO.	B78993 85055	658.36
127894	09/24/25	Printed			7777	IMPERIAL VALLEY AIR CONDITIONI	5012 84976	537.50
127895	09/24/25	Printed			2099	IMPERIAL VALLEY OCCUPATIONAL M	4905 84437	90.00
127896	09/24/25	Printed			350	IMPERIAL VALLEY PAINT CENTER	403955B 84994	1,187.47
127898	09/24/25	Printed			6472	INGRAM LIBRARY SERVICES	90142885 83946	795.77
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127900	09/24/25	Printed			8753	JE ELECTRICAL ENGINEERING LLC	CA23-25-2 (100%) 84802	3,900.00
127901	09/24/25	Printed			8832	JENNIFER JIA	9925-0518/685 LINDA VISTA	74.81
127902	09/24/25	Printed			8644	JESSICA HURTADO	9/19/25	394.62
127903	09/24/25	Printed			8833	JILL LERNO	9938-0933/2300 MYRTLE #11	116.78
127904	09/24/25	Printed			8831	JOSE LANDEROS	9992-0170/318 W 4TH	43.79
127905	09/24/25	Printed			8331	JR BADGES	20826 84922	438.01
127907	09/24/25	Printed			2901	KIMBALL MIDWEST	103757196 84997	7,939.39
127908	09/24/25	Printed			1647	LA BRUCHERIE IRRIGATION SUPPLY	310640c 85054	1,469.31
127909	09/24/25	Printed			1996	LEE TIRE CO.	407437 84917	221.92
127910	09/24/25	Printed			788	LIEBERT CASSIDY WHITMORE	298118 84435	3,258.00
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127913	09/24/25	Printed			660	MARK GADDIS	WASTE MGMT 818 FARMINGTON 84807	500.00
127914	09/24/25	Printed			1190	MISSIONSQUARE - 304257	9/19/25	526.40
127915	09/24/25	Printed			8669	NAPA AUTO PARTS	569292 84925	330.06
127916	09/24/25	Printed			3743	NATIONAL ANIMAL CARE & CONTROL	18617 84337	25.00
127917	09/24/25	Printed			8633	NC CHILD SUPPORT CENTRALIZED	9/19/25	264.00

Check Register Report

Date: 09/24/2025

Time: 3:45 pm

Page: 3

CITY OF IMPERIAL

BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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127922	09/24/25	Printed			3843	RETURN TO WORK PARTNERS INC	28763 84439	1,190.00
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127925	09/24/25	Printed			7343	ROVE ENGINEERING INC	7206 84805	308,496.41
127926	09/24/25	Printed			7343	ROVE ENGINEERING INC	7207 84094	72,845.95
127927	09/24/25	Printed			7343	ROVE ENGINEERING INC	7209 84097	1,097,395.68
127928	09/24/25	Printed			7343	ROVE ENGINEERING INC	7250 84096	438,116.97
127929	09/24/25	Printed			7343	ROVE ENGINEERING INC	7252 84099	18,791.00
127930	09/24/25	Printed			7343	ROVE ENGINEERING INC	7253 85060	84,078.17
127931	09/24/25	Printed			7343	ROVE ENGINEERING INC	7268 85059	86,184.75
127932	09/24/25	Printed			957	SC FUELS	IN-0000199770 84973	806.88
127933	09/24/25	Printed			5706	SHI INTERNATIONAL CORP	B20250738 84689	32,656.63
127934	09/24/25	Printed			3262	SIMNSA HEALTH PLAN	142962 OCT 2025 84635	10,023.53
127935	09/24/25	Printed			135	SOCALGAS	420 S IMPERIAL 8/11-9/10/25 84988	66.25
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127939	09/24/25	Printed			6416	SUN DATA SUPPLY	INV0300209 84974	322.87
127940	09/24/25	Printed			104	TEAMSTERS, LOCAL 542	9/19/25	2,227.00
127941	09/24/25	Printed			7443	TEXAS LIFE INSURANCE COMPANY	9/19/25	1,213.12
127942	09/24/25	Printed			5855	THE DESERT REVIEW	4787 84230	432.00
127947	09/24/25	Printed			5837	U.S. BANK	AMAZON 8/20/2025 84782	3,103.93
127948	09/24/25	Printed			1100	USA BLUEBOOK	INV00814132 84980	8,093.89
127951	09/24/25	Printed			615	VALLEY PEST SERVICES, INC	14354070	1,365.00
127952	09/24/25	Printed			8519	VAN DERMIDEN MAKUS LAW	34766 84431	15,000.32
127953	09/24/25	Printed			611	VERIZON WIRELESS	6122834973	965.28
127954	09/24/25	Printed			1568	WEBB AND ASSOCIATES	ARIV0008586 85062	863.00
127955	09/24/25	Printed			7695	WINNCOM TECHNOLOGIES CORP	90007781 84696	3,089.78

Total Checks: 121 **Checks Total (excluding void checks): 4,553,550.28**

Total Payments: 121 **Bank Total (excluding void checks): 4,553,550.28**

Total Payments: 121 **Grand Total (excluding void checks): 4,553,550.28**

Imperial City Council

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

MINUTES

Regular Meeting of the Imperial City Council

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

September 3, 2025

Closed Session at 06:00 pm

Open Session at 07:00 pm

6:00 P.M. CLOSED SESSION

CALLED TO ORDER: The meeting was called to order at 6:10 p.m.

ROLL CALL: Council Members Mendoza, Mayor Pro Tem Obeso-Martinez, Mayor Tucker, City Manager Morita, Assistant to the City Manager Garcia, and Attorney Turner.

ABSENT: Council Members Amparano and Burnworth.

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: Andrew Rauch was present to make a public comment regarding property during a closed session.

CONFERENCE WITH LEGAL COUNSEL:

EXISTING LITIGATION - G.C §54959.9(d)(1)

City of Imperial vs. PCG Mayfield, LP, Imperial County Superior Court Case No. ECU000568

CONFERENCE WITH REAL PROPERTY NEGOTIATORS- G.C.§ 54956.8

Property Address: 063-121-004

Agency Negotiator: City Manager and Development Management Group, Inc. (Michael Bracken)

Negotiating Parties: Josh Quintero, Under Negotiation: Price and terms

CONFERENCE WITH LABOR NEGOTIATORS – G.C.§ 54957.6

Agency Representatives: City Manager

Employee Organization: Imperial Police Officers Association, Teamsters Local 542 & Employee

Organization Management Supervisory, Professional, Confidential, and Police Captain/Unrepresented

ANTICIPATED LITIGATION – G.C.§54956.9 (d)(2)

Significant exposure to litigation, Number of Cases: 1

7:00 P.M. REGULAR MEETING

CALL TO ORDER: Mayor Tucker called the meeting to order at 7:04 p.m.

ROLL CALL: Council Members Mendoza, Mayor Pro Tem Obeso-Martinez, and Mayor Tucker.

ABSENT: Council Members Amparano and Burnworth.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Mayor James Tucker.

ADJUSTMENTS TO THE AGENDA: Mayor Tucker stated that the Public Hearing has been canceled.

CITY ATTORNEY REPORT ON CLOSED SESSION: The City Attorney, Turner, stated that Direction was given to the Council on Existing Litigation, Direction given to Negotiators on Real Property Negotiators and Labor Negotiators.

PUBLIC COMMENT: There were none.

A. PRESENTATIONS:

A-1. Mayor Tucker presented a Certificate to the Police Officer of the Year, Carmen Fierro.

B. CONSENT AGENDA:

B-1. Approval of Warrants Report.

B-2. Approval of City Council Regular Meeting minutes for August 20, 2025.

B-3. Approve Letter of Support for SB 346 (Durazo) Transient Occupancy Taxes: Short Term Rental Facilitator.

B-4. Approve Letter of Support for the I.V. Fairgrounds 2nd Street Landscaping Project.

B-5. Approve the annual purchase of Wastewater Treatment Plant maintenance parts for the ultraviolet (UV) disinfection system.

B-6. Award a Task Order Proposal under the On-Call Land Surveying Contract to Dynamic Consulting Engineers, Record of Survey and Right-of-Way Dedication for APN 064-020-025.

B-7. Award a Task Order Proposal under the On-Call Land Surveying Contract to Desert Surveying and Engineering for Record of Survey and Right-of-Way Dedication for APN 064-180-006.

Moved by Mendoza, seconded by Obeso-Martinez, to approve the Consent Agenda.

AYES: Mendoza, Obeso-Martinez, and Tucker

NOES: None

ABSTAIN: None

ABSENT: Amparano and Burnworth

MOTION CARRIES: 3-0

C. PUBLIC HEARING (CANCELED/ACTION NOT REQUIRED):

- C-1.** Monterrey Park Subdivision #2 Unit 3D revision to Tentative Map 24-02 to add eleven single-family units to APN 064-295-084 and 064-281-068.

D. ACTION ITEMS (DISCUSSION/ACTION):

- D-1.** Approve amendment to Resolution 2025-46 to reflect an updated increase in the purchase price of a 2024 Pierce Fire Engine.

Presenter: Victor Manriquez, Administrative Services Director

Recommendation: Adopt Resolution No. 2025-46A, APPROVING FINANCING WITH PNC BANK FOR PURCHASE OF A NEW FIRE ENGINE DURING FISCAL YEAR ENDING JUNE 30, 2026, IN THE AMOUNT OF \$962,721.00, and approve a budget adjustment to the FY25-26 operating budget to cover the first payment.

Moved by Obeso-Martinez, seconded by Mendoza, to approve Resolution No. 2025-46A.

AYES: Mendoza, Obeso-Martinez, and Tucker

NOES: None

ABSTAIN: None

ABSENT: Amparano and Burnworth

MOTION CARRIES: 3-0

- D-2.** Acceptance of a Grant of Easement for APN 063-121-006 "O" Street from 12th to 13th Street.

Presenter: Othon Mora, Community Development Director

Recommendation: Accept a sewer and water easement for APN 063-121-006, and authorize staff to record the Certificate of Acceptance.

Moved by Mendoza, seconded by Obeso-Martinez, to approve and accept a sewer and water easement for APN 063-121-006, and authorize staff to record the Certificate of Acceptance.

AYES: Mendoza, Obeso-Martinez, and Tucker

NOES: None

ABSTAIN: None

ABSENT: Amparano and Burnworth

MOTION CARRIES: 3-0

E. REPORTS:

E-1. Departments reported on their activities since the last city council meeting.

E-2. The city manager reported that he appreciated all the city employees' hard work.

E-3. The mayor and council members have reported on their activities since the last city council meeting and upcoming events.

ADJOURNMENT:

Seeing no further business before the Council, Mayor Tucker ended this meeting at 7:29 p.m. and adjourned until the next council meeting on September 17, 2025, at 7:00 p.m.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the city of Imperial, California, this 1st day of October 2025.

KRISTINA SHIELDS
City Clerk

DATE SUBMITTED 9/23/25
 SUBMITTED BY Parks and Recreation
 DATE ACTION REQUIRED 10/1/25

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. AUTHORIZE THE SURPLUS OF VARIOUS NON-OPERATIONAL TOOLS AND EQUIPMENT

DEPARTMENT INVOLVED:
 PARKS AND RECREATION

BACKGROUND/SUMMARY:

Staff is requesting City Council's approval to surplus various tools and non-operational equipment in the Parks and Recreation Department inventory. After close inspection of the items listed it has been determined that they are no longer of any use to the department or have since been replaced. The Parks and Recreation Department has also requested other City departments inspect the equipment to determine whether they had a need for the items before surplus.

Please see attached equipment list and pictures

FISCAL IMPACT: N/A

FINANCE
INITIALS

2. STAFF RECOMMENDATION: It is the department's recommendation for City Council to authorize the surplus of the items listed in the report

DEPT. INITIALS

MANAGER'S RECOMMENDATION:

approve

CITY
MANAGER'S
INITIALS

JTM

MOTION:

SECONDED:
 AYES:
 NAYES:

APPROVED ()
 DISAPPROVED ()

REJECTED ()
 DEFERRED ()

SURPLUS EQUIPMENT LIST

- Simpson Pressure washer (out of service, needs new pump)
- Dewault Pressure washer (out of service, engine leaks, needs new pump)
- Grasshopper diesel ridingmower (drive gear issues, engine oil leaks, pto issues)
- Self propelled edger (enigne doesn't run, self propell gears don't engage)
- Aerator (engine leaks, pullie system doesn't engage)
- Graffiti Trailer (rusted manifold, hairline cracks in the tank, pump needs to be replaced) New trailer has been purchased.
- Honda Generator (engine oil leaks, eletcrical issues, oil sensor issues)

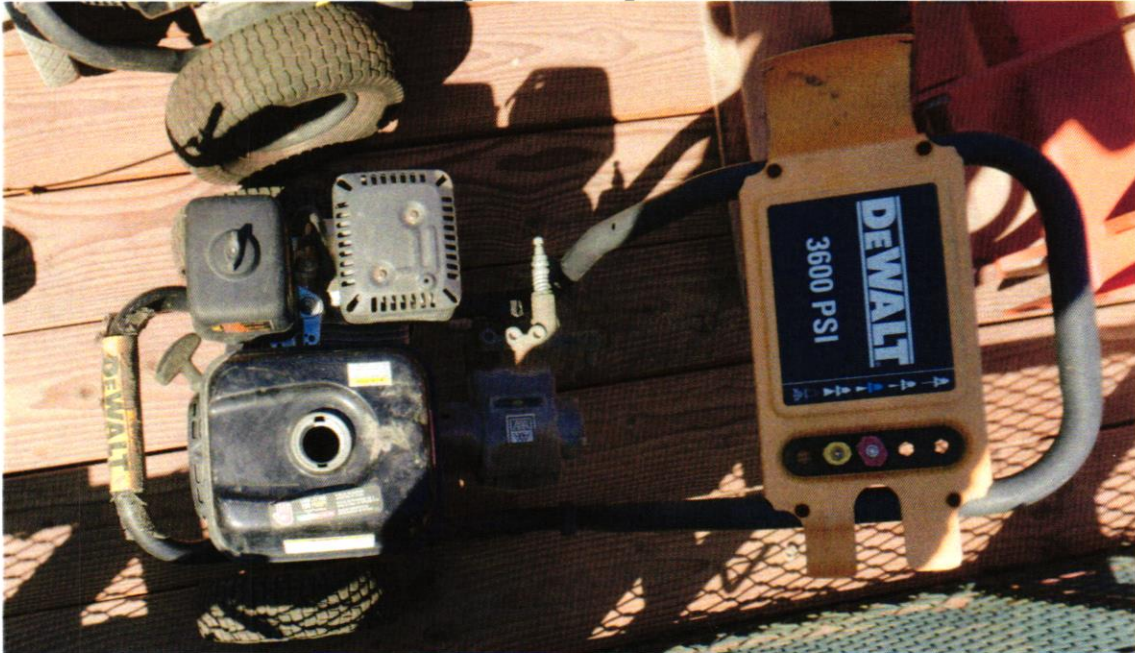
Simpson Pressure Washer

(Out of service, Needs new pump)



Dewault Pressure Washer

(Out of service, Engine Leaks, Needs new pump)



Grasshopper Diesel Riding Mower

(Drive Gear Issues, Engine Oil Leaks, PTO Issues)



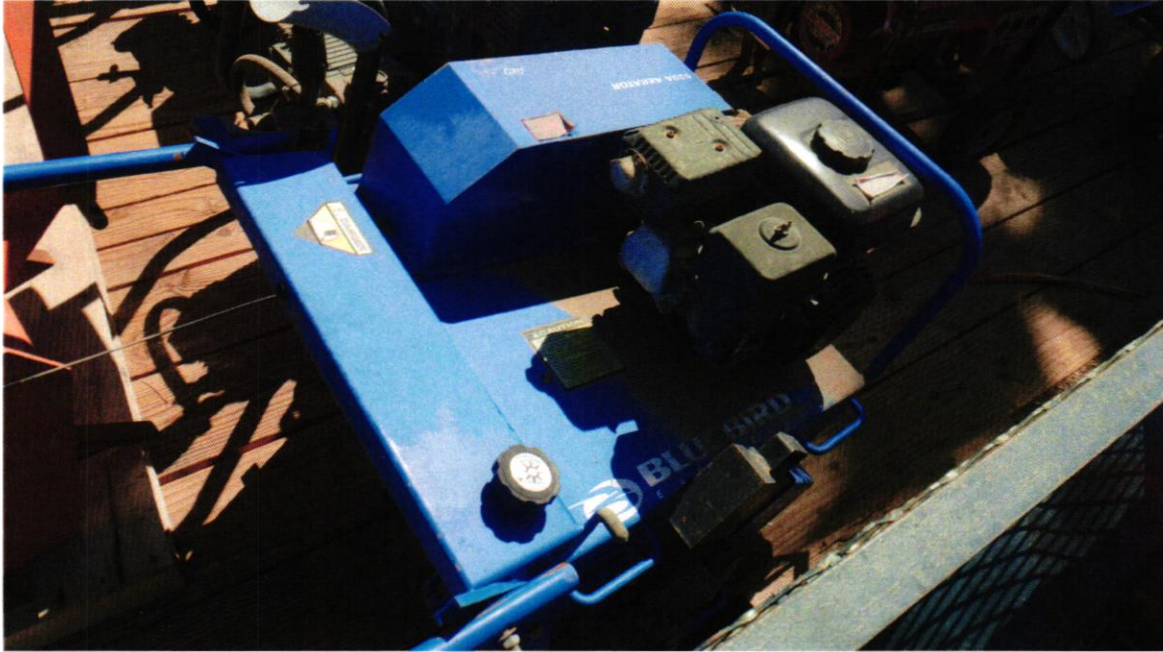
Self Propelled Edger

(Engine doesn't run, Self Propel doesn't engage)



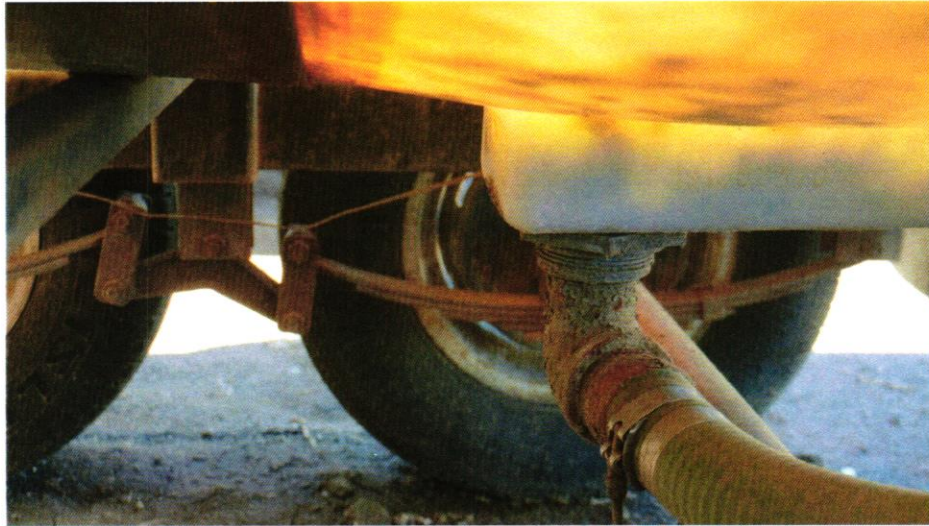
Aerator

(Engine Leaks, Pullie system doesn't engage)



Gaffiti Trailer

**(Rusted Manifold, Hairline cracks in the tank,
pump needs to be replaced)
New Trailer has been purchased**



Gaffiti Trailer Cont

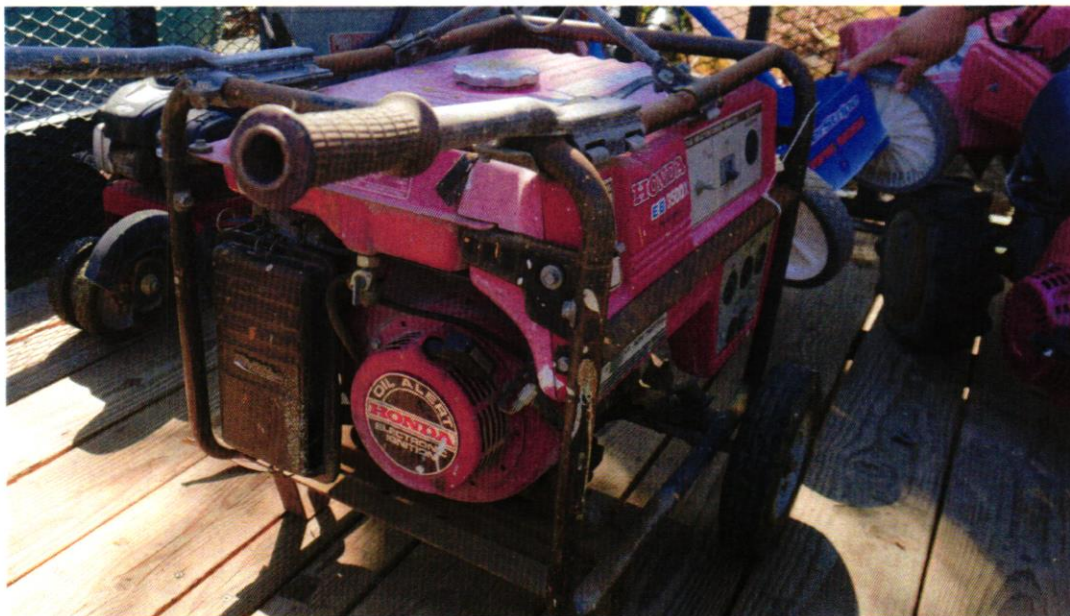
**(Rusted Manifold, Hairline cracks in the tank,
pump needs to be replaced)**

New Trailer has been purchased



Honda Generator

(Engine oil leaks, Electrical issues, Oil sensor issues)



Agenda Item
No.

B-4

DATE SUBMITTED 09/24/25

SUBMITTED BY ADMIN SERVICES

DATE ACTION REQUIRED 10/01/2025

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: Fire Engine Truck

1. Approval of **Resolution 2025-46B**, for a 10-year finance agreement with PNC Bank to acquire the Fire Engine described in the proposal in the amount of \$1,039,676.55

DEPARTMENT INVOLVED: ADMINISTRATION SERVICES

BACKGROUND/SUMMARY:

Staff recommends amending Resolution 2025-46A to reflect the total purchase price of **\$1,039,676.55** for the **2024 Pierce Enforcer Fire Engine**.

To expedite delivery, the City has elected to procure a pre-stocked apparatus, which is expected to be available within three to four months. The purchase will be financed through a 10-year lease agreement with PNC Bank, consisting of ten equal annual payments of \$134,708.26. The first payment is scheduled for October 2026, resulting in no impact to the FY 2025-26 operating budget.

Over the full term of the lease, the total cost of the fire engine, including finance charges, will be **\$1,347,082.60**.

FISCAL IMPACT:

Total Purchase price of **\$1,039,676.55** plus finance fees. There is no fiscal on FY 25-26 as the first payment is scheduled for October 2026.

ADMIN
SERVICES
SIGN INITIALS

JMS

STAFF RECOMMENDATION:

Staff recommends that the City Council approve authorization to purchase a Pierce Enforcer Fire Engine, and adopt **Resolution 2025-46B** for the fire engine purchase lease agreement.

DEPT. INITIALS

JMS

CITY MANAGER'S RECOMMENDATION:

approve

CITY
MANAGER'S
INITIALS

ATTM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

PROPOSAL FOR FURNISHING FIRE APPARATUS

August 20, 2025

Imperial County Fire Department
1078 dogwood Rd
Heber, CA 92249



The undersigned is prepared to provide for you, our customer, upon an order being placed by you, for final acceptance by South Coast Fire Equipment, Inc., at its corporate office in Corona, California, the apparatus and equipment herein named and for the following prices:

	Each	Extension
One (1) Enforcer Stock Units		
	\$ 962,721.00	\$ 962,721.00
Sales Tax @ 7.750%	\$ 74,610.88	\$ 74,610.88
APPARATUS COST WITH TAX	\$ 1,037,331.88	\$ 1,037,331.88
Performance Bond	\$ 2,334.17	\$ 2,334.17
California Tire Fee	\$ 10.50	\$ 10.50
Consortium Fee Not Applicable	\$ -	\$ -
TOTAL PURCHASE PRICE	\$ 1,039,676.55	\$ 1,039,676.55

The above proposal price shall be valid until 07/01/24 or extended in writing by South Coast Fire Equipment.

If the customer so desires to purchase the Product described in the Proposal and the attached specifications, prior to the expiration date listed above, the Customer shall sign and return this proposal. The Customer can then provide their choice of document for entering into the agreement by providing a Purchase Order, or signing a Contract with South Coast Fire Equipment, 3150 Palisades Dr. Corona, CA 82878 as the seller.

Payment Terms - Payment is due of the Total Purchase Price at time of delivery. Changes to the specifications since the time of order can added to the Total Purchase Price or invoiced on a separate invoice. The final sales tax amount will be determined at time of delivery based on the tax rate at that time. An increase or decrease in cost will be reflected on the final invoice.

If the customer would desire to pay for the apparatus within 15 days of the purchase order being accepted the Total Purchase Price would be reduced to \$1,039,676.55. The buyer must make the payment within 15 days to obtain the full discount. Payments not received with in the 15 days are subject to an adjustment to the Total Purchase Price for the prepayment.

Said apparatus and equipment are to be built by the manufacturer and shipped in accordance with the specifications hereto attached, delays due to strikes, war or international conflict, failures to obtain chassis, materials, inability to obtain labor, supplies or manufacturing facilities, epidemics, acts of God, or causes beyond our control not preventing, delivery would be 6 months after receipt of this order and acceptance thereof at our office in Corona, California, and deliver to you at 0

The specifications herein contained shall form a part of the final contract and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterrations do not matterially affect the cost of the construction of the apparaus

Persistent Inflationary Environment: If the Producer Price Index of Components for Manufacturing (www.bls.gov Series ID: WPUID6112) ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts the order (Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation

The Seller will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order without charge if the updated price is not accepted.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

Force Majeure - South Coast Fire Equipment shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond the seller's and manufacturer's control and make the seller's performance impracticable, including but not limited to wars, insurrections, strikes, riots, fires, storms, floods, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of the clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.

Cancellation/Termination. In the event this Agreement is cancelled or terminated by a party before completion, South Coast Fire Equipment (SCFE) may charge a cancellation fee. The following charge schedule based on costs incurred may be applied: (a) 10% of the Purchase Price after order is accepted and entered by Manufacturer; (b) 20% of the Purchase Price after completion of approval drawings, and; (c) 30% of the Purchase Price upon any material requisition. The cancellation fee will increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing. SCFE endeavors to mitigate any such costs through the sale of such Product to another purchaser; however Customer shall remain liable for the difference between the Purchase Price and, if applicable, the sale price obtained by SCFE upon sale of the Product to another purchaser, plus any costs incurred by SCFE to conduct any such sale.

The proposal for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of bid, and with all National Fire Protection Association (NFPA) guidelines for Automotive Fire Apparatus as published at time of bid, except as modified by customer specifications. Any increased costs incurred by the first party because of future changes in or additions to said DOT or NFPA standards will be passed along to the customer as an addition to the price set forth above. Unless accepted within 30 days from the specified date, the right is reserved to withdraw this proposition.

Respectfully Submitted,
South Coast Fire Equipment, Inc.

Adrian Beyer
Sales Representative

I, _____ authorized representative of _____ agrees to purchase the proposed product(s) and agree to the terms and conditions of this proposal and the specifications hereto attached.

Signature: _____
Title: _____ Date: _____

Schedule A-1

1. EQUIPMENT LOCATION & DESCRIPTION:

City of Imperial

2514 La Brucherie Rd

Imperial, CA 92251

Imperial County

New Pierce Enforcer Stock Unit

VIN #TBD

2. LEASE PAYMENT SCHEDULE.

(a) Accrual Date: September 15, 2025

(b) Amount Financed:

i.	Equipment Purchase Price	<u>\$965,065.67</u>
i.	Sales Tax	<u>\$74,610.88</u>
ii.	Purchase Price Deduction	<u>\$0.00</u>
	Prepay Discounts	<u>\$0.00</u>
	Trade In	<u>\$0.00</u>
iii.	Total Amount Financed (Cash Sale Price minus Purchase Price Deductions)	<u>\$1,039,676.55</u>

(c) Payment Schedule:

Rent Payment Number	Rent Payment Date	Rent Payment Amount	Interest Portion	Principal Portion	Termination Value
1	09/15/2026	134,708.26	52,087.80	82,620.46	No Call
2	09/15/2027	134,708.26	47,948.51	86,759.75	No Call
3	09/15/2028	134,708.26	43,601.85	91,106.41	779,189.93
4	09/15/2029	134,708.26	39,037.42	95,670.84	683,519.09
5	09/15/2030	134,708.26	34,244.31	100,463.95	583,055.14
6	09/15/2031	134,708.26	29,211.06	105,497.20	477,557.94
7	09/15/2032	134,708.26	23,925.65	110,782.61	366,775.33
8	09/15/2033	134,708.26	18,375.44	116,332.82	250,442.51
9	09/15/2034	134,708.26	12,547.17	122,161.09	128,281.42
10	09/15/2035	134,708.26	6,426.84	128,281.42	1.00

RESOLUTION NO. 2025-46B

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF IMPERIAL, CALIFORNIA APPROVING FINANCING
FOR A NEW FIRE ENGINE DURING FISCAL YEAR
ENDING JUNE 30, 2026**

BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Imperial, California, as follows:

WHEREAS the Municipality is a political subdivision of the State, in which the Municipality, known as the City of Imperial, is located in California and is duly organized and existing pursuant to the Constitution and laws of the State; and

WHEREAS, pursuant to applicable law, the governing body of the Municipality of Imperial is authorized to acquire, dispose of, and encumber real and personal property, including, without limitation, rights and interests in property, leases, and easements necessary to the functions or operations of the Municipality; and

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Master Lease-Purchase Agreements of \$1,039,676.55 in the principal amount not exceeding the amount stated for the purpose of acquiring the property 2024 Pierce Fire Engine Truck to be described in the Leases is appropriate and necessary to the functions and operations of the City of Imperial; and

WHEREAS, PNC Bank, National Association shall act as Lessor under said Leases; and

NOW, THEREFORE, Be It Ordained by the Governing Body of the City of Imperial:

Section 1. The city manager acting on behalf of the municipality is hereby authorized to negotiate, enter into, execute, and deliver one or more Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Municipality.

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Municipality to execute and deliver agreements and documents relating to the Leases on behalf of the Municipality.

Section 3. The aggregate original principal amount of the Leases shall not exceed the amount stated above and shall bear interest as set forth in the Leases, and the Leases shall contain such options to purchase by the Municipality as set forth therein.

Section 4. The Municipality's obligations under the Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Lease, and the Municipality's obligations under the Leases shall not constitute general obligations of the Municipality or indebtedness under the Constitution or laws of the State.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Imperial
on the 1st day of October, 2025

JAMES TUCKER,
Mayor

ATTEST:

KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-46B was duly adopted at a meeting of the Imperial City Council at its meeting held on the 1st day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, on October 1st, 2025.

KRISTINA SHIELDS,
City Clerk

DATE SUBMITTED

09/22/2025

SUBMITTED BY

Human Resources

DATE ACTION REQUIRED

10/01/2025

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Approve and adopt the revisions to the City's Vehicle Use Policy.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

The City of Imperial is requesting the Council's consideration in the approval and adoption of the updated Vehicle Use Policy. This would replace the previous Vehicle Use Policy approved on 04/05/23.

The City has updated its policy to include a prohibition on employees holding a device in their hands while driving, which aligns with current vehicle law. The adoption of this policy will result in the mounting of cell phone holders in all City vehicles that lack built-in Bluetooth and navigation capabilities.

These provisions apply to all city staff. Imperial Police Department personnel are required to follow this policy in addition to their Imperial Police Department Policy Manual. In instances where the policies conflict, Police Department staff will defer to the Imperial Police Department Policy Manual, which will supersede the City's policy in such cases.

FISCAL IMPACT: NOT TO EXCEED

There is an estimated fiscal impact of \$1,400 to incorporate hands-free phone mounts in the City's fleet.

FINANCE
INITIALS

JMS

STAFF RECOMMENDATION:

Recommendation to approve and adopt the the revisions to the Vehicle Use Policy.

DEPT. INITIALS

KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY
MANAGER'S
INITIALS

Dtm

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

POLICY NAME: Vehicle Use Policy	AUTHORITY: City of Imperial
APPLICATION: All Employees Involved in the Use and Operation of Vehicles During the Course of City Business	DATE APPROVED: <u>DRAFT REVISION – 09/22/25</u> <u>April 5, 2023</u> City Council Agenda Item F-3 Passed 5-0

Additional Resources:

A. Training:

- a. 3 Keys to Safe Driving: Prepare, Anticipate, & Defend
- b. Distracted Driving
- c. Driving Defensively
- d. Driving: Heavy Trucks
- e. Safe Driving

B. Other Resources:

- a. Vehicle Inspection Checklists
- b. Vehicle Use Documents
 - i. Witness Card Form
 - ii. Information Exchange Form
 - iii. Driver's Report of Accident



CITY OF IMPERIAL VEHICLE USE POLICY

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CITY OF IMPERIAL

VEHICLE USE POLICY

I. PURPOSE

The purpose of this policy is to address the use of City-owned and privately-owned vehicles operated in the course of City business. Use of City-owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance.

The policy provisions apply to all vehicle operators driving in the course of City business. Note: Commercial motor vehicle operators have additional licensing requirements that extend beyond the provisions of this policy and are not intended to be addressed herein.

Imperial Police Department personnel are required to follow this policy in addition to their Imperial Police Department Policy Manual. In instances where the policies conflict, Police Department staff will defer to the Imperial Police Department Policy Manual, which will supersede the City's policy in such cases.

II. DEFINITIONS

- A. **Accident Kit:** A packet usually kept in the vehicle's glove compartment to include, for example, a driver's report of accident or incident, information exchange cards, and witness cards, to complete after an accident.
- B. **City Business:** Activities requiring the use of a vehicle and authorized by the City. In the use of privately-owned vehicles, City business also means the vehicle operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.
- C. **City-owned Vehicle:** A vehicle owned by the City and assigned on a shared, designated, or permanent basis.
- D. **Hired Vehicle:** A vehicle rented from a licensed car rental company approved to use in the course of conducting City business.
- E. **Non-Preventable Accident:** The vehicle operator did everything reasonably possible to prevent the accident.
- F. **Preventable Accident:** The vehicle operator failed to do everything reasonably possible to prevent the accident.
- G. **Privately-Owned Vehicle:** A non-City-owned vehicle used by a vehicle operator, whether owned by the vehicle operator or not. Unless otherwise noted herein, for purposes of this policy, a hired vehicle is considered a privately-owned vehicle.



CITY OF IMPERIAL

VEHICLE USE POLICY

- H. **Vehicle Operator:** An employee who is operating a City-owned vehicle or a privately-owned vehicle on City business. A vehicle operator may also be a City official or approved volunteer.

III. GENERAL GUIDELINES

- A. City shall maintain a list of employees required to drive City-owned or privately-owned vehicles on City business. City shall be responsible for overseeing the implementation of driver training programs and ensuring that all vehicle operators attend required training.
- B. The Human Resources Department shall coordinate driver training programs, maintain attendance records, and shall ensure that evidence of insurance and driver's license information are maintained in each vehicle operator's file.
- C. The Human Resources Department shall review all accidents to determine whether an accident was preventable or non-preventable and, if appropriate, make disciplinary recommendations.
- D. City uses the Embark Safety Connect Program to receive prompt and consistent updates to the driving record for each vehicle operator. The Human Resources Department shall receive and record DMV pull notice reports and notify supervisors when necessary.
- E. Supervisors shall routinely monitor each employee while performing job-related driving responsibilities; review history of driving performance as part of employee performance evaluations; and report accidents as outlined in section XI.
- F. Vehicle operators shall promptly provide insurance and driver's license information when notified their duties include driving a City-owned or privately-owned vehicle. Vehicle operators shall comply with the requirements of this policy. Failure to comply may result in suspension of driving privileges and/or disciplinary action, up to and including termination.
- G. Vehicle operators shall obey all federal, state, and local laws while operating any vehicles on official City business.
- H. Vehicle operators driving on official City business shall ensure that all passengers in the vehicle use seat belts before starting the engine.



CITY OF IMPERIAL

VEHICLE USE POLICY

- I. Vehicle operators are solely responsible for citations and fines, including but not limited to parking, toll fines, and driving, incurred whether in a City-owned or privately-owned vehicle.
- J. When transporting cargo, materials, or tools, the vehicle operator is responsible for securing such items.
- K. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- L. When the vehicle operator is determined to be involved in a preventable accident, the Director, in coordination with the Human Resources Department, shall recommend disciplinary action and driver's training course, if applicable, subject to review and approval by the supervisor.
- M. Alcoholic beverages and drugs shall not be transported or placed in any City-owned vehicle at any time or privately-owned vehicle while conducting official City business.
- N. Any vehicle operator driving a City-owned vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle while under the vehicle operator's control.
- O. Before operating the vehicle, at least for the vehicle's initial use of the day, the vehicle operator shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, and windshield washers are functioning properly.
- P. Any vehicle damage to a City-owned vehicle beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the vehicle operator's supervisor as soon as possible but no later than one business day.
- Q. No vehicle operator shall operate a City-owned vehicle found to be in an unsafe condition.
- R. Vehicle operators shall remain alert and practice safe driving by taking breaks as needed during long periods of driving.

IV. VEHICLE TYPES AND USE

- A. Use of City-owned Vehicles



CITY OF IMPERIAL

VEHICLE USE POLICY

1. City-owned vehicles are categorized and restricted based upon type and use:
 - a) Vehicles kept overnight at City facilities assigned for use on a shared or designated basis for daily City business. Personal use is expressly prohibited.
 - b) No vehicles shall be assigned to employees on a permanent basis, or used for daily commuting to and from the City.
 - c) Vehicles for emergency or on-call use, authorized for use to and from work to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable, but limited, stops before and after work shifts for traveling to and from work.
2. Under no circumstances shall family members or friends be transported in City-owned vehicles. This shall also apply to vehicle operators authorized to commute to and from the City or for emergency on-call use.
3. Employees who are permanently assigned a City-owned vehicle or assigned department use of a vehicle are responsible for ensuring that only those persons with a valid driver's license and on official City business are allowed the use of the City-owned vehicle.

B. Use of Privately-Owned Vehicles

Use of privately-owned vehicles is discouraged and employees should utilize City-owned vehicles whenever feasible. However, a vehicle operator's privately-owned vehicle may be more efficient for use if a City-owned vehicle is not available. Under those circumstances, the following will apply:

1. A vehicle operator may use their privately-owned vehicle for City business when authorized. The vehicle operator will obtain an accident kit from the Human Resources Department to be kept with the privately-owned vehicle while conducting City business.
2. Vehicle operators are responsible for maintaining their vehicle in a safe operable condition and maintaining accurate maintenance records.
3. Vehicle operators who use their privately-owned vehicles on City business should notify their insurance company of such use and shall comply with the insurance requirements outlined below.
4. Vehicle operators using a privately-owned vehicle shall maintain accurate records of the purpose and extent of travel and submit reimbursement claims per the City's reimbursement policy. The mileage allowance is



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intended to cover the vehicle operator's cost of operating and insuring the vehicle on City business. The vehicle operator is responsible for all operating expenses of the privately-owned vehicle, including but not limited to, gasoline, oil, maintenance, wear and tear, depreciation, and insurance.

5. If a vehicle operator is responsible for an accident while driving their privately-owned vehicle, the vehicle operator is responsible for paying any auto insurance deductible required by their insurance company and any increase in their personal automobile insurance premium.
6. Except as otherwise required by law, the City does not cover nor is liable for any comprehensive or collision physical damage to a vehicle operator's privately-owned vehicle nor any insurance deductible.
7. Vehicle operators are responsible for notifying their supervisor, the Department of Motor Vehicles, if applicable, and insurance company in case of an accident.

C. Use of Hired Vehicles

1. The City must approve a vehicle operator's use of a rental vehicle for City business.
2. The provisions above for the use of privately-owned vehicles shall be complied with for use of hired vehicles, if applicable.
3. Hired vehicles are not eligible for mileage reimbursement.
4. Optional loss damage coverage should be purchased from the rental company at the time of rental. The vehicle operator must confirm with their supervisor the applicable coverage for the rental if the optional coverage is being declined and, i.e., the vehicle operator's personal auto liability coverage or the City's coverage.

V. DRIVER'S LICENSE

- A. Vehicle operators authorized to use City-owned or privately-owned vehicles on City business must possess a valid California driver's license and provide proof of licensing upon hire.
- B. For new hires and any other vehicle operators with an out-of-state license, the vehicle operator must obtain a valid California driver's license and provide proof thereof within 10 days of establishing residency in California. Failure to provide proof of a valid California driver's license within the established timeframe may result in suspension of driving privileges until such time as proof has been



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submitted and/or disciplinary action up to and including termination of employment.

- C. Vehicle operators must maintain a driver's license in good standing for the class of vehicle to be driven.
- D. A vehicle operator who experiences a change in their driver's license status, for example, their driver's license is suspended or revoked for any reason, must notify their supervisor no later than the first workday following the change in their driver's license status. Such vehicle operators shall not operate any City-owned or privately-owned vehicles on City business.

VI. REVIEW OF DRIVING RECORD

- A. City shall enroll vehicle operators that operate City-owned or privately-owned vehicles on City business in the Embark Safety Connect Program. When a vehicle operator has received a violation, the DMV assigns points according to the type of violation.
- B. For applicants, City shall conduct a pre-employment review of the applicant's driving record post job offer, including requiring a DMV motor vehicle report demonstrating applicant's acceptable driving record.
- C. In compliance with Vehicle Code Section 1808.47, information received from the Embark Safety Connect Program shall be used solely for the intended purpose and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- D. City has the discretion to suspend a vehicle operator's driving privileges, and/or take disciplinary action up to and including termination of employment, in accordance with City rules and policies.
- E. Vehicle operators involved in a preventable collision or demonstrating questionable driving capabilities who are not terminated from employment shall be required to attend remedial training in defensive driving.
- F. Vehicle operators involved in preventable accidents or have a disqualifying action taken against their driver's license shall be subject to disciplinary action, the severity determined by factors such as the nature of the offense and the employee's past driving and disciplinary action records.
- G. Vehicle operators convicted of driving while under the influence of drugs or alcohol (DUI) or refusing to submit to a lawful roadside sobriety test are subject to suspension of City driving privileges and/or disciplinary action up to and including termination of employment.



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- H. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of a vehicle operator's driving privileges and/or disciplinary action up to and including termination of employment.
- I. Temporary or permanent suspension of City driving privileges for employees whose position requires operation of a vehicle may be considered a loss of the ability to perform an essential job function.
 - a. If an employee has City driving privileges suspended for a non-medical reason, the City may, at its sole discretion, attempt to arrange for the employee to perform the essential functions of the job. In the absence of this, the employee may be terminated in accordance with relevant City procedures.
 - b. If an employee has City driving privileges suspended for a medical reason, the City will comply with applicable obligations under the Fair Employment and Housing Act and/or Americans with Disabilities Act for employees with disabilities. If such accommodation is not reasonable or effective or creates undue hardship for the City or coworkers, loss of City driving privileges shall be considered grounds for transfer or cause for demotion to a position that does not require operation of a vehicle, at a pay rate commensurate with that new position. If no such position is open, the employee may be terminated in accordance with relevant City procedures.

VII. INSURANCE REQUIREMENTS

Use of privately-owned vehicles is discouraged and employees should utilize City-owned vehicles whenever feasible. However, if use of a privately-owned vehicle is approved to conduct City business, proof of automobile liability insurance is required prior to authorization can be approved for City business and shall be provided to the Finance and Human Resources Department on an annual basis or upon semi-annual renewal dates for regular use or when submitting a travel reimbursement request for mileage for occasional use. Lack of providing proof of coverage may result in suspension of driving privileges and/or disciplinary action.

- A. Vehicle operators are authorized to use privately-owned vehicles on City business shall maintain coverage in an amount not less than \$100,000 per person/\$300,000 per occurrence and property damage coverage in an amount not less than \$25,000 per occurrence.
- B. California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively



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presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

- C. If insurance coverage is canceled, terminated, lapsed, or curtailed for any reason, the vehicle operator must notify the immediate supervisor and the vehicle shall not be used for City service.
- D. With the exception of sworn police and fire employees, should a vehicle operator using a privately-owned vehicle on City business be involved in an accident resulting in injury or property damage, the vehicle operator's own insurance carrier shall respond to defend the vehicle operator.
- E. Sworn police and fire employees operating their privately-owned vehicles at the request or direction of the City in the performance of their duties must report the accident to their private automobile insurer, but the City shall be considered the owner of the vehicle for the purpose of liability and defense of the claim. If it is later determined that the City did not direct or request the employee to use their private vehicle when the loss occurred, the City and employee will provide notice to the insurance company so the City can be reimbursed.

VIII. DRIVER TRAINING

- A. Employees who drive City-owned vehicles or privately-owned vehicles on City business shall complete a defensive driver training course upon hire and periodically during employment, as set forth below.
- B. New employees shall complete a defensive driver training at the first available course date after the commencement of employment.
- C. Employees who change assignments to include new duties requiring driving a City-owned vehicle, or driving a privately-owned vehicle on City business, are required to complete a defensive driver training at the first available course date after commencement of the new assignment.
- D. After completing training as new hires, employees required to participate in defensive driver training shall repeat training at least once every three years.

IX. USE OF ELECTRONIC DEVICES

The California Vehicle Code requires the use of a hands-free device while using cell phones during the operation of a motor vehicle; this is also a safe driving practice. Vehicle operators are prohibited from operating laptop computers, navigational devices, and any other device that may cause vehicle operator



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distraction while operating a vehicle in the course of conducting City business.

Employees are prohibited from holding a device in their hands while driving. Phone or other devices used for navigation or other necessary functions must be securely mounted in the vehicle.

X. ACCIDENT REPORTING REQUIREMENTS

Any accident involving a City-owned, rented, leased, or privately-owned vehicle used in the performance of City business shall be reported as follows:

- A. Vehicle operator shall summon medical care for any injured parties.
- B. Vehicle operator shall notify appropriate law enforcement agencies.
- C. Vehicle operator shall collect information about the other parties involved by completing an accident report. An accident report should be housed in the City-owned vehicle's glove box. For other vehicles, the vehicle operator should obtain the accident report form and house it in the respective vehicle prior to vehicle usage.
- D. Vehicle operator shall notify their supervisor. The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required City reports and recommend action to the Human Resources Department. In the event of serious bodily injury, an incident report form shall be completed by the supervisor and submitted to the City's coverage provider, California JPIA.
- E. For privately-owned vehicles, the vehicle operator must report the accident to the DMV if more than \$1,000 in property damage or anyone was injured (no matter how slight) or killed. The report must be filed by the vehicle operator, whether the vehicle operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended.

XI. ACKNOWLEDGEMENT

Upon receipt of this policy, employees shall sign a form acknowledging that the employee is aware of this policy, including the legal issues arising out of the use of the employee's privately-owned vehicle on City business.



CITY OF IMPERIAL VEHICLE USE POLICY

REFERENCES

- Vehicle Code Sections: [464](#)
[1808.47](#)
[12810](#)
[16056](#)
[23123.5\(a\)](#)
[27315](#)
- Insurance Code Section [11580.9](#)



CITY OF IMPERIAL VEHICLE USE POLICY

Appendix A

Employee Acknowledgement of Vehicle Usage Policy

This is to acknowledge that I have received a copy of the City of Imperial Vehicle Usage Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights, and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement unless otherwise required by law.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)



CITY OF IMPERIAL VEHICLE USE POLICY

Appendix B

Common California Vehicle Code Violations Used in Negligent Operator Counts

Violation Points Assessment

Violation points are assigned to Vehicle Code (VC) sections and any other code section, or city or county ordinance, involving the safe operation of a motor vehicle. Any violation occurring as a pedestrian or a bicyclist has no points assigned. City may suspend and place on probation, or revoke, the driving privilege of a negligent operator.

Per Vehicle Code section 12810.5a, a Class C negligent operator has:

- 4 or more points in 12 months,
- 6 points in 24 months, or
- 8 points in 36 months

A minor, under 18 years of age, may receive a 30-day restriction for 2 points in 12 months, or be suspended for 3 points in 12 months ([12814.6 VC](#)).

POLICY NAME: Vehicle Use Policy	AUTHORITY: City of Imperial
APPLICATION: All Employees Involved in the Use and Operation of Vehicles During the Course of City Business	DATE APPROVED: DRAFT REVISION – 09/22/25

Additional Resources:

A. Training:

- a. 3 Keys to Safe Driving: Prepare, Anticipate, & Defend
- b. Distracted Driving
- c. Driving Defensively
- d. Driving: Heavy Trucks
- e. Safe Driving

B. Other Resources:

- a. Vehicle Inspection Checklists
- b. Vehicle Use Documents
 - i. Witness Card Form
 - ii. Information Exchange Form
 - iii. Driver's Report of Accident



CITY OF IMPERIAL VEHICLE USE POLICY

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VEHICLE USE POLICY

I. PURPOSE

The purpose of this policy is to address the use of City-owned and privately-owned vehicles operated in the course of City business. Use of City-owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance.

The policy provisions apply to all vehicle operators driving in the course of City business. Note: Commercial motor vehicle operators have additional licensing requirements that extend beyond the provisions of this policy and are not intended to be addressed herein.

Imperial Police Department personnel are required to follow this policy in addition to their Imperial Police Department Policy Manual. In instances where the policies conflict, Police Department staff will defer to the Imperial Police Department Policy Manual, which will supersede the City's policy in such cases.

II. DEFINITIONS

- A. **Accident Kit:** A packet usually kept in the vehicle's glove compartment to include, for example, a driver's report of accident or incident, information exchange cards, and witness cards, to complete after an accident.
- B. **City Business:** Activities requiring the use of a vehicle and authorized by the City. In the use of privately-owned vehicles, City business also means the vehicle operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.
- C. **City-owned Vehicle:** A vehicle owned by the City and assigned on a shared, designated, or permanent basis.
- D. **Hired Vehicle:** A vehicle rented from a licensed car rental company approved to use in the course of conducting City business.
- E. **Non-Preventable Accident:** The vehicle operator did everything reasonably possible to prevent the accident.
- F. **Preventable Accident:** The vehicle operator failed to do everything reasonably possible to prevent the accident.
- G. **Privately-Owned Vehicle:** A non-City-owned vehicle used by a vehicle operator, whether owned by the vehicle operator or not. Unless otherwise noted herein, for purposes of this policy, a hired vehicle is considered a privately-owned vehicle.



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- H. **Vehicle Operator:** An employee who is operating a City-owned vehicle or a privately-owned vehicle on City business. A vehicle operator may also be a City official or approved volunteer.

III. GENERAL GUIDELINES

- A. City shall maintain a list of employees required to drive City-owned or privately-owned vehicles on City business. City shall be responsible for overseeing the implementation of driver training programs and ensuring that all vehicle operators attend required training.
- B. The Human Resources Department shall coordinate driver training programs, maintain attendance records, and shall ensure that evidence of insurance and driver's license information are maintained in each vehicle operator's file.
- C. The Human Resources Department shall review all accidents to determine whether an accident was preventable or non-preventable and, if appropriate, make disciplinary recommendations.
- D. City uses the Embark Safety Connect Program to receive prompt and consistent updates to the driving record for each vehicle operator. The Human Resources Department shall receive and record DMV pull notice reports and notify supervisors when necessary.
- E. Supervisors shall routinely monitor each employee while performing job-related driving responsibilities; review history of driving performance as part of employee performance evaluations; and report accidents as outlined in section XI.
- F. Vehicle operators shall promptly provide insurance and driver's license information when notified their duties include driving a City-owned or privately-owned vehicle. Vehicle operators shall comply with the requirements of this policy. Failure to comply may result in suspension of driving privileges and/or disciplinary action, up to and including termination.
- G. Vehicle operators shall obey all federal, state, and local laws while operating any vehicles on official City business.
- H. Vehicle operators driving on official City business shall ensure that all passengers in the vehicle use seat belts before starting the engine.
- I. Vehicle operators are solely responsible for citations and fines, including but not limited to parking, toll fines, and driving, incurred whether in a City-owned or privately-owned vehicle.



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- J. When transporting cargo, materials, or tools, the vehicle operator is responsible for securing such items.
- K. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- L. When the vehicle operator is determined to be involved in a preventable accident, the Director, in coordination with the Human Resources Department, shall recommend disciplinary action and driver's training course, if applicable, subject to review and approval by the supervisor.
- M. Alcoholic beverages and drugs shall not be transported or placed in any City-owned vehicle at any time or privately-owned vehicle while conducting official City business.
- N. Any vehicle operator driving a City-owned vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle while under the vehicle operator's control.
- O. Before operating the vehicle, at least for the vehicle's initial use of the day, the vehicle operator shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, and windshield washers are functioning properly.
- P. Any vehicle damage to a City-owned vehicle beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the vehicle operator's supervisor as soon as possible but no later than one business day.
- Q. No vehicle operator shall operate a City-owned vehicle found to be in an unsafe condition.
- R. Vehicle operators shall remain alert and practice safe driving by taking breaks as needed during long periods of driving.

IV. VEHICLE TYPES AND USE

A. Use of City-owned Vehicles

- 1. City-owned vehicles are categorized and restricted based upon type and use:



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- a) Vehicles kept overnight at City facilities assigned for use on a shared or designated basis for daily City business. Personal use is expressly prohibited.
 - b) No vehicles shall be assigned to employees on a permanent basis, or used for daily commuting to and from the City.
 - c) Vehicles for emergency or on-call use, authorized for use to and from work to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable, but limited, stops before and after work shifts for traveling to and from work.
2. Under no circumstances shall family members or friends be transported in City-owned vehicles. This shall also apply to vehicle operators authorized to commute to and from the City or for emergency on-call use.
 3. Employees who are permanently assigned a City-owned vehicle or assigned department use of a vehicle are responsible for ensuring that only those persons with a valid driver's license and on official City business are allowed the use of the City-owned vehicle.

B. Use of Privately-Owned Vehicles

Use of privately-owned vehicles is discouraged and employees should utilize City-owned vehicles whenever feasible. However, a vehicle operator's privately-owned vehicle may be more efficient for use if a City-owned vehicle is not available. Under those circumstances, the following will apply:

1. A vehicle operator may use their privately-owned vehicle for City business when authorized. The vehicle operator will obtain an accident kit from the Human Resources Department to be kept with the privately-owned vehicle while conducting City business.
2. Vehicle operators are responsible for maintaining their vehicle in a safe operable condition and maintaining accurate maintenance records.
3. Vehicle operators who use their privately-owned vehicles on City business should notify their insurance company of such use and shall comply with the insurance requirements outlined below.
4. Vehicle operators using a privately-owned vehicle shall maintain accurate records of the purpose and extent of travel and submit reimbursement claims per the City's reimbursement policy. The mileage allowance is intended to cover the vehicle operator's cost of operating and insuring the vehicle on City business. The vehicle operator is responsible for all



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operating expenses of the privately-owned vehicle, including but not limited to, gasoline, oil, maintenance, wear and tear, depreciation, and insurance.

5. If a vehicle operator is responsible for an accident while driving their privately-owned vehicle, the vehicle operator is responsible for paying any auto insurance deductible required by their insurance company and any increase in their personal automobile insurance premium.
6. Except as otherwise required by law, the City does not cover nor is liable for any comprehensive or collision physical damage to a vehicle operator's privately-owned vehicle nor any insurance deductible.
7. Vehicle operators are responsible for notifying their supervisor, the Department of Motor Vehicles, if applicable, and insurance company in case of an accident.

C. Use of Hired Vehicles

1. The City must approve a vehicle operator's use of a rental vehicle for City business.
2. The provisions above for the use of privately-owned vehicles shall be complied with for use of hired vehicles, if applicable.
3. Hired vehicles are not eligible for mileage reimbursement.
4. Optional loss damage coverage should be purchased from the rental company at the time of rental. The vehicle operator must confirm with their supervisor the applicable coverage for the rental if the optional coverage is being declined and, i.e., the vehicle operator's personal auto liability coverage or the City's coverage.

V. DRIVER'S LICENSE

- A. Vehicle operators authorized to use City-owned or privately-owned vehicles on City business must possess a valid California driver's license and provide proof of licensing upon hire.
- B. For new hires and any other vehicle operators with an out-of-state license, the vehicle operator must obtain a valid California driver's license and provide proof thereof within 10 days of establishing residency in California. Failure to provide proof of a valid California driver's license within the established timeframe may result in suspension of driving privileges until such time as proof has been submitted and/or disciplinary action up to and including termination of employment.



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- C. Vehicle operators must maintain a driver's license in good standing for the class of vehicle to be driven.
- D. A vehicle operator who experiences a change in their driver's license status, for example, their driver's license is suspended or revoked for any reason, must notify their supervisor no later than the first workday following the change in their driver's license status. Such vehicle operators shall not operate any City-owned or privately-owned vehicles on City business.

VI. REVIEW OF DRIVING RECORD

- A. City shall enroll vehicle operators that operate City-owned or privately-owned vehicles on City business in the Embark Safety Connect Program. When a vehicle operator has received a violation, the DMV assigns points according to the type of violation.
- B. For applicants, City shall conduct a pre-employment review of the applicant's driving record post job offer, including requiring a DMV motor vehicle report demonstrating applicant's acceptable driving record.
- C. In compliance with Vehicle Code Section 1808.47, information received from the Embark Safety Connect Program shall be used solely for the intended purpose and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- D. City has the discretion to suspend a vehicle operator's driving privileges, and/or take disciplinary action up to and including termination of employment, in accordance with City rules and policies.
- E. Vehicle operators involved in a preventable collision or demonstrating questionable driving capabilities who are not terminated from employment shall be required to attend remedial training in defensive driving.
- F. Vehicle operators involved in preventable accidents or have a disqualifying action taken against their driver's license shall be subject to disciplinary action, the severity determined by factors such as the nature of the offense and the employee's past driving and disciplinary action records.
- G. Vehicle operators convicted of driving while under the influence of drugs or alcohol (DUI) or refusing to submit to a lawful roadside sobriety test are subject to suspension of City driving privileges and/or disciplinary action up to and including termination of employment.



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- H. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of a vehicle operator's driving privileges and/or disciplinary action up to and including termination of employment.
- I. Temporary or permanent suspension of City driving privileges for employees whose position requires operation of a vehicle may be considered a loss of the ability to perform an essential job function.
 - a. If an employee has City driving privileges suspended for a non-medical reason, the City may, at its sole discretion, attempt to arrange for the employee to perform the essential functions of the job. In the absence of this, the employee may be terminated in accordance with relevant City procedures.
 - b. If an employee has City driving privileges suspended for a medical reason, the City will comply with applicable obligations under the Fair Employment and Housing Act and/or Americans with Disabilities Act for employees with disabilities. If such accommodation is not reasonable or effective or creates undue hardship for the City or coworkers, loss of City driving privileges shall be considered grounds for transfer or cause for demotion to a position that does not require operation of a vehicle, at a pay rate commensurate with that new position. If no such position is open, the employee may be terminated in accordance with relevant City procedures.

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Use of privately-owned vehicles is discouraged and employees should utilize City-owned vehicles whenever feasible. However, if use of a privately-owned vehicle is approved to conduct City business, proof of automobile liability insurance is required prior to authorization can be approved for City business and shall be provided to the Finance and Human Resources Department on an annual basis or upon semi-annual renewal dates for regular use or when submitting a travel reimbursement request for mileage for occasional use. Lack of providing proof of coverage may result in suspension of driving privileges and/or disciplinary action.

- A. Vehicle operators are authorized to use privately-owned vehicles on City business shall maintain coverage in an amount not less than \$100,000 per person/\$300,000 per occurrence and property damage coverage in an amount not less than \$25,000 per occurrence.
- B. California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle



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- C. If insurance coverage is canceled, terminated, lapsed, or curtailed for any reason, the vehicle operator must notify the immediate supervisor and the vehicle shall not be used for City service.
- D. With the exception of sworn police and fire employees, should a vehicle operator using a privately-owned vehicle on City business be involved in an accident resulting in injury or property damage, the vehicle operator's own insurance carrier shall respond to defend the vehicle operator.
- E. Sworn police and fire employees operating their privately-owned vehicles at the request or direction of the City in the performance of their duties must report the accident to their private automobile insurer, but the City shall be considered the owner of the vehicle for the purpose of liability and defense of the claim. If it is later determined that the City did not direct or request the employee to use their private vehicle when the loss occurred, the City and employee will provide notice to the insurance company so the City can be reimbursed.

VIII. DRIVER TRAINING

- A. Employees who drive City-owned vehicles or privately-owned vehicles on City business shall complete a defensive driver training course upon hire and periodically during employment, as set forth below.
- B. New employees shall complete a defensive driver training at the first available course date after the commencement of employment.
- C. Employees who change assignments to include new duties requiring driving a City-owned vehicle, or driving a privately-owned vehicle on City business, are required to complete a defensive driver training at the first available course date after commencement of the new assignment.
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The California Vehicle Code requires the use of a hands-free device while using cell phones during the operation of a motor vehicle; this is also a safe driving practice. Vehicle operators are prohibited from operating laptop computers, navigational devices, and any other device that may cause vehicle operator distraction while operating a vehicle in the course of conducting City business.



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VEHICLE USE POLICY

Employees are prohibited from holding a device in their hands while driving. Phone or other devices used for navigation or other necessary functions must be securely mounted in the vehicle.

X. ACCIDENT REPORTING REQUIREMENTS

Any accident involving a City-owned, rented, leased, or privately-owned vehicle used in the performance of City business shall be reported as follows:

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- C. Vehicle operator shall collect information about the other parties involved by completing an accident report. An accident report should be housed in the City-owned vehicle's glove box. For other vehicles, the vehicle operator should obtain the accident report form and house it in the respective vehicle prior to vehicle usage.
- D. Vehicle operator shall notify their supervisor. The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required City reports and recommend action to the Human Resources Department. In the event of serious bodily injury, an incident report form shall be completed by the supervisor and submitted to the City's coverage provider, California JPIA.
- E. For privately-owned vehicles, the vehicle operator must report the accident to the DMV if more than \$1,000 in property damage or anyone was injured (no matter how slight) or killed. The report must be filed by the vehicle operator, whether the vehicle operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended.

XI. ACKNOWLEDGEMENT

Upon receipt of this policy, employees shall sign a form acknowledging that the employee is aware of this policy, including the legal issues arising out of the use of the employee's privately-owned vehicle on City business.



CITY OF IMPERIAL VEHICLE USE POLICY

REFERENCES

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CITY OF IMPERIAL VEHICLE USE POLICY

Appendix A

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My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)



CITY OF IMPERIAL VEHICLE USE POLICY

Appendix B

Common California Vehicle Code Violations Used in Negligent Operator Counts

Violation Points Assessment

Violation points are assigned to Vehicle Code (VC) sections and any other code section, or city or county ordinance, involving the safe operation of a motor vehicle. Any violation occurring as a pedestrian or a bicyclist has no points assigned. City may suspend and place on probation, or revoke, the driving privilege of a negligent operator.

Per Vehicle Code section 12810.5a, a Class C negligent operator has:

- 4 or more points in 12 months,
- 6 points in 24 months, or
- 8 points in 36 months

A minor, under 18 years of age, may receive a 30-day restriction for 2 points in 12 months, or be suspended for 3 points in 12 months ([12814.6 VC](#)).

DATE SUBMITTED

09/23/2025

SUBMITTED BY

City Manager's Office

DATE ACTION REQUIRED

10/01/2025

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Approve the implementation of classification study recommendations for reclassifications, title changes, and new and updated job descriptions for the Teamsters Employees. Update the City's salary schedule to add classification titles and delete obsolete titles associated with this action.

DEPARTMENT INVOLVED: City Manager's Office

BACKGROUND/SUMMARY:

Staff recommends the City Council approve the implementation of the classification study conducted by Gallagher for Teamsters positions by approving the attached outlined changes:

- Reclassification list
- Title change list
- No changes to positions list
- New and updated job descriptions for all positions
- Update current salary schedule with classification changes
- Delete obsolete job classifications from the salary schedule
- Reclassification of three current employees from Teamsters to MSPC.

If approved, a budget amendment to the FY25-26 operating budget will be processed in Quarter 1 to adjust for the salary increase associated with the reclassifications. If approved, the effective date of these changes will be next pay period 10/13/25- 10/26/25.

These changes will apply to Teamsters and will affect MSPC with the addition of new classification titles. Labor discussions continue with other bargaining groups. As discussed with employees and bargaining groups the compensation negotiations to consider market adjustments are expected to start in January and are not addressed at this time.

FISCAL IMPACT: NOT TO EXCEED

The fiscal impact for the reclassifications in FY25-26 is \$35,039.

FINANCE
INITIALS

JMS

STAFF RECOMMENDATION:

Recommendation to approve and implement the recommendations of the classification study as outlined to include reclassifications, title changes, and new and updated job descriptions for all positions within Teamsters and update the City salary schedule to reflect these changes.

DEPT. INITIALS

KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY
MANAGER'S
INITIALS

DGM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

Reclassifications for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Current Range on Current Salary Schedule	Recommended Title	Range Recommendation on Current Salary Schedule	Action	Rationale
1	Sanchez, Stephanie	Parks and Recreation	Administrative Assistant	60	Administrative Specialist	72	Reclassification	Reclassify to reflect complexity of work.
2	Ulloa, Alissa	Information Technology	Administrative Assistant	60	Administrative Specialist	72	Reclassification	City independently recommends reclassification based on the demonstrated body of work performed by this position.
3	Ramirez, David	Community Development	Code Enforcement Inspector	69	Code Enforcement Inspector II	70	Reclassification	Reclassify to reflect body of work performed.
4	Galindo, Lorena	Community Development	Community Development Technician	57	Community Development Technician II	66	Reclassification	Reclassify to reflect body of work performed.
5	Burch, Cody	Public Services	General Maintenance Technician I	64	HVAC/Electrical Technician	68	Reclassification	Reclassify to reflect body of work performed.
6	Quero, Erick	Information Technology	Information Technology Technician III	69	Network Specialist	78	Reclassification	Reclassify to reflect body of work performed.
7	Kastoll, Alexis	Parks and Recreation	Recreation Specialist	60	Recreation and Event Specialist I	62	Reclassification	Reclassify to reflect body of work performed.
8	Torres, Martin	Parks and Recreation	Recreation Specialist	60	Recreation and Event Specialist II	66	Reclassification	Reclassify to reflect body of work performed.
9	Schneider, Clifford	Public Services	Wastewater Plant Operator III	80	Senior Wastewater Treatment Plant Operator	82	Reclassification	Reclassify to reflect lead responsibilities.
10	Cardenas, Gustavo C.	Public Services	General Maintenance Worker III	64	Utility Maintenance Worker II	66	Reclassification	Reclassify to reflect body of work performed.
11	Luna, Cesar	Public Services	General Maintenance Worker III	64	Utility Maintenance Worker II	66	Reclassification	Reclassify to reflect body of work performed.

Title Changes for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Recommended Title	Action	Rationale
1	Arreola, Rudy	Public Services	Maintenance Electrician	Electrician	Title Change	Title change to reflect industry standards.
2	Vacant Funded	Community Development	Engineering Technician/Inspector	Engineering Technician I/II	Title Change	Title change to reflect body of work performed.
3	Vacant Funded	Community Development	Engineering Technician/Inspector	Engineering Technician I/II	Title Change	Title change to reflect body of work performed.
4	Gonzalez, Isaiah	Community Development	Engineering Technician/Inspector	Engineering Technician II	Title Change	Title change to reflect body of work performed.
5	Lankford, Michael	Public Services	Building Service Worker	Facilities Maintenance Worker	Title Change	Title change to reflect industry standards.
6	Ortega, Gilbert	Information Technology	Information Technology Technician III	Information Technology Technician II	Title Change	Title change to reflect work performed and industry standard.
7	De Dios, Robert	Library Services	Library Assistant I	Library Clerk	Title Change	Title change to reflect body of work performed.
8	Gonzalez, Emmanuel	Library Services	Library Assistant I	Library Clerk	Title Change	Title change to reflect body of work performed.
9	Fried, Emmet	Community Development	Organic Waste Monitor	Organic Waste Specialist	Title Change	Title change to reflect body of work performed.
10	Aguilera, Jose	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
11	Alvarado, Jesus	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
12	Cardenas, Anthony	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
13	Esqueda, JR Francisco	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
14	Tinajero, Javier	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
15	Trujillo, Ricardo	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
16	Zepeda, Anthony	Public Services	General Maintenance Worker I	Public Services Maintenance Worker I	Title Change	Title change to reflect industry standards.
17	Vacant Funded	Public Services	General Maintenance Worker I/II/III	Public Services Maintenance Worker I/II	Title Change	Title change to reflect industry standards.
18	Cardenas, Gustavo A.	Public Services	Lead Equipment Mechanic	Senior Equipment Mechanic	Title Change	Title change to reflect industry standards.
19	Redfern, Sandra	Finance Department	Accounting Assistant III	Utility Billing Technician	Title Change	Title change to reflect body of work performed.
20	Felix, Christian	Public Services	Wastewater Plant Operator I	Wastewater Treatment Plant Operator I	Title Change	Title change to reflect industry standards.
21	Fierro, Victor	Public Services	Wastewater Plant Operator I	Wastewater Treatment Plant Operator I	Title Change	Title change to reflect industry standards.
22	Vacant Unfunded	Public Services	Wastewater Plant Operator II	Wastewater Treatment Plant Operator II	Title Change	Title change to reflect industry standards.
23	Carpenter, Adam	Public Services	Wastewater Plant Operator III	Wastewater Treatment Plant Operator III	Title Change	Title change to reflect industry standards.
24	Ruiz, Jorge	Public Services	Distribution Utility Worker I	Water Meter/Distribution Operator I	Title Change	Title change to reflect body of work performed.
25	Bentley, James	Public Services	Distribution Utility Worker II	Water Meter/Distribution Operator II	Title Change	Title change to reflect body of work performed.

No Changes for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Recommended Title	Action	Rationale
1	Vacant Unfunded	Finance Department	Accounting Assistant I	Accounting Assistant I	No Change	Position is properly classified.
2	Kilpatrick, Celestina	Finance Department	Accounting Assistant II	Accounting Assistant II	No Change	Position is properly classified.
3	Obeso, Emery	Finance Department	Accounting Assistant II	Accounting Assistant II	No Change	Position is properly classified.
4	Quinones, Yaneth	Finance Department	Accounting Technician	Accounting Technician	No Change	Position is properly classified.
5	Alvarado, Laryssa	Library Services	Administrative Assistant	Administrative Assistant	No Change	Position is properly classified.
6	Goff, Denise	Community Development	Administrative Assistant	Administrative Assistant	No Change	Position is properly classified.
7	Vacant Funded	Community Development	Building Inspector I/II	Building Inspector I/II	No Change	Position is properly classified.
8	Rosales, Ricardo	Public Services	Collection System Worker I	Collection System Worker I	No Change	Position is properly classified.
9	Vacant Funded	Public Services	Collection System Worker I/II	Collection System Worker I/II	No Change	Position is properly classified.
10	Camarillo, Juan	Public Services	Equipment Mechanic	Equipment Mechanic	No Change	Position is properly classified.
11	Vacant Unfunded	Information Technology	Information Technology Technician I	Information Technology Technician I	No Change	Position is properly classified.
12	Quihuis, Genesis	Library Services	Library Technician	Library Technician	No Change	Position is properly classified.
13	Vacant Funded	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker I	No Change	Position is properly classified.
14	Bueno, Jose	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker I	No Change	Position is properly classified.
15	Cordova, Luis	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker I	No Change	Position is properly classified.
16	Amador, Jesus	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
17	Becerra, Carlos	Parks and Recreation	Park Maintenance Worker I	Parks Maintenance Worker II	No Change	Position is properly classified.
18	Campas, Sergio	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
19	De La Vera, Jose	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
20	Gray, Matthew	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
21	La Cuesta, Jaime	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
22	Matejovsky, Jason	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
23	Perdomo, Adrian	Parks and Recreation	Park Maintenance Worker II	Parks Maintenance Worker II	No Change	Position is properly classified.
24	Aguiar, Francisco	Public Services	Wastewater Operator-in-Training	Wastewater Operator in Training	No Change	Position is properly classified.
25	Vacant Unfunded	Public Services	Water Operator-in-Training	Water Operator in Training	No Change	Position is properly classified.
26	Sanchez, Fabian	Public Services	Water Treatment Operator I	Water Treatment Plant Operator I	No Change	Position is properly classified.
27	Gonzalez, Frank	Public Services	Water Treatment Operator II	Water Treatment Plant Operator II	No Change	Position is properly classified.
28	Gutierrez, Ruben	Public Services	Water Treatment Operator III	Water Treatment Plant Operator III	No Change	Position is properly classified.
29	Renteria, Javier	Public Services	Water Treatment Operator III	Water Treatment Plant Operator III	No Change	Position is properly classified.
30	Viesca, Fernando	Public Services	Water Treatment Operator III	Water Treatment Plant Operator III	No Change	Position is properly classified.

New Classifications for Teamsters and Unrepresented MSPC Employees

#	Last Name, First Name	Department	Current Title	Recommended Title	Action	Rationale
1	Future Use	Community Development	N/A	Assistant Planner	New Class	City wishes to create a new class for future use.
2	Future Use	Community Development	N/A	Code Enforcement Inspector I	New Class	City wishes to create a new class for future use.
3	Future Use	Community Development	N/A	Community Development Technician I	New Class	City wishes to create a new class for future use.
4	Future Use	Library Services	N/A	Library Assistant	New Class	City wishes to create a new class for future use. The current position of Library Assistant was a title change to Library Clerk.
5	Future Use	Finance Department	N/A	Purchasing Technician	New Class	City wishes to create a new class for future use.
6	Future Use	Public Services	N/A	Utility Maintenance Worker I	New Class	City wishes to create a new class for future use.

City of Imperial
Job Description Changes
Pending CC Approval 10/01/25

New or Revised Job Descriptions
Deleted Job Descriptions
Current Job Descriptions with No Changes

Job Descriptions

Accountant

Accounting Assistant I

Accounting Assistant II

~~Accounting Assistant III~~

Accounting Technician

Administrative Assistant

Administrative Specialist

Animal Control Officer

Assistant City Clerk

Assistant City Manager

Assistant to the City Manager

Assistant Planner

Associate Planner

Building Inspection and Code Enforcement Supervisor

Building Inspector I

Building Inspector II

Building Official

~~Building Service Worker~~

City Manager

~~Code Enforcement Inspector~~

Code Enforcement Inspector I

Code Enforcement Inspector II

Collection System Worker I

Collection System Worker II

Community Development Director

Community Development Project Coordinator

Community Development Project Manager

~~Community Development Technician~~

Community Development Technician I

City of Imperial
Job Description Changes
Pending CC Approval 10/01/25

Community Development Technician II

Construction Project Coordinator

~~Crew Leader Parks~~

~~Crew Leader Public Services~~

Criminal Analyst

Cybersecurity Program Manager

~~Distribution Utility Worker I~~

~~Distribution Utility Worker II~~

Electrician

~~Engineering Technician/Inspector~~

Engineering Technician I

Engineering Technician II

Equipment Mechanic

Executive Assistant

Facilities Maintenance Worker

Finance Director

Finance Manager

Fleet and Facilities Supervisor

~~General Maintenance Technician I~~

~~General Maintenance Worker I~~

~~General Maintenance Worker II~~

~~General Maintenance Worker III~~

Geographic Information Systems (GIS) Analyst

Geographic Information Systems (GIS) Program Manager

Human Resources Analyst

Human Resources and Risk Management Director

Human Resources Specialist

Human Resources Technician

HVAC/Electrical Technician

Information Technology Analyst

Information Technology Director

Information Technology Technician I

Information Technology Technician II

City of Imperial
Job Description Changes
Pending CC Approval 10/01/25

~~Information Technology Technician III~~

~~Lead Equipment Mechanic~~

Librarian

~~Library Assistant~~

Library Assistant

Library Clerk

Library Grant Coordinator

Library Manager

Library Page

Library Support Services Worker

Library Technician

Lifeguard

Lifeguard/Swim Instructor

Literacy Coordinator

Lunch at the Library Intern

~~Maintenance Electrician~~

Management Analyst

Network Specialist

~~Organic Waste Monitor~~

Organic Waste Specialist

Parks and Recreation Director

Parks Maintenance Coordinator

Parks Maintenance Worker I

Parks Maintenance Worker II

~~Park Maintenance Worker III~~

~~Planner I~~

Police Captain

Police Chief

Police Chief's Administrative Assistant

Police Corporal

Police Officer

Police Sergeant

Police Services Officer I

City of Imperial
Job Description Changes
Pending CC Approval 10/01/25

Police Services Officer II
Police Services Officer III
Public Services Director
[Public Services Maintenance Worker I](#)
[Public Services Maintenance Worker II](#)
Public Services Manager
Public Services Supervisor
[Purchasing Technician](#)
[Recreation and Event Specialist I](#)
[Recreation and Event Specialist II](#)
Recreation/Special Events Coordinator
Recreation Leader I
Recreation Leader II
~~Recreation Specialist~~
Senior Collection System Worker
[Senior Equipment Mechanic](#)
Senior Lifeguard/Swim Instructor
Senior Maintenance and Utility Worker
Senior Parks Maintenance Worker
Senior Planner
Senior Recreation and Event Specialist
Senior Recreation Leader
[Senior Wastewater Treatment Plant Operator](#)
Senior Water Meter/Distribution Operator
Senior Water Treatment Plant Operator
[Utility Billing Technician](#)
[Utility Maintenance Worker I](#)
[Utility Maintenance Worker II](#)
[Wastewater Operator in Training](#)
Wastewater Plant Chief Operator
[Wastewater Treatment Plant Operator I](#)
[Wastewater Treatment Plant Operator II](#)
[Wastewater Treatment Plant Operator III](#)

City of Imperial
Job Description Changes
Pending CC Approval 10/01/25

~~Wastewater Operator Trainee I (OIT-I)~~

~~Wastewater Operator Trainee II (OIT-II)~~

Water Meter/Distribution Operator I

Water Meter/Distribution Operator II

Water Operator In Training

~~Water Operator Trainee I (OIT-I)~~

~~Water Operator Trainee II (OIT-II)~~

Water Plant Chief Operator

Water Treatment Plant Operator I

Water Treatment Plant Operator II

Water Treatment Plant Operator III



CITY OF IMPERIAL

JOB DESCRIPTION

ACCOUNTING ASSISTANT I/II

SALARY: RANGE 57/61

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Finance Department

DEFINITION

Under immediate (Accounting Assistant I) to general (Accounting Assistant II) supervision, performs a variety of customer service, account processing, and recordkeeping duties in support of the City's financial operations including utility billing, business licensing, and accounts receivable; maintains frequent contact with the public providing support for a variety of billing, licensing, and utility service inquiries in-person, over the phone, or via email; opens, closes, and maintains customer files and accounts; processes payments and logs account activity; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Accounting Assistant I) or general (Accounting Assistant II) supervision from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Accounting Assistant I: This is the entry-level classification in the Accounting Assistant series. Initially under close supervision, incumbents learn and perform clerical accounting and customer service duties in support of financial operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Accounting Assistant II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Accounting Assistant II: This is the fully qualified journey-level classification in the Accounting Assistant series. Positions at this level are distinguished from the Accounting Assistant I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Accounting Assistant class series are flexibly staffed; positions at the Accounting Assistant II level are normally filled by advancement from the Accounting Assistant I level; progression to the Accounting Assistant II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Accounting Assistant II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Accounting Assistant I level may perform some of these duties and responsibilities in a learning capacity.

- Provides customer service to the City's residents and business owners; addresses customer inquiries and complaints in person, over the phone, or via email; interprets policies and procedures and explains service fees, rates, applications, and procedures; follows up as required or escalates to supervisor, as necessary.
- Maintains customer files and records; accurately enters, reviews, and updates customer account information in the City's computerized system.
- Accepts payments by phone or in person; accurately enters payments, adjustments, and deposits to customer accounts; efficiently and accurately handles cash transactions; verifies accuracy of payments to accounts and balances cash receipts as directed.
- Monitors and tracks utility account outstanding balances; calculates and posts penalties to delinquent accounts; generates shut off notifications for distribution.
- Reviews and processes business license applications in compliance with all applicable rules, regulations, and ordinances; enters data into database; routes business licenses for approval and generates business licenses.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Assists City staff and management by providing answers and information regarding specific account information, discrepancies, and/or general billing procedures; updates related files and departments on action items.
- Reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of records related to the assigned functional area.
- Performs general office support duties such as filing and record keeping, preparing correspondence, sorting, and distributing mail, and ordering supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Accounting Assistant I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic clerical accounting methods, principles, and practices.
- Modern principles and practices of business license issuance.
- Cash handling procedures.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.

- Recordkeeping principles and procedures including record destruction according to rules and regulations.
- Basic math.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Calculate, issue, and record fees.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Perform detailed accounting support work accurately and in a timely manner.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Accounting Assistant I: Equivalent to completion of the twelfth (12th) grade.
- Accounting Assistant II: Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in accounting, business, finance, or a related field.

Experience:

- Accounting Assistant I: One (1) year of clerical experience involving customer service, general accounting duties, cash handling, and frequent public contact.
- Accounting Assistant II: Two (2) years of experience performing increasingly responsible clerical accounting support work and customer service.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ACCOUNTING TECHNICIAN

SALARY: RANGE 69

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Finance Department

DEFINITION

Under general supervision, performs a variety of technical and clerical accounting duties in support of the City's financial operations including accounts payable, payroll, business licensing, utility billing, and cash receipts and disbursements; maintains frequent contact with the public providing technical support for a variety of billing, licensing, and utility service inquiries in-person, over the phone, and via email; balances, maintains, and adjusts accounting and financial records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical and clerical accounting duties in support of financial operations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant in that the latter performs professional accounting work and requires a four (4) year college degree.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides customer service to the City's residents and business owners; addresses complex customer inquiries and complaints in person, over the phone, and via email; interprets policies and procedures and explains service fees, rates, applications, and procedures; follows up as required or escalates to supervisor, as necessary.
- Maintains customer files and records; accurately enters, reviews, and updates customer account information in the City's computerized system; verifies closed customer accounts and ensures final bills are generated and recorded.
- Accepts payments by phone, online, and in person; accurately enters payments, adjustments, and deposits to customer accounts; efficiently and accurately handles cash transactions; verifies accuracy of payments to accounts and balances cash receipts, as directed.
- Sets up new vendor accounts; edits current accounts and closes out terminated vendor accounts; ensures

proper compliance documentation is completed and on file.

- Reviews and processes purchase requisitions, purchase orders, and change orders according to prescribed purchasing policy and procedures; prepares documentation for payment; confers with vendors, as necessary; enters and verifies data into an automated accounts payable system to produce payment.
- Receives vendor inquiries via telephone, email, and mail; resolves account and payment issues and provides information related to accounts payable processes and/or procedures.
- Performs a variety of technical accounting duties in the preparation, maintenance, and processing of the City's payroll; assists in reconciling and preparing payroll reports including federal and state tax reports, earnings, deductions, and garnishments; reconciles and processes payments made to payroll vendors and benefit service providers.
- Calculates salaries, deductions, leave adjustments, wage attachments, and other payroll related adjustments.
- Reviews and processes business license applications in compliance with all applicable rules, regulations, and ordinances; enters data into database; routes business licenses for approval and generates business licenses.
- Maintains a database of businesses operating in the City and monitors the status of business licenses; sends out reminders for renewals or late payments, as requested; applies penalties and mails delinquency notifications.
- Gathers, checks, and tabulates data used in the preparation of records and reports; researches background information and account histories.
- Assists City staff and management by providing answers and information regarding specific account information, discrepancies, and/or general billing procedures; updates related files and departments on action items.
- Maintains a variety of files and records related to the City's payroll, customer utility accounts, vendors, and business licenses; reconciles accounting transactions and data, as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Performs general office support duties such as filing and record keeping, preparing correspondence, sorting and distributing mail, and ordering supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technical and clerical accounting methods, principles, and practices.
- Modern principles and practices of business license issuance.
- Cash handling procedures.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- Principles and practices of payroll administration including payroll processing, recordkeeping, and reporting.
- Recordkeeping principles and procedures including record destruction according to rules and regulations.

- Intermediate math.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Calculate, issue, and record fees.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Perform detailed accounting support work accurately and in a timely manner.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate mathematical and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in accounting, business administration, bookkeeping, or a related field.

Experience:

- Three (3) years of experience performing technical accounting support work.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

SALARY: RANGE 60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: City Wide

DEFINITION

Under general supervision, performs routine to complex clerical and administrative support duties for a City department, management, staff, and/or program; compiles, proofreads, and prepares reports and correspondence; provides assistance for a wide variety of assignments related to administration of budgets, contracts, and department programs; provides customer service to City staff and the general public over the phone, in person, or via email; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the administrative support series. Positions at this level perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Administrative Specialist in that the latter performs more complex administrative work, such as grant administration, budget development, monitoring, and tracking, and/or provides technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides clerical, administrative, project, and/or program support for assigned management, departmental staff, and/or boards and commissions; serves as a liaison between management and other staff, outside agencies, and the public.
- Performs various accounting and budget support work, including monitoring budget and fund/account balances; processes budget adjustments; processes, reconciles, and verifies payables and receivables by preparing purchase orders, reimbursements, payment vouchers, check requests, special payment demands, and invoices, in accordance with department and/or City policies and procedures; assists department management and staff in preparation of annual budget.

- Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, and financial reports, and correspondence for department management and staff; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Provides customer service for assigned department/division/program, including receiving and screening visitors and telephone calls and taking messages, directing callers and visitors to the proper office or person, and/or providing information regarding City programs, activities, and functions; explains federal, state, and local laws, rules, and regulations, and department, division, program, and/or City policies and procedures according to established guidelines.
- Compiles information and data for administrative, statistical, and financial reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.
- Develops, implements, organizes, and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Coordinates, organizes, and implements assigned department programs including explaining program eligibility, requirements, policies, and procedures according to established guidelines, determining program eligibility, and ensuring proper implementation of program terms and conditions.
- Performs other clerical support work as required which may include but is not limited to, scheduling and coordinating meetings, conferences, and trainings; coordinates travel arrangements; updates and maintains websites and social media, copies and collates documents, opens and distributes mail, processes outgoing mail, and monitors and orders office and other related supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Business correspondence writing and the standard format for reports, correspondence, agendas, minutes, and related documents.
- Principles and practices of research, data collection, and report preparation.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Basic math, statistics, and accounting principles and procedures.
- Appropriate reception and telephone etiquette.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply administrative and departmental policies and procedures.
- Perform arithmetic, financial, and statistical computations accurately.
- Handle requests or complaints in a professional manner.
- Gather and compile department-specific information from a variety of sources.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, organize, maintain, and update a variety of filing, recordkeeping, database, and tracking systems.
- Understand and follow oral and written instructions.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of increasingly responsible experience providing clerical and administrative support.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ADMINISTRATIVE SPECIALIST

SALARY: RANGE 72

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: City Wide

DEFINITION

Under direction, performs a variety of specialized administrative support duties for a City department, management, staff, and/or program; conducts research and analysis and prepares a variety of reports and documents; coordinates assigned programs, projects, and services with other departments, divisions, and outside agencies; provides assistance for a wide variety of assignments related to administration of budgets, grants, financial operations, and department programs; provides customer service to City staff and the general public over the phone, in person, or via email; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This advanced journey-level classification in the administrative support series is responsible for performing the most complex administrative work in the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides specialized and technical administrative support for the programs, projects, and activities of an assigned division; applies technical procedures, methods, and techniques to support division programs, services, and administrative processes; monitors and explains operational and program requirements and processes to various stakeholders.
- Composes, edits, proofreads, and submits staff reports, fiscal, budgetary, operational, and other technical and programmatic reports, contracts, agreements, amendments, technical documentation, and various correspondence and informational materials; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.

- Performs various accounting and budget support work such as monitoring budgets, purchase orders, and account balances; determines and calculates required fees; processes, reconciles, and verifies cash and monies expended and received; processes and audits contract and grant reimbursements, payment vouchers, check requests, and invoices; assists department management and staff in preparation of annual budget documents.
- Provides customer service for assigned department/division/program including receiving and screening visitors and telephone calls and taking messages, directing callers and visitors to the proper office or person, and/or providing information regarding City programs, activities, and functions; explains federal, state, and local laws, rules, and regulations, and department, division, program, and/or City policies and procedures according to established guidelines.
- Researches grant funding opportunities which align with division and/or program mission and needs through various databases, external resources, and community connections; submits grant applications; serves as a liaison between various internal stakeholders and funding agencies on proposal and grant requirements; assists in planning and executing grant funded programs.
- Compiles information and data for administrative, statistical, and financial reports; organizes and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents findings and recommendations in an appropriate format for review.
- Assists with department personnel and payroll functions such as confidential personnel records maintenance, leave tracking, personnel action forms, and various other department-level personnel services.
- Develops, implements, organizes, and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and purging files.
- Coordinates, organizes, and implements assigned department programs including explaining program eligibility, requirements, policies, and procedures according to established guidelines; determines program eligibility and ensures proper implementation of program terms and conditions.
- Assists in developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of office support service delivery methods, policies, and procedures; identifies opportunities for improvement and recommends to assigned supervisor; implements improvements upon approval.
- Serves as a liaison for and coordinates assigned functions with other City divisions, programs, and external agencies.
- Designs, maintains, and edits a variety of forms, reports, marketing and promotional fliers, and other documents; creates and posts content on the department's website and social media platforms.
- Performs other clerical support work as required which may include but is not limited to, scheduling and coordinating meetings, conferences, and trainings; coordinates travel arrangements; copies and collates documents, opens and distributes mail, processes outgoing mail, and monitors and orders office and other related supplies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Business correspondence writing and the standard format for reports, correspondence, agendas, minutes, and related documents.
- Principles and practices of research, data collection, and report preparation.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Basic math, statistics, and accounting principles and procedures.
- Appropriate reception and telephone etiquette.
- Budget monitoring and tracking techniques.
- Basic principles and practices of grants and contract administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply administrative and departmental policies and procedures.
- Perform arithmetic, financial, and statistical computations accurately.
- Handle requests or complaints in a professional manner.
- Gather and compile department-specific information from a variety of sources.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, organize, maintain, and update a variety of filing, recordkeeping, database, and tracking systems.
- Understand and follow oral and written instructions.
- Prepare and process purchase orders, purchase requisitions, reimbursements, invoices, payroll, and related expenditures.
- Assist in developing and administering a division budget.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in business administration, accounting, management, or a related field.

Experience:

- Three (3) years of increasingly responsible specialized administrative support experience.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ASSISTANT PLANNER

SALARY: RANGE 80

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Community Development

DEFINITION

Under general supervision, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; conducts project management work and land use studies; develops and recommends policies, policy revisions, and policy implementation; prepares a variety of documents for compliance with state or federal environmental laws; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Planner. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform routine short- and long-range planning duties, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

This class is distinguished from the Associate Planner in that the latter performs the more complex work assigned to the series, such as reviewing and analyzing proposed development projects, evaluating entitlement applications, conducting assessments of environmental issue, and/or providing technical and functional direction over lower-level staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Provides information and assistance by phone, email, and in person within scope of authority; receives and processes a variety of planning, development, and related applications and documents; reviews

applications for conformance with regulations, codes, project specifications, and environmental protocols; provides customers with a better understanding of City policies and codes.

- Protects and ensures the health, safety, and welfare of the public by providing sensible and logical land development, adequate public services, and compatible land use; institutes effective planning practices to achieve consistent and controlled growth.
- Develops maps, charts, and graphs used in planning studies and reports; conducts comparative studies of land use, population structure, and economic activity; prepares technical reports, specifications, and drawings.
- Reviews building plans for consistency with zoning regulations and compliance with conditions of permit approval.
- Conducts site inspections to collect pertinent information regarding site conditions as needed; ensures compliance with conditions and established regulations.
- Compiles, arranges, analyzes, and interprets field and office data; analyzes planning elements and develops or modifies current land use policies or components of long-range efforts; ensures accuracy of information.
- Assists in the development of departmental recommendations on matters to be heard by the Board of Supervisors, committees, or commissions.
- Attends and participates in meetings.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and terminology related to planning and building permits, land use theory, and zoning requirements.
- Objectives, principles, procedures, standards, practices, and information sources of City planning.
- Federal, state, and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including SB1813 Organic Waste, the California Environmental Quality Act, and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population, and land use trend analysis.
- Public speaking techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Serve as a technical resource concerning planning and building permits, zoning information, growth policies, and planning strategies.
- Interpret maps, site and building plans and specifications, graphs, and statistical data.
- Interpret and understand engineering and architectural plans, concepts, and methodologies.
- Develop clear and concise technical documents, reports, correspondence, and other written materials, including staff reports to commissions, boards, and the City Council.
- Plan and organize multiple projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree in planning, geography, economics, law, public administration, or a related field.

Experience:

- None required.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

BUILDING INSPECTOR I/II

SALARY: RANGE 75/77

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Community Development

DEFINITION

Under immediate (Building Inspector I) to general (Building Inspector II) supervision, performs building inspection work in the interpretation of structural, mechanical, electrical, plumbing, and related codes and regulations pertaining to new construction, remodel, and repair of single family and multi-family residential buildings and commercial properties; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Building Inspector I) or general (Building Inspector II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Building Inspector I: This is the entry-level classification in the Building Inspector series. Initially under close supervision, incumbents learn and perform routine inspections of construction, remodel, and repair projects. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Building Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Building Inspector II: This is the fully qualified journey-level classification in the Building Inspector series. Positions at this level are distinguished from the Building Inspector I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Building Inspector class series are flexibly staffed; positions at the Building Inspector II level are normally filled by advancement from the Building Inspector I level; progression to the Building Inspector II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Building Inspector II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Building Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Receives inspection requests; retrieves and reviews permits; schedules and conducts daily field inspections for single-family residential dwellings, multi-family residential properties, and commercial properties; interprets and enforces compliance to building, mechanical, electrical, plumbing, and other related codes and regulations; responds to and answers questions and concerns related to field inspections.
- Reviews plans and construction documents for code compliance; reads blueprints; collaborates with and responds to staff and the public to address and correct areas of concern that arise during plan check and construction activities.
- Consults with architects, engineers, designers, contractors, and homeowners concerning deficiencies with structural and non-structural requirements.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist; makes code interpretations; resolves problems that arise due to code or structural design; deals with difficult people in a constructive manner; engages in customer relations on all building inspection projects.
- Performs administrative support duties such as providing customer service at the work counter and answering phones, receives and reviews requests for permits, calculates permit costs and fees, accepts payments and issues permits, generates purchase orders, and catalogs and maintains incoming paperwork and related documents.
- Provides training and oversight to existing technical and new staff, as assigned.
- May assist in the coordination of short-term projects related to the repair and maintenance of City owned buildings.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Building Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Applicable federal, state, and local laws, codes, rules, regulations, and standards related to building inspection.
- Principles, practices, and methods of residential and commercial structural and building plan review and inspection work.
- Principles and practices in general construction and electrical and mechanical systems.
- Principles of structural design and engineering mathematics.
- Occupational hazards and standard safety practices necessary in building inspection and construction.
- Research methods and sources of information related to building inspection.
- Principles and procedures of record-keeping and preparation of correspondence.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Read, analyze, and interpret and detect deviations from approved building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations.
- Perform thorough and accurate inspections of the construction, alteration, or repair of buildings and site development.
- Review and advise homeowners of corrections required for basic residential plan checks.
- Perform required mathematical computations with accuracy.
- Maintain accurate records and prepare clear and concise reports and other written material.
- Collect, interpret, and analyze office and field inspection data accurately.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Building Inspector I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Building Inspector I: One (1) year of experience in building trades or processing permit applications and enforcing building or planning codes.
- Building Inspector II: Three (3) years of experience in construction or building inspection at a level equivalent to the Building Inspector I.

Licenses and Certifications:

- Building Inspector I/II: Possession of a valid California Driver's License, to be maintained throughout employment.
- Building Inspector II: Possession of a valid International Code Council (ICC) Residential or Commercial Inspector Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

CODE ENFORCEMENT INSPECTOR I/II

SALARY: RANGE 66/70

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Community Development

DEFINITION

Under immediate (Code Enforcement Inspector I) to general (Code Enforcement Inspector II) supervision, performs a variety of technical field municipal code enforcement duties in the Community Development Department; performs a variety of routine to complex technical and public contact duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's municipal, zoning, housing, development, and signage codes; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Code Enforcement Inspector I) or general (Code Enforcement Inspector II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Code Enforcement Inspector I: This is the entry-level classification in the Code Enforcement Inspector series. Initially under close supervision, incumbents learn and perform technical field municipal code enforcement duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Code Enforcement Inspector II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Code Enforcement Inspector II: This is the fully qualified journey-level classification in the Code Enforcement Inspector series. Positions at this level are distinguished from the Code Enforcement Inspector I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Code Enforcement Inspector class series are flexibly staffed; positions at the Code Enforcement Inspector II level are normally filled by advancement from the Code Enforcement Inspector I level; progression to the Code Enforcement Inspector II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Code Enforcement Inspector II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Code Enforcement Inspector I level may perform some of these duties and responsibilities in a learning capacity.

- Performs municipal code enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; interprets, explains, and enforces a variety of municipal codes and regulations regulating construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
- Provides consultation and technical assistance to the public concerning code enforcement, municipal code requirements, and other assigned functions; responds to inquiries and provides detailed and technical information concerning related laws, standards, codes, rules, regulations, policies, and procedures; interprets and explains necessary measures for compliance.
- Receives, documents, and investigates referrals and complaints from citizens, other City departments, and other agencies; interviews witnesses; initiates investigations based on analysis of preliminary information; schedules appointments with property owners and conducts on-site inspections; contacts and notifies property owners and involved parties to discuss probable violations, corrective action alternatives for resolving compliance issues, and time periods for correcting violations.
- Locates and conducts field inspections of possible violations of City codes; observes, analyzes, and documents violations; enforces a variety of county codes encompassing illegal right-of-way encroachments, yard sales, and other compliance violations.
- Conduct building inspections to support the Building and Safety inspections team as necessary. This includes ensuring compliance with established codes, regulations, and safety standards, as well as providing detailed reports and recommendations for any necessary corrective actions.
- Conducts follow-up inspections and reissues citations where compliance has not been achieved; meets with involved parties to negotiate compliance procedures and avoid the necessity of legal actions.
- Follows established procedures, issues citations, notices of violation, and stop work orders to individuals and organizations in violation of City codes; documents each citation presented to owners and agents; writes related paperwork.
- Works in close collaboration with the Engineering and Building Division, Safety Division, other City departments, and fire and police personnel to coordinate code enforcement activities.
- Notifies the Police Department of unlawful parking violations; may issue related citations.
- Communicates with City personnel, various outside agencies, and the public to exchange information, coordinate activities, and resolve issues or concerns.
- Researches and interprets technical and legal information related to building codes, municipal codes, and City standard details and specifications; makes recommendations of proposed actions for enforcement issues.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Code Enforcement Inspector I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Principles, practices, and techniques of land use.
- City organization, operations, policies, and objectives, codes, and requirements.
- Record-keeping and report preparation techniques.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Planning, zoning, building inspection, and safety laws and concepts.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Serve as a technical resource concerning municipal code enforcement.
- Conduct business license and sidewalk sale inspections to ensure City businesses, vendors, and other agencies comply with established codes and requirements.
- Identify and explain violations, issue citations, and recommend corrective actions.
- Locate and investigate reported violations of City municipal code violations.
- Understand and work within scope of authority.
- Interpret, apply, and explain applicable laws, codes, rules, ordinances, and regulations to property owners, residents, and others.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Deescalate conflict and develop effective solutions.
- Read and interpret maps, plans, and legal descriptions.
- Maintain accurate logs, records, and basic written records of work performed.
- Read and interpret laws and other pertinent documentation governing zoning, development standards, property maintenance, and vehicle abatement.
- Make accurate arithmetic, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Code Enforcement Inspector I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Code Enforcement Inspector I: One (1) year of experience in building inspection, code enforcement, or building construction.
- Code Enforcement Inspector II: Three (3) years of experience in building inspection, code enforcement, or building construction.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Code Enforcement Inspector II: Possession of a valid PC 832 Certificate, to be maintained throughout employment.
- Code Enforcement Inspector II: Possession of a valid Code Enforcement Officer Certification by CACEO, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

COMMUNITY DEVELOPMENT TECHNICIAN I/II

SALARY: RANGE 61/66

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Community Development

DEFINITION

Under immediate (Community Development Technician I) to general (Community Development Technician II) supervision, performs a variety of technical and clerical duties in the processing and issuance of building permits, construction plans, gas/electrical releases, and related applications; receives and processes utility payments and creates new accounts; provides customer service; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Community Development Technician I) or general (Community Development Technician II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Community Development Technician I: This is the entry-level classification in the Community Development Technician series. Initially under close supervision, incumbents learn and perform variety of technical and clerical duties in the processing and issuance of building permits, construction plans, gas/electrical releases, and related applications. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Community Development Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Community Development Technician II: This is the fully qualified journey-level classification in the Community Development Technician series. Positions at this level are distinguished from the Community Development Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Community Development Technician class series are flexibly staffed; positions at the Community Development Technician II level are normally filled by advancement from the Community Development Technician I level; progression to the Community Development Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum

qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Community Development Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Community Development Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Receives, reviews for completeness and adherence to standards, and accepts building permit, construction plans, gas/electrical releases, and related applications.
- Reviews plans, design drawings, and supporting documents for completeness; reviews basic content of standard blueprints and construction drawings; accepts plan revisions from applicants, contractors, and others.
- Receives, greets, and directs visitors; explains and interprets City policies and procedures; addresses questions related to utility accounts; transfers telephone calls and emails to appropriate City staff.
- Performs customer service duties including assisting the public in person, via email, and by telephone to explain and interpret City policies and procedures and answer questions related to utility accounts.
- Calculates and collects applicable fees; prepares and issues receipts; operates and balances a cash drawer for cash, checks, and credit card payments.
- Creates customer, permit, and inspection files for various documents; enters application data into computer and manual filing systems; processes revisions; compiles and maintains accurate and detailed records.
- Prepares and distributes electrical and gas releases to applicable outside agencies; maintains release logs and creates reports.
- Communicates with City personnel, contractors, the public, and outside agencies to exchange information and resolve issues or concerns.
- Performs various clerical duties in support of assigned functions such as typing, filing, preparing routine correspondence, duplicating, and distributing materials.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Community Development Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic principles, processes, terminology, methods, and techniques in the field of City building planning standards and procedures.
- Federal, state, and local agencies involved in community development, building planning programs and projects.
- General construction practices, methods, and terminology.
- Permit submittal processing, procedures, and fee structures.

- Record keeping principles and practices.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Applicable zoning and related laws and regulations.
- Business letter writing and basic report preparation.
- Business mathematics.
- Applicable laws, rules, and regulations related to planning activities including building and planning policies, City code, zoning regulations, zoning maps, general plan maps, and regulations.
- Practices, procedures, and techniques involved in the processing of building and planning permits.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Assist the public with building and planning permits and billings.
- Receive, review and process permit applications.
- Receive, record and process utility billing payments.
- Perform arithmetic calculations quickly and accurately.
- Apply policies, procedures, and standards to specific situations; read, interpret, and explain building plans, specifications, codes, permit policies, and permit procedures.
- Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Read and interpret plans, specifications, related construction documents, and maps.
- Perform the full range of office and administrative support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Maintain accurate logs, records, and basic written records of work performed.
- Make accurate arithmetic and financial computations.
- Quickly and accurately calculate fees and valuations.
- Type and input data accurately.
- Maintain records, files, and reports.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Community Development Technician I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in business, planning, accounting, public administration, or a related field.

Experience:

- Community Development Technician I: One (1) year of experience in clerical, administrative, and customer service support work.
- Community Development Technician II: Three (3) years of increasingly responsible experience in a community development office, or a municipal building or planning office.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Community Development Technician (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ELECTRICIAN

SALARY: RANGE 78

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under general supervision, performs skilled electrical work related to the installation, maintenance, and repair of electrical equipment and systems; performs work on electrical wiring and related apparatus, electrical components of the water treatment plant, wastewater treatment plant, sanitary and storm collections systems, traffic signals, and streetlights; establishes and maintains a variety of records pertaining to electrical installations and repair work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification performs the full range of electric systems and equipment installation, maintenance, and repair duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assembles, installs, tests, or maintains electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Connects wires to circuit breakers, transformers, or other components.
- Plans layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Diagnoses malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Operates a wide variety of hand, power, and shop tools, test equipment, trucks, lifts, and other equipment related to the work.
- Obtains quotes for equipment and materials.
- Maintains accurate records and files of work performed and materials and supplies used.

- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

In addition, when assigned to Traffic Signal and Streetlight Installation:

- Installs, troubleshoots, maintains, repairs, and replaces traffic signal equipment including cabinets, LED lighting, poles, programmable cameras, controllers, pedestrian buttons, and signal wiring.
- Monitors operation and adjusts electrical devices and equipment including timer switches, printed circuit boards, lamps, ballasts, fixtures, and AC/DC drives.
- Checks plans for traffic signal construction accuracy; monitors and inspects the construction of signals for compliance with plans and specifications.
- Inspects streetlight installations and electrical components of City buildings and buildings under construction.
- Investigates complaints and reports of electrical malfunctions; adjusts, repairs, or removes defective equipment; makes field repairs of damaged equipment.
- Locates underground power and lighting circuits per Underground Service Alert (USA Dig Alert) requirements; marks utilities with paint or flags for future construction projects.

In addition, when assigned to Water Treatment Plants, Collection Stations, and Wastewater Treatment Plants:

- Installs, repairs, maintains, tests, troubleshoots, and assists in the design of electrical, electronic, and associated control systems and power circuits, power generating equipment, switchgear, communication networks, and emergency systems used in water and wastewater treatment; performs electronic and instrument repairs on collection stations.
- Installs and maintains well starters and related automatic control equipment such as high-voltage circuit breakers, air switchers, control wires, and protective relays.
- Maintains, tests, and repairs low to high voltage electrical equipment, including circuits, transformers, high voltage switches, motor control centers, alarm systems, lighting, variable speed drives (VFD), switchboards, and electrical components of process control, telemetering, cathodic protection systems, and electronic equipment boards.
- Diagnoses problems and determines needed repairs or modifications; installs and maintains cathodic protection, corrosion control, and associated equipment.
- Reads, interprets, and assists in the design of electrical and electronic schematics, mechanical and instrumentation drawings, wiring diagrams, and construction drawings necessary to install, service, and repair equipment in accordance with related regulations and vendor specifications.
- Rebuilds and/or replaces, lubricates, and maintains low to high voltage large and small electric motors.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques applicable to the maintenance, installation, and repair of industrial electrical equipment.
- National, state, and local electrical codes applicable to the maintenance, installation, and repair of designated facilities.

- Methods and techniques of using diagnostic and testing equipment to determine electric system issues.
- Operational characteristics of a wide range of electrical systems, devices, and components.
- Concepts of electric theory and their application to municipal systems.
- Testing instruments, hand tools, power tools, conduit bending practices, computer applications, and electronic equipment related to maintenance and repair of electrical systems.
- Safe application, operation, and maintenance of tools and equipment used in the electrical trade.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform skilled electrical installation inspection and maintenance work; work on live electrical circuits; design and install electrical controls and related wiring.
- Install, maintain, and repair a diverse range of electric system devices and components.
- Perform preventive maintenance on assigned equipment.
- Repair, maintain, install, and inspect a variety of electrical components including water wells, water storage tank facilities, and the water and wastewater treatment plants.
- Determine materials, costs, and supplies required for electrical repairs and maintenance projects; recommend purchases.
- Inspect the status of all turbidity, meters, and analyzers; report or repair any malfunctions.
- Operate a motor vehicle and other work-related equipment such as trucks, forklifts, tools, test equipment, and meters.
- Observe work safety rules.
- Maintain a variety of related records and reports.
- Read and interpret electrical diagrams, schematics, plans, specifications, and manuals.
- Demonstrate aptitude in practical mathematics.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of a four-year electrical apprenticeship program.

Experience:

- One (1) year of journey level experience in the maintenance and repair of electrical wiring, equipment, and systems.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid State of California Department of Industrial Relations General Electrician certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ENGINEERING TECHNICIAN I/II

SALARY: RANGE 67/74

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Community Development

DEFINITION

Under immediate (Engineering Technician I) to general (Engineering Technician II) supervision, performs a variety of specialized paraprofessional engineering work and office duties in support of professional engineers and inspectors for the planning, design, and construction of both development and Capital Improvement Program (CIP) projects; maintains plan files and engineering records; conducts field surveys; reviews plans; issues permits; maintains databases, generates reports, and creates maps on the Geographic Information System (GIS); and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Engineering Technician I) or general (Engineering Technician II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Engineering Technician I: This is the entry-level classification in the Engineering Technician series. Initially under close supervision, incumbents learn and perform specialized paraprofessional engineering work and related office duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Engineering Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Engineering Technician II: This is the fully qualified journey-level classification in the Engineering Technician series. Positions at this level are distinguished from the Engineering Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Engineering Technician class series are flexibly staffed; positions at the Engineering Technician II level are normally filled by advancement from the Engineering Technician I level; progression to the Engineering Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Engineering Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Engineering Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Prepares, assists in the preparation of, and/or interprets specifications, plans, permits, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other Capital Improvement Program (CIP) projects.
- Maintains engineering files, including plans, studies, inspections, surveys, maps, and other data related to engineering projects; prepares, updates, reproduces, and distributes maps, drawings, blueprints, and other information recorded in the Geographic Information System (GIS).
- Utilizes Geographic Information System (GIS) software to create and modify plot plans, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, and graphs for reports, drawings for design manuals, and other projects.
- Performs basic field review, design, drafting, and inspection duties in connection with Capital Improvement Program (CIP), maintenance, and development projects.
- Performs field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; makes recommendations on findings.
- Receives, tags and logs, and reviews submitted engineering plans, maps, and related documents for plan check including review of insurance; routes documents to consultants or developers for preceding and following plan review; tracks status of plan checks and original documents; advises parties of revisions and assists with the development and issuance of project conditions.
- Receives and responds to information requests for base maps, parcel maps, and improvement plan information, encroachment permits, benchmarks, and other geographical data; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.
- Provides information and assistance on questions related to engineering plans, services, and activities to City staff, contractors, developers, and the public.
- Maintains and updates department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, and final maps.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Engineering Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects.
- Basic design and construction practices and methods of streets, underground facilities, and related

public works infrastructure.

- Engineering plan types, review practices, and permit filing and approval procedures.
- Principles and practices of technical civil engineering drafting and surveying support.
- Drafting and surveying equipment, computers, principles, problems, techniques, and practices.
- Applicable federal, state, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Modern office practices, methods, and computer equipment and applications, including Geographic Information System (GIS) concepts and applications.
- Technical report writing practices and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Prepare and review a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports.
- Modify engineering drawings, topographic maps, improvement plans, and illustrative graphics using Geographic Information System (GIS) and computer-aided design software.
- Perform responsible technical engineering support work with accuracy, speed, and minimal supervision.
- Read and interpret engineering plans, technical drawings, specifications, and subdivision maps.
- Perform standard engineering design under professional engineering supervision.
- Make mathematical calculations and accurate engineering computations and drawings.
- Make and record accurate field engineering observations.
- Use engineering, drafting, and surveying instruments and equipment.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- **Engineering Technician I/II:** Equivalent to graduation from the twelfth (12th) grade, supplemented with college course work in civil engineering, drafting, surveying, mathematics, or related field.

Experience:

- **Engineering Technician I:** Two (2) years of responsible paraprofessional experience in civil engineering, drafting, surveying, or related field.
- **Engineering Technician II:** Four (4) years of increasingly responsible paraprofessional experience in civil engineering, drafting, surveying, or related field, or two (2) years of experience equivalent to the class of Engineering Technician I.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Engineering Technician (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

EQUIPMENT MECHANIC

SALARY: RANGE 67

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under general supervision, performs skilled technical diagnostic, repair, and maintenance work on a variety of automotive, truck, tractors, and other light and heavy power-driven equipment; inspects, diagnoses, and locates technical and electrical malfunctions on City vehicles and equipment; performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification performs the full range of City vehicle and equipment maintenance and repair duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Inspects, diagnoses, and locates technical and electrical malfunctions on City automobiles, trucks, sewer utility vector trucks, generators, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.
- Determines extent of necessary repairs for further repair work and scheduling; estimates parts and materials; requisitions to order replacement parts; recommends contract work, as necessary.
- Overhauls, repairs, maintains, and adjusts a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors, pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as, heating and air conditioning units.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.

- Performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; services batteries; changes and repairs tires; replaces spark plugs, light bulbs, fan belts, and other simple technical parts; complete gas and oil services.
- Reads and interprets schematics, shop manuals, and other related materials in performing work assignments; stays abreast of the current technology.
- Accesses technical information from automated databases.
- Enters, retrieves, prints, and generates vehicle, equipment, and work order reports from computer information system; maintains equipment maintenance records.
- Responds to emergency service calls for repairing vehicles and equipment requiring attention in the field; operates heavy duty vehicles to transport vehicles and equipment for service.
- Fabricates and modifies parts and equipment; performs minor welding, braising, soldering, and cutting operations.
- Picks-up and delivers vehicles as necessary; pick up parts and supplies as required.
- Maintains work, time, and material logs and records.
- Assists other equipment mechanics in the performance of major technical repairs as required.
- Maintains a clean and orderly work and shop area.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, techniques, materials, tools, and equipment used in the diagnosis, repair, and modification of a wide variety of technical equipment, including automobiles, vector trucks, light trucks, heavy equipment, and specialized vehicles.
- Operation and repair characteristics of light and heavy equipment.
- Preventive maintenance practices and techniques.
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems.
- Practices and procedures of welding and fabrication.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform journey level equipment mechanic work on a wide range of vehicles and equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Inspect gas- and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs.
- Use a variety of tools and equipment with skill.
- Read and interpret shop manuals, schematics, blueprints, and specifications.
- Document and maintain records of repairs.
- Perform final operational tests on all vehicles to quality-check all repairs.
- Fabricate parts as needed to complete repair including any design work.
- Estimate time and cost of repairs to within 10% of the actual costs.
- Prepare clear and concise reports, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of increasingly responsible experience performing diagnostic and repair duties on a wide variety of vehicles and equipment, including both diesel and gas-powered equipment and their component electronic and computerized systems.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

FACILITIES MAINTENANCE WORKER

SALARY: RANGE 60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under general supervision, performs semi-skilled and unskilled maintenance and cleaning of City buildings, both inside and outside; performs daily care, routine maintenance, and cleaning; identifies and addresses urgent cleaning needs; maintains equipment and supply levels; ensures chemical use and storage comply with applicable safety standards; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification performs the full range of semi-skilled and unskilled maintenance and cleaning of City buildings as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Maintains floors and flooring; sweeps, scrubs, mops, strips, seals, finishes, and polishes floors; shampoos and vacuums carpeting.
- Cleans interior surfaces; dusts, cleans, and polishes furniture, woodwork, and equipment; washes windows, mirrors, and walls; polishes metal work; paints walls, doorframes, and doors.
- Removes debris; empties and cleans indoor and outdoor waste / recycling / shredding receptacles; cleans parking lots; collects debris and deposits it in proper containers.
- Cleans, disinfects, and deodorizes restrooms; refills paper products; unclogs drains and toilets.
- Follows procedures for chemical cleaners; mixes water and detergents or acids in containers to prepare cleaning solutions according to specifications.
- Inventories supplies and equipment; replenishes cleaning agents and chemicals; maintains or recommends replacement of cleaning equipment.
- Maintains and inspects safety equipment, including fire extinguishers, first aid kits, and AEDs, ensuring proper care, compliance, and adequate stocking of supplies.

- Follows procedures for chemical cleaners; mixes water and detergents or acids in containers to prepare cleaning solutions according to specifications.
- Moves heavy furniture, equipment, or supplies; assists with set up and tear down of rooms for special events and meetings.
- Performs minor repairs to facilities, including but not limited to: fixing minor leaks, changing door handles, and replacing light bulbs.
- Cleans and maintains City vehicles; refuels and washes interior and exterior of vehicles and equipment.
- Locks and unlocks doors and gates; manages key inventory, makes key copies, and issues new keys as directed.
- Picks up and delivers supplies from local sellers.
- Raises and lowers City flags; ensures proper display of U.S. and state flags complies with half-mast alerts.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Safe work practices pertaining to custodial services, including safe driving rules and practices.
- City purchasing and supply ordering policies and procedures.
- Basic plumbing, construction, and maintenance tools.
- Methods, materials, techniques, tools, and equipment used in custodial and facility repair work.
- Use and care of materials, chemicals, and equipment used in custodial work.
- Principles and practices of safety used in custodial work.
- Materials and equipment used in cleaning and caring for floors, walls, fixtures, and furniture.
- Housekeeping methods and sanitation materials and techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Use and minor maintenance of hand and power tools.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform custodial duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Learn and independently follow established cleaning methods and schedules.
- Use a variety of custodial equipment and materials in a safe and effective manner.
- Safely mix and use cleaning products and related chemicals.
- Safely operate manual and power cleaning equipment, machinery, and materials.

- Safely operate various types of electric commercial floor vacuums, strippers, and buffers.
- Use basic tools in a safe and effective manner.
- Understand and follow written and verbal instruction.
- Follow prescribed routine and quality control standard procedures.
- Evaluate and implement new service delivery methods, procedures, and techniques.
- Ability to safely operate equipment and vehicles; and ability to work cooperatively with others.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience in janitorial work.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

HVAC / ELECTRICAL TECHNICIAN

SALARY: RANGE 68

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under general supervision, performs skilled installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration (HVAC-R) systems and fixtures; performs rough electrical work; assists the Electrician with installation and maintenance of large-scale electrical equipment and systems; establishes and maintains a variety of records pertaining to HVAC-R and electrical work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified journey-level classification performs the full range of HVAC-R installation, maintenance, and repair duties and electrical technician support as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Performs skilled HVAC-R work, including the installation and repair of general HVAC-R systems and equipment; inspects and performs tests on systems and equipment to identify defective parts and ensures proper functioning.
- Inspects, disassembles, repairs, maintains, and services various types of refrigeration and air conditioning equipment and systems, including valves, fans, compressors, motors, gaskets, filters, fuses, tubing, controls, and thermostats; performs similar work on hot water and forced air systems.
- Performs rough electrical work, including installing outlets and running new power; installs lighting ceiling fans, and other electrical equipment and devices.
- Assists the Electrician in the installation, maintenance, and repair of large-scale electrical equipment and systems in the City, including traffic signals, as needed.

- Works from diagrams, blueprints, layouts, work orders, verbal instructions, or other specifications to install and test HVAC-R systems or equipment.
- Operates and maintains specialized equipment, including pumps, gauges, meters, and a variety of hand and power tools.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs, as necessary.
- Ensures the proper care and maintenance of tools and equipment.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and suppliers.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other duties as assigned.

When assigned to Electrical Technician work:

- Operates a wide variety of hand, power and shop tools, test equipment, trucks, lifts, and other equipment related to the work.
- Assembles, installs, tests, or maintains electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Installs, repairs, and maintains electrical systems and equipment, including for traffic signals, water and wastewater treatment plant pumps, and collection system pumps.
- Connects wires to circuit breakers, transformers, or other components.
- Plans layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Diagnoses malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Obtains quotes for equipment and materials.
- Maintains accurate records and files of work performed and materials and supplies used.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of HVAC-R systems and fixtures, including applicable HVAC-R codes.
- Principles, practices, and techniques applicable to the maintenance, installation, and repair of industrial electrical equipment.
- National, state, and local HVAC-R and electrical codes applicable to the maintenance, installation, and repair of designated facilities.
- Methods and techniques of using diagnostic and testing equipment to determine HVAC-R and electric system issues.
- Operational characteristics of a wide range of HVAC-R and electrical systems, devices, and components.
- Concepts of HVAC-R and electric theory and their application to municipal systems.
- Testing instruments, hand tools, power tools, conduit bending practices, computer applications, and electronic equipment related to maintenance and repair of HVAC-R electrical systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of complex technical tasks in the installation, repair, and maintenance of HVAC-R and electric fixtures and systems.
- Perform skilled electrical installation inspection and maintenance work; work on live electrical circuits; design and install electrical controls and related wiring.
- Skillfully and safely operate a variety of light equipment and power and hand tools.
- Determine materials, costs, and supplies required for HVAC-R and electrical repairs and maintenance projects; recommend purchases.
- Install, maintain, and repair a diverse range of HVAC-R and electric system devices and components.
- Perform preventive maintenance on assigned equipment.
- Operate a motor vehicle and other work-related equipment such as trucks, forklifts, tools, test equipment, and meters.
- Observe work safety rules.
- Maintain a variety of related records and reports.
- Read and interpret electrical diagrams, schematics, plans, specifications, and manuals.
- Demonstrate aptitude in practical mathematics.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of a four-year electrical apprenticeship program.

Experience:

- One (1) year of journey level experience in the maintenance and repair of HVAC-R equipment and systems.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid United States Environmental Protection Agency HVAC License - Universal, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which includes working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

INFORMATION TECHNOLOGY (IT) TECHNICIAN I/II

SALARY: RANGE 63/69

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Department of Innovation and Technology

DEFINITION

Under immediate (IT Technician I) to general (IT Technician II) supervision, provides technical support for City-wide information technology systems and infrastructure including a diverse range of computers, server hardware and software, network systems, security, and communication systems and equipment; receives and triages incoming requests by asking diagnostic questions to identify the nature of the issue and establish problem priority; ensures consistent and timely communication on resolution efforts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (IT Technician I) or general (IT Technician II) supervision from the IT Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

IT Technician I: This is the entry-level classification in the IT Technician series. Initially under close supervision, incumbents learn and perform routine technical support duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the IT Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

IT Technician II: This is the fully qualified journey-level classification in the IT Technician series. Positions at this level are distinguished from the IT Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the IT Technician class series are flexibly staffed; positions at the IT Technician II level are normally filled by advancement from the IT Technician I level; progression to the IT Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the IT Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the IT Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Receives and logs service requests; prioritizes requests, resolves issues, or escalates to appropriate information technology staff for response; ensures system is updated when actions are taken; documents progress and procedures performed.
- Installs, configures, troubleshoots, and maintains a variety of hardware, software, peripheral equipment, and communications equipment including mobile systems.
- Installs and configures desktop computers and associated hardware and software; loads and tests specialized applications and security devices; ensures connectivity to network and communication systems.
- Maintains and administers the Active Directory to include systems and user account creation, permissions, and password management.
- Assists with editing and maintaining the City's website; collaborates with City staff to create and deploy website content.
- Performs a variety of technical tasks in support of the City's physical and virtual server infrastructures, including installing, configuring, maintaining, and monitoring hardware and software upgrades and security to ensure effective server performance.
- Monitors network traffic for security incidents; responds to events and writes detailed incident reports; enforces IT operational policies and procedures to maintain a secure and compliant environment; develops and provides cybersecurity training for City staff.
- Maintains an accurate and up to date inventory of all computer hardware, software, and peripheral equipment utilized by the City; maintains inventory and related documentation on all software programs/packages owned and registered to the City.
- Maintains information on scheduled systems maintenance, including upgrades and outages; informs customers as needed.
- Performs repairs on computer systems and peripheral equipment; coordinates and schedules major equipment repairs with vendors.
- Writes and maintains user and technical operating instructions and documentation; provides training to users and advises on best practices.
- Recommends and assists with the acquisition and implementation of computer hardware, software, and data communications solutions; informs management regarding systems and office automation requirements.
- Implements, documents, and maintains City-wide information technology policies, procedures, and associated training plans, working in partnership with other information technology staff, departments, and outside vendors as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the IT Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operational characteristics of computers, networks, servers, communication systems, hardware, software, and peripheral equipment.
- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving computer, network, server, communication systems, hardware, software, and peripheral equipment issues.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Security and monitoring devices, and procedures necessary to maintain the integrity and security of data.
- Diagnostic tools used in troubleshooting hardware, software, and connectivity issues.
- Tools and equipment used in testing the functionality of computer systems.
- Principles of database management and systems development.
- Windows operating systems and network infrastructure operations and support.
- Computer and peripheral equipment maintenance methods and procedures.
- Customer service practices and procedures.
- City organization, staff, and department locations.
- Principles, practices, and procedures of recordkeeping and filing systems.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computers, hardware, software, servers, network, and data communication, security, and other related technologies and equipment.
- Understand, interpret, and explain systems solutions to users; research technical materials to provide solutions to problems.
- Develop and maintain technical operating instructions and documentation; train users on software applications and hardware usage.
- Respond to and effectively prioritize multiple telephone calls and other requests for service.
- Maintain a variety of filing, recordkeeping and tracking systems.
- Elicit information from end users to triage requests and identify appropriate action.
- Install and configure desktop computers, associated hardware and software, and connect to network systems.
- Troubleshoot, evaluate, and diagnose desktop and routine network problems; resolve or refer to higher level staff as needed.
- Utilize new and existing software and hardware.
- Handle disputes and complaints and resolve problems in a calm and tactful manner.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- IT Technician I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized training in information technology, computer science, or a related field.

Experience:

- IT Technician I: One (1) year of IT technical support experience.
- IT Technician II: Two (2) years of increasingly responsible IT technical support experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working outdoors or in other workspaces, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites. The job requires frequent walking in operational areas to identify problems, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARY ASSISTANT

SALARY: RANGE 66

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Library Department

DEFINITION

Under general supervision, provides a variety of paraprofessional library services to City of Imperial Public Library patrons to meet the informational, educational, and recreational needs of the community; develops and conducts a variety of programs geared for children and families; advises and assists library patrons in use of library resources and equipment; assists with visual displays for assigned areas; checks materials in and out; organizes and shelves materials; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing paraprofessional duties in support of library patrons. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Library Technician in that the latter performs technical and clerical duties in support of the library's collection, circulation, and administrative functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Creates, plans, and conducts library programs for children, teens, and adults including story times, bilingual story times, and other programs for young children and their families and caregivers; recommends and selects books, games, and other materials to incorporate into programs.
- Meets with members of the community to discuss their needs and interests for library programming; recommends and develops programs based on their interests; prepares and delivers special events for library patrons.
- Provides reference and readers' advisory services to patrons in person, over the phone, and via e-mail; advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials;

registers patrons for library programs.

- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons; operates, troubleshoots, and resolves public computer, printer, and other equipment issues.
- Assists with library collections arrangement, organization, and presentation; reads book reviews; researches online material and information; suggests and/or selects library materials for purchase; performs weeding duties of the library collection.
- Promotes library programs, services, and resources; assists in preparation of materials to publicize library events and services; advocates for the library, both at the information desk and in the community; interacts with the public at offsite events; builds relationships with members of the community and outside stakeholders to ensure the library is expanding its connections in the community.
- Plans, leads staff, and/or participates in preparing and maintaining library displays; sets up, takes down, and changes displays as needed.
- Checks books and materials in and out for library patrons; processes library card applications online, in person, and over the telephone; processes new book requests, requests for Inter Library Loans, and ZIP requests from library patrons; records daily statistics at the circulation desk.
- Assists with performing library opening and closing procedures, such as locking/unlocking doors, turning off/on lights, turning off/on computers, and general cleanup of the library.
- Shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from book drops and storage areas; receives, organizes, and processes returned materials.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- Library classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic mathematical skills.

- Recordkeeping and filing principles and procedures.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Prepare and conduct various types of library programming.
- Conduct reference interviews, provide reader's advisory services, and prepare library displays.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply library policies and procedures according to guidelines.
- File materials accurately according to library filing rules, using alphabetical and numeric filing systems.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Use databases and the internet to answer reference questions.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in library information science, business administration, or a related field.

Experience:

- Two (2) years of increasingly responsible experience performing library support and customer service.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARY CLERK

SALARY: RANGE 60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Library Department

DEFINITION

Under general supervision, performs a variety of clerical and administrative support and customer service duties for the City of Imperial Public Library; assists patrons with their circulation needs; checks books and materials in and out; processes patron fines and fees; collects, sorts, and shelves library books and materials; provides technology assistance to patrons; answers telephones; serves as first contact for Library patrons; helps design and maintain library displays; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification in the Library clerical series is responsible for providing general circulation services to customers through a broad range of clerical support tasks. Incumbents perform clerical and administrative support and customer services duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Assists patrons at the circulation desk; answers inquiries regarding library services and programs; directs patrons to requested locations within the library; answers the telephone and processes telephone renewals and holds; answers some reference questions and seeks reference assistance from other staff where needed; assists the public in making the most effective use of the online catalog and library resources.
- Checks books and materials in and out for library patrons; promotes patrons obtaining a library card and processes library card applications online, in person, and over the telephone; processes requests for new books, interlibrary loan, and other transfer requests from library patrons; records daily statistics at the circulation desk.
- Checks patron accounts to assess whether they owe any fines or fees to the Library; collects fines and fees; processes payments via cash register; issues receipts; updates the Library database system accordingly.

- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons.
- Plans, designs, maintains, and changes library displays; prepares displays for various holidays, seasons, and library programs; creates artwork and graphics geared towards certain featured books; pulls books and other materials for display cases; creates posters and signs to publicize library programs.
- Assists in the development, promotion, and facilitation of library social engagement activities including game night, book club, and crafting events.
- Performs library opening and closing procedures, such as locking/unlocking doors, turning off/on lights, turning off/on computers, and general cleanup of the library.
- Shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from book drops and storage areas; receives, organizes and processes returned materials.
- Assists in weeding functions; inspects books and materials for damage and removes damaged items from shelves; queries library database regarding checkout information and pulls books and other materials which have not been checked out in some time; reviews statistics and makes a recommendation on whether the materials should be removed from circulation.
- Performs clerical book processing activities including identifying shelf location and call numbers, generating corresponding labels, and wrapping books in protective coverings.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Modern public library terminology, organization, procedures, policies, and techniques.
- Library classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Learn the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.

- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Use databases and the internet to answer reference questions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience performing clerical, administrative, and customer service support work in a library.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARY TECHNICIAN

SALARY: RANGE 63

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Library Department

DEFINITION

Under general supervision, performs a variety of technical and clerical duties in support of the City of Imperial Public Library's collection, circulation, and administrative functions; prepares materials received for placement in the library collection; performs collection development and weeding duties; processes invoices for payment; monitors library materials expenditures; organizes, mends, and fixes books and materials; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical and clerical duties in support of library programs and services. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Librarian in that the latter performs professional librarian duties and requires a master's degree in library information science.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Receives and processes materials ordered from vendors; verifies materials received against packing slips to check for damage, shortages, and processing errors; tags items with holds placed on them; maintains records of materials received; contacts vendors to address any errors; returns damaged material.
- Organizes and catalogs new materials received; creates bibliographic records; uploads and modifies records regarding materials received into Library Information System (LIS); ensures catalog remains current and accurate for patrons and staff to locate items easily; creates item records, assigns classification numbers, and prints spine labels; prepares materials received for placement in the library collection.
- Manages and maintains the Library's social media accounts; creates content including posts,

multimedia, surveys, and announcements; develops social media strategies to increase community awareness and engagement; manages content calendar and schedules posts in advance upon approval; responds to social media inquiries, comments, and messages.

- Processes invoices for shipments received; queries invoice data; assigns fund and account numbers and approves invoices for payment; forwards payments to finance staff; closes out each invoice processed; monitors expenditures.
- Performs collection development duties; researches and selects books and other materials in a variety of formats for inclusion in the Library collection; reads library-oriented periodicals, websites, and newsletters for recommendations regarding materials to add to the collection; weeds and discards books, magazines, and other materials from designated areas of the collection.
- Fixes and mends books and other materials as directed; glues spines, tapes ripped pages, rewraps laminate on books, and prepares covers for materials; replaces damaged or unsightly DVD cases; produces new spine labels to replace incorrect or faded labels; withdraws books and materials from the collection if damaged.
- Covers the Library's circulation desk as needed; checks books and materials in and out for library patrons; processes library card applications online, in person, and over the telephone; processes new book requests, requests for Inter Library Loans, and ZIP requests from library patrons.
- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons; operates, troubleshoots, and resolves public computer, printer, and other equipment issues.
- Advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials; registers patrons for library programs.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- Library cataloguing, classification, and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Basic collection development principles and strategies.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.

- Basic math.
- Recordkeeping and filing principles and procedures.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Allocate limited budget resources in a cost-effective manner.
- Detect and correct errors in library cataloguing functions.
- Conduct reference interviews, provide reader's advisory services, and prepare library displays.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform mathematical, financial, and statistical computations.
- Use databases and the internet to answer reference questions.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college or university with major coursework in library science, library information, or a related field.

Experience:

- Two (2) years of increasingly responsible experience performing cataloging, technical services, or collection development.

Licenses and Certifications:

- None Required.

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

NETWORK SPECIALIST

SALARY: RANGE 78

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Department of Innovation and Technology

DEFINITION

Under general supervision, maintains network hardware, devices, software, and security systems in support of the City's network infrastructure; provides technical support for citywide information technology systems and infrastructure; performs infrastructure field network installation and configuration; responds to inquiries and interacts with City staff, vendors, and contractors; coordinates assigned projects and services with other departments, divisions, outside agencies, and vendors; provides technical and specialized assistance to management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing the full range of technical duties to install, support, and maintain the reliability and security of the City's networks and infrastructure, and to provide support for City-wide information technology systems. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Installs, deploys, tests, and maintains the City's broadband and network infrastructure including hardware, software, devices, and related systems; monitors performance of servers, routers, switches, and security systems; configures and updates firewalls and intrusion protection systems.
- Utilizes network monitoring tools, security system logs, and alerts to continuously monitor the health of the network; identifies, isolates, diagnoses, and resolves network device and software failures and errors and applications access problems; tests hardware and transmission media; reinstalls and configures software; reboots servers.
- Assists in the implementation, operation, and maintenance of the City's computerized information systems including troubleshooting hardware, software, and peripheral problems.

- Performs infrastructure field network installation and configuration for the City's wireless and wired networks; runs, tests, labels, and terminates low voltage cabling within City buildings, including copper and fiberoptic cabling and patch systems.
- Installs, configures, troubleshoots, and maintains enclosure boxes and surveillance cameras on light poles and telecommunication towers throughout the City.
- Coordinates the purchase of new technology; communicates with vendors for broadband technology support.
- Coordinates the maintenance of City telecommunication towers with Internet service providers and other third parties; communicates with vendors and contractors to resolve circuit failures and external connectivity problems.
- Coordinates equipment repairs; identifies vendors and contractors and ships parts as needed; coordinates contracted on-site repairs; evaluates repair quality.
- Ensures timely renewal of radio frequencies with the Federal Communications Commission; requests new frequencies as needed.
- Performs scheduled and emergency network maintenance outside regular working hours, including applying patches and firmware updates.
- Utilizes heavy equipment vehicles and power tools in the maintenance of the broadband network; ensures proper maintenance and safe working order of vehicles and tools.
- Monitors and maintains inventory of information services hardware and software; orders equipment and supplies as necessary.
- May provide day-to-day operational support of personal computers and laptops and perform repairs on computer systems and equipment including network printers.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides technical and specialized assistance to management staff.
- Maintains accurate records of services and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of broadband and network communication.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of installation of copper and fiberoptic cabling infrastructure and radio frequency components including connectors, grounding, weatherproofing, fiber, and antennas.
- Operational characteristics of computers, networks, servers, communication systems, hardware, software, and peripheral equipment.
- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving computer, network, server, communication systems, hardware, software, and peripheral equipment issues.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.

- Security and monitoring devices, and procedures necessary to maintain the integrity and security of data.
- Diagnostic tools used in troubleshooting hardware, software, and connectivity issues.
- Tools and equipment used in testing the functionality of computer systems.
- Principles of database management and systems development.
- Windows operating systems and network infrastructure operations and support.
- Computer and peripheral equipment maintenance methods and procedures.
- City organization, staff, and department locations.
- Arithmetic and statistical techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of technical support functions in the installation, evaluation, configuration, operation, troubleshooting, and maintenance of computers, hardware, software, servers, network, and data communication, security, and other related technologies and equipment.
- Monitor and maintain the City's network infrastructure.
- Perform infrastructure field network installation and maintenance, including working at various heights and climbing telecommunication towers.
- Safely operate a boom truck, scissor lift, and a variety of power tools.
- Understand, interpret, and explain systems solutions to users; research technical materials to provide solutions to problems.
- Develop and maintain technical operating instructions and documentation; train users on software applications and hardware usage.
- Maintain a variety of filing, recordkeeping and tracking systems.
- Elicit information from end users to triage requests and identify appropriate action.
- Install and configure desktop computers, associated hardware and software, and connect to network systems.
- Troubleshoot, evaluate, and diagnose desktop and routine network problems; resolve or refer to higher level staff as needed.
- Utilize new and existing software and hardware.
- Handle disputes and complaints and resolve problems in a calm and tactful manner.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree with coursework in management information systems, computer science, or a closely related field.

Experience:

- Three (3) years of increasingly responsible experience in the installation, configuration, troubleshooting, maintenance, upgrade, and performance monitoring of multi-segment networks and servers.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of valid CompTIA A+ and CompTIA Network+ certificates, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

ORGANIC WASTE SPECIALIST

SALARY: RANGE 65

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Community Development

DEFINITION

Under general supervision, supports the City's waste management program by performing education and outreach to commercial and multi-family residents; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director or Building Inspection and Code Enforcement Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City's waste management program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Encourages commercial and multi-family residents to reduce organic waste and consumption of resources in accordance with the Zero Waste lifestyle movement to minimize landfill contributions; promotes finding ways to use organic waste products to benefit the environment.
- Develops communitywide strategies to effectively manage current and future challenges and opportunities; develops recommendations and actionable plans.
- Conducts routine inspections of residential, commercial, and municipal waste bins to ensure proper separation and disposal of organic waste, educates the public on compliance standards, and issues non-compliance notices and citations, when necessary.
- Documents findings and maintains detailed records of inspections, including photographic evidence when necessary.
- Identifies entities that are out of compliance with organic waste disposal regulations; issues non-compliance notices and educational materials to violators, explaining the importance of proper waste separation and the steps required to comply; follows up on non-compliance notices to ensure corrective actions are taken.
- Issues citations and fines to repeat or egregious offenders in accordance with City regulations.

- Defines issues and focus on achieving workable solutions; generates innovative ideas to develop or improve existing systems; schedules community meetings; listens to and builds resident relationships; increases resident satisfaction; and ensures commitments are met.
- Develops and delivers presentations, activities, and events to educate, promote, and advise commercial and multi-family residents on methods to reduce, recycle, or compost organic resources to increase sustainability and minimize the reliance on new organic materials.
- Coordinates and performs administrative work in grants administration and reporting, including preparing grant applications and disseminating funding opportunities; ensures achievement of grant objectives; reviews, approves, and tracks requisition and reimbursement documents for grant-funded projects; assists in preparing grant budgets and interpreting funding agency regulations and requirements.
- Compiles, analyzes, and interprets organic waste data and long-range waste reduction efforts; develops conclusions in report form; maintains logs on resident interactions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Presentation, activity, and event planning and implementation.
- Principles and terminology related to organic waste reduction.
- Federal, state, and local planning and environmental laws, regulations and ordinances related to organic waste and environmental laws.
- Public speaking techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, promote, direct, and support program presentations, activities, and events.
- Serve as a technical resource concerning organic waste reduction.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise technical documents, reports, correspondence, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year experience in the development and coordination of presentations, activities, and events.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Use of personal protective equipment (PPE) as required.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

PARKS MAINTENANCE WORKER I/II

SALARY: RANGE 57/60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Parks and Recreation

DEFINITION

Under immediate (Parks Maintenance Worker I) to general (Parks Maintenance Worker II) supervision, performs a variety of semi-skilled and skilled duties in the maintenance, repair, and renovation of parks, fields, trails, landscaped areas, and street medians; inspects, cleans, and maintains park infrastructure including benches, drinking fountains, court surfaces and restrooms; operates a variety of maintenance equipment including mowers, wood chippers and related maintenance vehicles; operates a variety of hand, power, and shop tools; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Parks Maintenance Worker I) or general (Parks Maintenance Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Parks Maintenance Worker I: This is the entry-level classification in the Parks Maintenance Worker series. Initially under close supervision, incumbents learn and perform routine park maintenance duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Parks Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Parks Maintenance Worker II: This is the fully qualified journey-level classification in the Parks Maintenance Worker series. Positions at this level are distinguished from the Parks Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Parks Maintenance Worker class series are flexibly staffed; positions at the Parks Maintenance Worker II level are normally filled by advancement from the Parks Maintenance Worker I level; progression to the Parks Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Parks Maintenance Worker II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Parks Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs semi-skilled and skilled maintenance, repair, and renovation work on assigned City parks and recreational facilities including landscaped areas, trails, fields, and street medians.
- Operates and maintains a wide variety of hand and power tools, including chainsaws, mowers, edgers, blowers, weed eaters, and power sprayers; ensures proper operation of equipment related to the work.
- Performs routine maintenance and repair on parks and playgrounds; inspects and repairs playground apparatus including sealing and adding additional surfacing; inspects, repairs, replaces, and maintains simple water features, splash pads, and drinking fountains; corrects and/or reports safety hazards, graffiti, and vandalism; paints and repairs park furnishings.
- Performs landscape maintenance activities including field, turf, and lawn maintenance; waters, weeds, trims, and fertilizes lawns, trees, shrubs, and flower beds.
- Trims and prunes trees; picks up tree cuttings, brush, and debris resulting from trimming trees; loads trucks or chipping machine; cuts and clears grounds, brush, and undergrowth; removes and grinds stumps.
- Cleans and maintains public facilities; opens and closes facilities; restocks restrooms with necessary sanitary products; performs minor plumbing and carpentry in and around facilities.
- Maintains, monitors, troubleshoots, and repairs landscape irrigation systems; performs tests to ensure proper operations; adjusts, repairs, and replaces timing mechanisms, valves, pipes, sprinkler heads, and similar parts.
- Performs preventative maintenance and repairs on a variety of maintenance equipment including hand and power tools.
- Provides courteous customer service; responds to questions and inquiries from City staff and the general public regarding various maintenance projects; resolves customer problems or complaints.
- Performs special event park maintenance duties; transports, sets up, and takes down equipment; cleans up after events; installs, repairs, and maintains decorations, banners, and flags.
- Observes safe work methods and uses safety equipment; sets traffic controls and secures worksites from traffic hazards, as necessary; responds to park emergencies.
- Prepares and maintains a variety of written records and reports; reads and interprets plans, specifications, blueprints, and schematics.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Parks Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Landscape maintenance principles, practices, tools, and materials.
- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf, and trees.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Irrigation system installation, maintenance, and repair.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language to effectively perform the work.

Ability to:

- Perform a variety of maintenance, construction, and repair work for parks, fields, trails, and landscaped areas.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Plant, propagate, and maintain trees, shrubs, flowers, and turf.
- Perform heavy manual labor.
- Drive and operate motorized landscape equipment.
- Maintain accurate records and documentation.
- Ensure safety procedures are properly followed, including those related to traffic control and operation of a variety of maintenance equipment, tools, and materials.
- Respond to public inquiries and requests.
- Read and interpret plans and diagrams.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Parks Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Parks Maintenance Worker I: None required.
- Parks Maintenance Worker II: Two (2) years of experience in the maintenance and repair of parks and recreational facilities.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

PUBLIC SERVICES MAINTENANCE WORKER I/II

SALARY: RANGE 57/60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate (Public Services Maintenance Worker I) to general (Public Services Maintenance Worker II) supervision, performs a variety of water system, street, grounds, and facility maintenance and repair duties in the Public Services Division; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Public Services Maintenance Worker I) or general (Public Services Maintenance Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Public Services Maintenance Worker I: This is the entry-level classification in the Public Services Maintenance Worker series. Initially under close supervision, incumbents learn and perform a variety of water system, street, grounds and facility maintenance and repair duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Public Services Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Public Services Maintenance Worker II: This is the fully qualified journey-level classification in the Public Services Maintenance Worker series. Positions at this level are distinguished from the Public Services Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Public Services Maintenance Worker class series are flexibly staffed; positions at the Public Services Maintenance Worker II level are normally filled by advancement from the Public Services Maintenance Worker I level; progression to the Public Services Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Public Services Maintenance Worker II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Public Services Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Maintains and repairs City water and sewer systems, lines, and equipment; cleans water and sewer lines; provides support in the maintenance of water and sewer mains, laterals, and various other fixtures, parts, and equipment; inspects and repairs leaks, obstructions, and general system failures; trenches and refills lines; cleans dumps, water basins, street drains, and sewers.
- Installs, maintains, remodels, and repairs facility structures; constructs wooden buildings, doors, walls, framework, and furniture; hangs drywall; builds and repairs fencing.
- Maintains and repairs City streets, curbs, gutters, water distribution, and sewer collection systems; prepares streets for asphalt and concrete repair; utilizes asphalt and other rock to grade and patch City's right of ways; fills holes and seals cracks; maintains existing streets in proper condition; cleans and maintains street drains.
- Cleans City streets and right of ways; collects trash and debris; delivers materials; loads and unloads trucks.
- Installs, maintains, and repairs roadway signage, safety signs, and markers; paints and stripes curbs, stop lines, crosswalks, roadways, lines, and other street markings; places and removes traffic control signs, thrashers, markers, and barricades.
- Performs grounds maintenance activities; mows, edges, trims, and waters lawns, fields, and other turf grounds; hoes and pulls weeds; rakes leaves.
- Operates a variety of vehicles and equipment to conduct work, such as vector trucks, camera trucks, asphalt, and crack seal trailers; loads and unloads materials, supplies, and equipment.
- Operates a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws, and various hand and power tools.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Public Services Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Basic practices, procedures, methods, and materials involved in the maintenance and repair of streets, water and sewer systems, buildings, and facilities.
- Use of hand and power tools used in maintenance and repair.
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.

- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, codes, and regulations.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities, and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, lawn edgers, chainsaws, and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing, and demolition.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Public Services Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Public Services Maintenance Worker I: Six (6) months of experience in general maintenance.
- Public Services Maintenance Worker II: Two (2) years of increasingly responsible experience in general maintenance.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Public Services Maintenance Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

PURCHASING TECHNICIAN

SALARY: RANGE 65

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Finance Department

DEFINITION

Under general supervision, performs a variety of technical and clerical duties in support of the City's financial transactions; prepares purchase orders; tracks the status of requisitions, contracts, and orders; responds to City staff inquiries regarding purchase order status, changes, or cancellations; maintains associated records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical and clerical purchasing duties in support of financial operations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Researches vendors and suppliers; compares prices, specifications, shipping costs, and delivery dates; reads vendor reviews and interviews vendors and suppliers.
- Prepares purchase orders in accordance with City contracts, guidelines, and fiscal limitations; calculates the cost of orders; submits purchase orders to the vendor or supplier.
- Tracks the status of requisitions and orders; maintains purchase logs; communicates delays, insufficient supplies, order changes, or cancellations to City staff.
- Reviews and approves invoices for payment; checks deliveries and shipments for appropriate quantities and quality; examines invoices for accuracy; forwards invoices to accounting staff.
- Investigates and resolves delivery shortages, missed or late deliveries and other problems; monitors vendor and supplier performance.
- Prepares, maintains, and reviews purchasing files, reports, and price lists.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technical and clerical purchasing methods, principles, and practices.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- Intermediate math.
- Appropriate reception and telephone etiquette.
- Principles, practices, rules, and regulations related to public sector procurement, including competitive bidding and best value evaluation procedures.
- City policies and procedures for procurement thresholds and signatory authority, solicitation, agreements, and purchase of goods.
- Shipping and receiving procedures, methods, and techniques.
- Source types of products, commodities, and services used by the City.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Calculate, issue, and record costs and quantities.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Prepare, review, and evaluate routine bid proposals, purchase requisitions, specifications, and other purchasing-related documents.
- Efficiently conduct vendor and product research.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate mathematical and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Two (2) years of experience performing technical purchasing support work.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

RECREATION AND EVENT SPECIALIST I/II

SALARY: RANGE 62/66

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Parks and Recreation

DEFINITION

Under immediate (Recreation and Event Specialist I) to general (Recreation and Event Specialist II) supervision, supports the planning and implementation of a variety of recreation, leisure, and educational programs; organizes adult, youth, and alternative sports, after school programs, and recreation classes; assists with the planning and execution of City special events; leads, teaches, and conducts diversified recreation activities at various recreational facilities; maintains records and promotes program activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Recreation and Event Specialist I) or general (Recreation and Event Specialist II) supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to program staff.

CLASS CHARACTERISTICS

Recreation and Event Specialist I: This is the entry-level classification in the Recreation and Event Specialist series. Initially under close supervision, incumbents learn and provide support with planning and implementation of programs. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Recreation and Event Specialist II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Recreation and Event Specialist II: This is the fully qualified journey-level classification in the Recreation and Event Specialist series. Positions at this level are distinguished from the Recreation and Event Specialist I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Recreation and Event Specialist class series are flexibly staffed; positions at the Recreation and Event Specialist II level are normally filled by advancement from the Recreation and Event Specialist I level; progression to the Recreation and Event Specialist II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Recreation and Event Specialist II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Recreation and Event Specialist I level may perform some of these duties and responsibilities in a learning capacity.

- Participates in and leads City-wide activities for youth and/or adults, special events, recreation center activities, athletics, or other related recreation programs; promotes community involvement through recreational and leisure programs; interacts with members of the public across all age groups.
- Organizes, plans, directs, and coordinates recreation activities as appropriate for position; trains part-time staff and/or volunteers in leading or teaching recreation activities.
- Assists with special event/program set up; maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition; secures equipment and materials at the close of the workday; assists with opening, closing, and securing buildings for events.
- Assists with coordinating event publicity, including news releases, flyers, pamphlets, brochures, and presentations; performs public relations work within the community and with community groups pertaining to specific programs, events, and special activities.
- Issues, collects, properly maintains, and inventories City equipment and supplies; reports maintenance and equipment repair needs to management; monitors equipment inventories and procures items as needed.
- Maintains records and prepares reports concerning new and ongoing programs; prepares attendance and activity records; performs routine office duties, including answering the telephone, greeting patrons, typing, data entry, copying, and filing.
- Oversees and trains others in registration and enrollment transactions and point of sale activities.
- Trains and monitors seasonal staff and volunteers; addresses or corrects actions related to safety and daily operations as needed when a supervisor is not onsite.
- Assists in recruiting, interviewing, and selecting volunteers, seasonal, and part-time staff.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Maintains effective communication and working relationships with patrons, participants, clients, co-workers, City Department representatives, and outside agencies.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Recreation and Event Specialist I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles and practices of organizing a variety of recreation programs.
- Recreational and social needs and interests of the community.
- Methods and techniques used in marketing and promotion.
- Principles and procedures of record-keeping, report writing, and preparation of correspondence.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- General office and business administrative practices.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Conduct recreation, leisure, and educational programs to meet the needs of the community.
- Train, monitor, and evaluate volunteers, part-time, and seasonal staff.
- Perform a variety of routine clerical tasks including record keeping, filing, and tracking systems.
- Effectively represent the department and the City in interactions with the community including meetings, events, and programs.
- Interpret and apply facility use policies and procedures.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Recreation and Event Specialist I/II: Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in recreation, leisure studies, or a related field.

Experience:

- Recreation and Event Specialist I: Two (2) years of experience facilitating recreation programs/special events.

- Recreation and Event Specialist II: One (1) year of experience assisting with planning, implementing, and executing recreation programs, activities, and/or special events.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; to operate a motor vehicle and visit various City sites; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR EQUIPMENT MECHANIC

SALARY: RANGE 70

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing skilled technical diagnostic, repair, and maintenance work on a variety of automotive, trucks, tractors, and other light and heavy power-driven equipment; performs lead tasks; coordinates workflow and repairs with outside vendors and contractors; navigates and works within computer database programs; further develops and improves existing fleet maintenance management practices; implements new administrative processes for improved efficiencies and oversight; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Services Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the Equipment Mechanic series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing skilled technical diagnostic, repair, and maintenance work on a variety of automotive, trucks, tractors, and other light and heavy power-driven equipment; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Overhauls, repairs, maintains, and adjusts a wide variety of gas and diesel powered automotive, truck and heavy equipment and their component and computerized systems, including but not limited to engines, transmissions, clutches, differentials, fuel systems, generators, distributors, pumps, hydraulic systems, power plants, power trains, and other equipment accessories and components, such as, heating and air conditioning units.
- Inspects, diagnoses, and locates technical and electrical malfunctions on City automobiles, trucks, sewer utility vector trucks, generators, grounds maintenance equipment, and a variety of maintenance and construction equipment and their component systems.
- Coordinates equipment maintenance and replacement activities with other City departments, divisions, and outside agencies and makes recommendations on upgrades.
- Determines extent of necessary repairs for further repair work and scheduling; estimates parts and materials; locates and recommends vendors; requisitions for order replacement parts and supplies; prepares specifications for purchase of large equipment; recommends contract work, as necessary.
- Maintains work, time, material, and equipment maintenance logs and records; enters data into and retrieves, prints, and generates vehicle, equipment, and work order reports from computer information system; accesses technical information from automated databases.
- Directs and oversees Fleet Shop logistics, safety, and security; assists other equipment mechanics in the performance of major technical repairs as required.
- Conducts cost and life cycle analysis on vehicles and fleet equipment and makes recommendations related to their repair and replacement timeline.
- Assists in budget preparation by recommending equipment expenditures and Vehicle Maintenance Division capital outlay as required.
- Operates and maintains a complete set of hand, power, and shop tools and computerized diagnostic and test equipment used in the automotive and truck repair trade.
- Fabricates and modifies parts and equipment; performs minor welding, braising, soldering, and cutting operations.
- Performs general maintenance on cars, trucks, and other equipment, including but not limited to grease and lubrication; services batteries; changes and repairs tires; replaces spark plugs, light bulbs, fan belts, and other simple technical parts; completes gas and oil services.
- Performs auto body repairs and painting; patches or hammers out dents; uses power tools to sand, grind, smooth, and file repaired surfaces; prepares surfaces, masks parts, and fills cavities prior to painting; buffs and paints vehicles.
- Maintains and wears all required safety and health personal protective equipment, including respirator and eye and skin protection, in the manner recommended by the equipment manufacturer.
- Reads and interprets schematics, shop, and online service manuals and other related materials in performing work assignments; accesses technical information from automated databases; stays abreast of current technology.
- Maintains a clean and orderly work and shop area.
- Responds to emergency service calls for repairing vehicles and equipment requiring attention in the field; operates heavy duty vehicles to transport vehicles and equipment for service.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Practices, techniques, materials, tools, and equipment used in the diagnosis, repair, and modification of a wide variety of technical equipment, including automobiles, vector trucks, light trucks, heavy equipment, and specialized vehicles.
- Operation and repair characteristics of light and heavy equipment.
- Preventive maintenance practices and techniques.
- Regulations, standards, and guidelines pertaining to the work, including state and federal inspection guidelines.
- Lubrication systems, including oils and greases used in servicing and maintaining vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Current technology in repairing and diagnosing vehicles, equipment, and their component systems.
- Practices and procedures of welding and fabrication.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language at a level necessary to successfully perform the duties assigned.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Meet deadlines and review and adjust vehicle and equipment service schedules as needed to ensure efficiency of workflow and cost effectiveness.
- Maintain a clean and orderly work and shop area.
- Perform advanced journey level equipment mechanic work on a wide range of vehicles and equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly.
- Inspect gas- and diesel-powered equipment to locate difficulties and estimate the cost and time of repairs.
- Use a variety of tools and equipment with skill.
- Read and interpret shop manuals, schematics, blueprints, and specifications.
- Document and maintain records of repairs.
- Perform final operational tests on all vehicles to quality-check all repairs.
- Fabricate parts as needed to complete repair including any design work.
- Estimate time and cost of repairs to within 10% of the actual costs.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Five (5) years of increasingly responsible experience performing diagnostic and repair duties on a wide variety of vehicles and equipment, including both diesel and gas-powered equipment and their component electronic and computerized systems.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a shop and field environment, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

This position is subject to mandatory drug and alcohol testing pursuant to Department of Transportation and Federal Highway Administration requirements.

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR WASTEWATER TREATMENT PLANT OPERATOR

SALARY: RANGE 82

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of operations, control, and preventive maintenance functions in support of the City's wastewater treatment system, including the wastewater treatment plant, lift stations, and related facilities and equipment; oversees and performs routine water quality laboratory analysis and ensures compliance with federal, state, and local laws and regulations; operates and maintains plant equipment; oversees preventive maintenance and repairs of plant facilities and equipment; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the Wastewater Treatment Plant Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Wastewater Plant Chief Operator in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing operations, control, and preventive maintenance functions in support of the City's wastewater treatment system, including the wastewater treatment plant, lift stations, and related facilities and equipment; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent

judgment and discretion in establishing work plans, identifying resources, and completing assignments.

- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Leads the operations of the City's wastewater treatment plant using electronic and computer control systems (SCADA); adjusts equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Oversees and monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; calibrates and adjusts controls, instruments, and equipment as needed to optimize efficiency.
- Leads and participates in the operation, installation, maintenance, and repair of the City's wastewater treatment plant, lift stations, and related equipment; inspects plant equipment; performs preventive maintenance; notifies management of unusual situations and makes inspections or corrects system problems, as necessary.
- Ensures the proper maintenance of a wide variety of wastewater plant equipment; inspects, troubleshoots, and diagnoses related problems and malfunctions.
- Ensures regular wastewater quality analysis and the maintenance of analysis instrumentation and equipment to ensure accuracy; takes corrective action according to laboratory results.
- Oversees the maintenance of accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Ensures the maintenance and cleanliness of plant facilities and grounds.
- Responds to wastewater treatment plant and lift station emergencies.
- Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles and processes of wastewater treatment systems.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment facilities, lift stations, and related equipment.
- Standard chemical and physical tests of wastewater and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and participate in a variety of activities in the installation, maintenance, and repair of wastewater treatment systems.
- Operate, maintain, and repair a variety of wastewater treatment equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.
- Conduct chemical and physical tests of water and related materials.
- Handle hazardous chemicals in a safe manner.
- Oversee the maintenance of manual and automated logs, records, reports, and charts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Four (4) years of increasingly responsible experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment, or one (1) year of responsible work experience comparable to that of a Wastewater Treatment Plant Operator III with the City of Imperial.

Licenses and Certifications:

- Possession of a valid Class “B” California Driver’s License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

- Possession of a valid Wastewater Treatment Plant Certification Grade III from the California State Water Resources Control Board, to be maintained throughout employment.
- Preferred: Possession of a valid Collection System Maintenance Certification Grade 1 from the California Water Environmental Association (CWEA) to be maintained throughout employment is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard wastewater treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard wastewater treatment plant, lift stations, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

UTILITY BILLING TECHNICIAN

SALARY: RANGE 66

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Finance Department

DEFINITION

Under general supervision, performs clerical and customer service duties for the City's utility billing function, including processing requests for new service and service termination; prepares, processes, and reconciles payments; prepares related reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing clerical accounting and customer service duties in support of utility billing operations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Assists the City's utility billing customers in person, via email, or by telephone with their requests for service; initiates new service and creates and enters new customer account information and new meter and endpoint information into utility databases and systems; terminates service and prepares customer final bills, as required.
- Performs general front counter duties including assisting customers, answering telephone calls, and sorting and distributing mail and packages; responds to general questions and complaints concerning utility services; processes related work orders.
- Processes utility bill payments; computes billings according to established procedures; checks balances; corrects billing errors and adjusts as necessary to ensure accuracy.
- Processes meter and end point change-outs in customer accounts; prepares shut-off notices; inputs and processes meter readings; processes and prepares monthly close-out reports.
- Receives, processes, and maintains records for utility payments; enters loan and business license payments; prepares and processes returned checks; prepares daily bank deposits.
- Develops and maintains a variety of service schedules; prepares records and inputs information for trash collection activities; prepares trash collection and end-of-day reports.

- Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates a variety of computerized reports.
- Audits records; balances and reconciles accounts and maintains ledgers; processes adjustments, transfers, disconnection notices, refunds, and closings as appropriate.
- Prepares and maintains records, files, lists, and reports related to utility billing account activities; reviews and processes a variety of forms and other documents as needed.
- Communicates with other departments and personnel, public and private agencies, outside organizations, customers, and the public to exchange information and resolve issues or concerns.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic clerical accounting methods, principles, and practices.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.
- Recordkeeping principles and procedures including record destruction according to rules and regulations.
- Basic math.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Process, record, correct, and reconcile utility billing transactions.
- Gather and compile information from a variety of sources.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Perform detailed utility billing support work accurately and in a timely manner.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic and financial computations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in accounting, business, finance, or a related field.

Experience:

- Three (3) years of increasingly responsible experience performing clerical accounting support work to include customer service and cash handling.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

UTILITY MAINTENANCE WORKER I/II

SALARY: RANGE 62/66

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate (Utility Maintenance Worker I) to general (Utility Maintenance Worker II) supervision, performs a variety of construction, maintenance, and repair duties to City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water, sewer, and storm drain systems; maintains and repairs meters, boxes, and valves; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Utility Maintenance Worker I) or general (Utility Maintenance Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Utility Maintenance Worker I: This is the entry-level classification in the Utility Maintenance Worker series. Initially under close supervision, incumbents learn and perform maintenance duties on City infrastructure and systems, while also learning a wide variety of practices and procedures and the use of tools and equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Utility Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Utility Maintenance Worker II: This is the fully qualified journey-level classification in the Utility Maintenance Worker series. Positions at this level are distinguished from the Utility Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Utility Maintenance Worker class series are flexibly staffed; positions at the Utility Maintenance Worker II level are normally filled by advancement from the Utility Maintenance Worker I level; progression to the Utility Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Utility Maintenance Worker II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Utility Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of unskilled and semi-skilled activities involved in the construction, maintenance, and repair of City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water distribution and sewer collection systems.
- Installs and maintains streets, curbs, and gutters; prepares streets for asphalt and concrete repair; utilizes asphalt and other rock to grade and patch the City's rights-of-way; fills holes and seals cracks; maintains existing streets in proper condition; cleans and maintains street drains.
- Maintains and repairs City water and sewer systems, lines, and equipment; cleans water and sewer lines; maintains and repairs water and sewer mains, laterals, and various other fixtures, parts, and equipment.
- Performs inspection, repair, maintenance, and upkeep of the City's water and wastewater treatment facilities, including cleaning lift stations.
- Performs preventive maintenance and services for wastewater treatment systems, water treatment processes, and plant facilities, including cleaning water plant ponds and wastewater ponds and replacing utility hole covers.
- Performs corrective maintenance on wastewater facilities and equipment, including disassembling, rebuilding, cleaning, and overhauling/replacing valves, filters, pipe fittings, pumps, bearings, and other assorted equipment.
- Assists and confers with plant operations staff to determine equipment problems; assists skilled workers with complex equipment maintenance and repairs.
- Troubleshoots meter reading connection issues; programs meters to end points; replaces damaged meters, boxes, and shut-off valves; turns water functions on and off.
- Inspects water mains and sewer mains for malfunctions and performs regular maintenance as directed.
- Performs semi-skilled fabrication and welding activities.
- Cleans City streets and rights-of-way; cleans and clears streets of trash and debris; loads and unloads trucks.
- Operates a variety of equipment such as vacuum trucks, excavators, backhoes, skid steers, tractors, forklifts, water trucks, dump trucks, cranes, and various hand and power tools.
- Maps characteristics of the City water and sewer systems.
- Maintains routine records related to assigned activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Utility Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Practices, procedures, methods, and materials involved in the maintenance and repair of City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water, sewer, and storm drain systems.
- Use of hand and power tools used in maintenance and repair.
- Safe driving rules and practices.
- Safe operation of heavy equipment.
- Appropriate health and safety precautions and procedures.
- Basic record-keeping techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language to effectively perform the work.

Ability to:

- Perform a variety of construction, maintenance, and repair activities of City infrastructure, including streets, street signs and striping, water and wastewater treatment facilities, and water, sewer, and storm drain systems.
- Safely operate a variety of equipment such as vacuum trucks, excavators, backhoes, skid steers, tractors, forklifts, water truck, dump trucks, cranes, and various hand and power tools.
- Patch City streets, rights-of-way, and shoulders using asphalt and other rock grade.
- Repair or replace a variety of fixtures, parts, components, and equipment.
- Observe health and safety regulations.
- Perform heavy manual labor as needed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Utility Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Utility Maintenance Worker I: Six (6) months of experience in construction, maintenance, and/or repair of water utilities and/or related facilities, systems, and appurtenances

- Utility Maintenance Worker II: Two (2) years of experience in construction, maintenance, and/or repair of water utilities and/or related facilities, systems, and appurtenances, or one (1) year of experience equivalent to Utilities Maintenance Worker I at the City of Imperial.

Licenses and Certifications:

- Utility Maintenance Worker I: Possession of a valid California Driver's License, to be maintained throughout employment.
- Utility Maintenance Worker II: Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Utility Maintenance Worker I/II:
- Possession of a valid Forklift certification, to be maintained throughout employment.
- Possession of a valid First Aid/CPR/AED certification, to be maintained throughout employment.
- Incumbents in this classification series who possess a Class "B" California Driver's License are placed in a random drug test program.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 60 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

WASTEWATER OPERATOR IN TRAINING

SALARY: RANGE 60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate supervision, operates, controls, and performs preventive maintenance on the City's wastewater treatment plant and related facilities and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the trainee-level classification in the Wastewater Treatment Plant Operator series. Initially under close supervision, incumbents receive on-the-job training and learn to perform routine duties related to the operation, monitoring/control, and preventive maintenance of the City's wastewater treatment plant and learn City policies and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform duties in a training capacity while gaining the experience necessary to become a certified operator. Work is closely supervised while in progress and fits an established structure or pattern.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Learns and assists in the operation, maintenance, and installation of wastewater facilities and related equipment; performs and documents routine operation and maintenance tasks.
- Learns to monitor, test, calibrate, repair, and adjust wastewater treatment equipment.
- Learns to inspect, troubleshoot, and diagnose wastewater plant equipment problems and malfunctions.
- Cleans, maintains, and repairs as directed City sewer lines and lift, sewage, and pump stations.
- Assists in the overhaul of wastewater treatment plant equipment including pumps.
- Performs routine process control laboratory tests; records data and calibrations of testing equipment.
- Operates a variety of equipment such as vacuum trucks, tractors, forklifts, water trucks, skip loaders, and various hand and power tools including welding equipment.
- Prepares and maintains accurate records, logs, and reports of plant operations.

- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities, groundskeeping, and weed control.
- Responds to wastewater treatment plant and lift station emergencies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, preventive maintenance, and basic repair of wastewater treatment facilities, lift stations, and related equipment.
- Operational principles of pumps, valves, motors, and related equipment and electronic, computerized, and manual control systems.
- California State Water Resources Control Board regulations and standards applicable to wastewater treatment systems.
- National Pollutant Discharge Elimination System (NPDES) permit requirements for the City's wastewater treatment plant.
- Sampling and wastewater testing techniques.
- Use of equipment, tools, chemicals, and meters used to test wastewater quality.
- Operational characteristics and minor maintenance of a variety of hand and power tools and light to heavy equipment and their application to wastewater treatment operations.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain all aspects of the City's wastewater treatment plant, lift stations, and equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Perform inspections, monitor processes, diagnose operational problems, and perform preventive maintenance of treatment plant facilities and equipment.
- Safely and effectively use, operate, and maintain tools and test equipment.
- Maintain a variety of filing, record keeping, and tracking systems of work performed.
- Perform mathematical computations with accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Six (6) months of experience performing maintenance and repair of mechanical equipment used in the distribution, collection, and treatment of water and/or wastewater or other similar industrial setting.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession, or successful acquisition within 12 months of employment, a valid Grade 1 Operator-in-Training Certification from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession, or successful acquisition within 24 months of employment, a valid Wastewater Grade 1 Certification from the California State Water Resources Control Board, to be maintained throughout employment.
- OIT's must complete one (1) full year of qualifying experience or a minimum of 1,800 hours in wastewater operations to become certified.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard wastewater treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard wastewater treatment plant, lift stations, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

WASTEWATER TREATMENT PLANT OPERATOR I/II/III

SALARY: RANGE 71/74/80

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate (Wastewater Treatment Plant Operator I) or general (Wastewater Treatment Plant Operator II/III) supervision, performs a variety operations, control, and preventive maintenance functions in support of the City's wastewater treatment system, including the wastewater treatment plant, lift stations, and related facilities and equipment; assists with sample collection and laboratory testing; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Wastewater Treatment Plant Operator I) or general (Wastewater Treatment Plant Operator II/III) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Wastewater Treatment Plant Operator I: This is the entry-level classification in the Wastewater Treatment Plant Operator series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Wastewater Treatment Plant Operator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Wastewater Treatment Plant Operator II: This is the first experienced-level classification in the Wastewater Treatment Plant Operator series. Positions at this level are distinguished from Wastewater Treatment Plant Operator I level by the performance of a broader range of duties as assigned, working with greater independence, and exercising greater judgment and initiative. Work is usually supervised while in progress and fits an established structure or pattern. This class is distinguished from Wastewater Treatment Plant Operator III in that the latter performs the full range of wastewater plant operations and maintenance duties at a greater level of independence not expected of this class level.

Wastewater Treatment Plant Operator III: This is the fully qualified journey-level classification in the Wastewater Treatment Plant Operator series. Positions at this level are distinguished from the Wastewater Treatment Plant Operator II level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Wastewater Treatment Plant Operator class series are flexibly staffed; positions at the Wastewater Treatment Plant Operator II and III levels are normally filled by advancement from the Wastewater Treatment Plant Operator I and II levels (respectively); progression through the Wastewater Treatment Plant Operator levels is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to higher positions within the Wastewater Treatment Plant Operator levels.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Wastewater Treatment Plant Operator I/II levels may perform some of these duties and responsibilities in a learning capacity.

- Operates the City's wastewater treatment plant and lift stations; monitors the operation of a variety of wastewater treatment plant pumps, motors, digesters, biosolids, and other equipment; reads gauges, dials, and other instruments that record plant operations including electronic and computer control systems (SCADA).
- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards; adjusts as needed to optimize efficiency and maintain compliance.
- Inspects, troubleshoots, and diagnoses wastewater plant, lift station, and related equipment problems and malfunctions; assists in the maintenance and repair or replacement of parts, controls, motors, system components, and other related mechanical equipment.
- Performs daily walk through of the wastewater treatment plant facility; inspects equipment; monitors and adjusts chemical dosages for wastewater effluent and performs total suspended solids tests.
- Operates and maintains the Membrane Biological Reactor, including monitoring and performing membrane recovery cleaning.
- Performs walk through of lift stations; inspects oil, belts, pumps, valves, run hours, electrical components, and weed control; monitors for leaks; vacuums and jets collection systems.
- Ensures proper handling for obtaining and transporting wastewater samples; tests, records, and adjusts equipment in response to wastewater quality characteristics.
- Maintains, calibrates, and repairs wastewater analysis instrumentation and equipment to ensure proper operation.
- Notifies management of unusual situations and makes inspections or corrects system problems, as necessary.
- Operates a variety of equipment such as vacuum trucks, tractors, forklifts, water trucks, skip loaders, and various hand and power tools.
- Maintains accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Responds to wastewater treatment plant and lift station emergencies.
- Assists with sewer complaints and contacts underground utility location services as requested.

- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities and weed control at lift stations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Wastewater Treatment Plant Operator I/II levels may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles and processes utilized in wastewater treatment.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment facilities, lift stations, and related equipment.
- Standard chemical and physical tests of wastewater and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Participate in a variety of activities in the installation, maintenance, and repair of wastewater treatment facilities and lift stations.
- Operate, maintain, and repair a variety of wastewater treatment equipment.
- Read and interpret gauges and other recording devices reflecting wastewater treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Conduct standard chemical and physical tests of wastewater and related materials.
- Handle hazardous chemicals in a safe manner.
- Maintain manual and automated logs, records, reports, and charts.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Wastewater Treatment Plant Operator I/II/III: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Wastewater Treatment Plant Operator I: One (1) year of responsible work experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment.
- Wastewater Treatment Plant Operator II/III: One (1) year of responsible maintenance or related work experience at a wastewater treatment plant.

Licenses and Certifications:

- Wastewater Treatment Plant Operator I/II/III: Possession of a valid California Driver's License, to be maintained throughout employment.
- Wastewater Treatment Plant Operator I: Possession of a valid Wastewater Treatment Plant Certification Grade I from the California State Water Resources Control Board, to be maintained throughout employment.
- Wastewater Treatment Plant Operator II: Possession of a valid Wastewater Treatment Plant Certification Grade II from the California State Water Resources Control Board, to be maintained throughout employment.
- Wastewater Treatment Plant Operator III: Possession of a valid Wastewater Treatment Plant Certification Grade III from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard wastewater treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 100 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard wastewater treatment plant, lift stations, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public

and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

WATER METER / DISTRIBUTION OPERATOR I/II

SALARY: RANGE 64/67

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate (Water Meter/Distribution Operator I) to general (Water Meter/Distribution Operator II) supervision, performs a variety of skilled work in the operation, maintenance, and repair of the City's water infrastructure systems, including servicing water main and service lines; performs meter reading, water connection and disconnection services, and field inspections; maintains and repairs water meters; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Water Meter/Distribution Operator I) or general (Water Meter/Distribution Operator II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Water Meter/Distribution Operator I: This is the entry-level classification in the Water Meter/Distribution Operator series. Initially under close supervision, incumbents learn and perform water systems infrastructure maintenance and repair. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Meter/Distribution Operator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Meter/Distribution Operator II: This is the fully qualified journey-level classification in the Water Meter/Distribution Operator series. Positions at this level are distinguished from the Water Meter/Distribution Operator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Water Meter/Distribution Operator class series are flexibly staffed; positions at the Water Meter/Distribution Operator II level are normally filled by advancement from the Water Meter/Distribution Operator I level; progression to the Water Meter/Distribution Operator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Water Meter/Distribution Operator II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Water Meter/Distribution Operator I level may perform some of these duties and responsibilities in a learning capacity.

- Performs inspections, troubleshooting, and skilled maintenance, repairs, and replacements of water systems transmission/distribution main and service lines; conducts work in compliance with state and federal environmental and water quality laws and regulations and City policies and standards.
- Troubleshoots meter reading connection issues; programs meters to end points; replaces broken meters and boxes; replaces broken shut-off valves; orders new meters; turns water functions on and off.
- Receives and responds to customer complaints, including water meter leaks, low pressure issues, high water bills, and missing meter box lids; inspects and diagnoses issues and performs required repairs; provides information and explanations to customers.
- Ensures safe digs for water service line maintenance and water leak servicing; contacts underground utility location services to identify utility lines in affected areas; excavates areas properly marked for digging.
- Utilizes specialty equipment to locate and track water lines to water mains and confirm service line leaks.
- Safely operates medium and heavy equipment including vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, and utility trucks; safely uses various hand and power tools; cleans and maintains vehicles, tools, and equipment; performs maintenance as directed.
- Inspects and maintains water and wastewater systems infrastructure equipment and components.
- Performs the City's dead end fire hydrant main flushing and valve exercising; operates valve exercising machine; repairs leaks at valve stems; repaint hydrants as directed.
- Sets up work zones and equipment in safe operating conditions; notifies supervisor of maintenance and repair issues; reports unsafe conditions, accidents, injuries, security issues, and illegal activities.
- Orders and maintains stock to ensure parts are available, as necessary.
- Interprets plans, diagrams, blueprints, sketches, and specifications.
- Utilizes work orders, log sheets, and electronic recording equipment; records data on spreadsheets; documents and records activities; prepares monthly reports of meter change outs.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Water Meter/Distribution Operator I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Methods, materials, tools, and equipment used in water systems operations, repairs, and maintenance.
- State and federal laws and regulations governing water/wastewater utilities and emergency response.

- Safe work practices and occupational hazards.
- Techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace.
- Methods and techniques of water transmission and distribution system installations, troubleshooting, and repairs.
- Basic computerized systems for equipment data logging and fieldwork recording.
- OSHA guidelines related to water transmission/distribution system operations.
- Underground utility location services specifications and guidelines.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language to effectively perform the work.

Ability to:

- Follow standardized methods and procedures, and verbal and written instructions.
- Effectively perform water systems maintenance activities.
- Identifying unsafe conditions and mechanical problems.
- Read and understand manufacturer manuals and equipment specifications.
- Following safe work practices.
- Safely operate a variety of equipment such as vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, utility trucks, and various hand and power tools.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Water Meter/Distribution Operator I/II: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Water Meter/Distribution Operator I: Two (2) years of experience in public works repair and maintenance or general construction.
- Water Meter/Distribution Operator II: Two (2) years of experience equivalent to a Water Meter/Distribution Operator I with the City of Imperial.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Possession of a valid Forklift certification, to be maintained throughout employment.

- Water Meter/Distribution Operator I: Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.
- Water Meter/Distribution Operator II: Possession of a valid Water Distribution Certification Grade II (D-2) from California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

WATER OPERATOR IN TRAINING

SALARY: RANGE 60

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate supervision, operates, controls, and performs preventive maintenance on the City's water treatment plant and related facilities and equipment; assists with basic laboratory testing and sample collection; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the trainee-level classification in the Water Treatment Plant Operator series. Initially under close supervision, incumbents receive on-the-job training and learn to perform routine duties related to the operation, monitoring/control, and preventive maintenance of the City's water treatment plant and learn City policies and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform duties in a training capacity while gaining the experience necessary to become a certified operator. Work is closely supervised while in progress and fits an established structure or pattern.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the typical functions of the job.

- Monitors and sets electronic and computer control systems (SCADA) to ensure water quality standards, compliant water system levels, and plant performance.
- Monitors, tests, calibrates, repairs, and adjusts water treatment equipment.
- Collects water samples at the water treatment plant, booster stations, and distribution sampling sites and delivers for water quality analysis testing.
- Adjusts and maintains chlorination and coagulation equipment; checks and adjusts chemical dosages.
- Operates and maintains specialized equipment, including transfer pumps, distribution pumps, electrical motors, laboratory equipment, chemical feeder, hand tools, and lawn mower.
- Learns to inspect, troubleshoot, and diagnose water plant equipment problems and malfunctions; assists in the maintenance and repair or replacement of gauges, pumps, filters, and various other controls, parts, motors, distribution and metering system components, and other related mechanical equipment.

- Prepares and maintains accurate records, logs, and reports of plant operations.
- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities.
- Responds to water treatment plant and booster station facility emergencies and water quality concerns.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, preventive maintenance, and basic repair of water treatment facilities, distribution systems, and related equipment.
- Operational principles of pumps, valves, motors, and related equipment and electronic, computerized, and manual control systems.
- California State Water Resources Control Board regulations and standards applicable to water distribution and water treatment systems.
- Sampling and water testing techniques.
- Chemical analysis of water quality, including chlorine use and the use of a variety of test kits and equipment.
- Use of equipment, tools, chemicals, and meters used to test water quality.
- Operational characteristics and minor maintenance of a variety of hand and power tools and light to heavy equipment and their application to wastewater treatment operations.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate and maintain all aspects of the City's water treatment plant, systems, and equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Perform inspections, monitor processes, diagnose operational problems, and perform preventive maintenance of treatment plant facilities and equipment.
- Safely and effectively use, operate, and maintain tools and test equipment.
- Maintain a variety of filing, record keeping, and tracking systems of work performed.
- Perform mathematical computations with accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Six (6) months of experience performing maintenance and repair of mechanical equipment used in the distribution, collection, and treatment of water and/or wastewater or other similar industrial setting.
- OIT's must complete one (1) full year of qualifying experience or a minimum of 1,800 hours in water operations to become certified.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Water Treatment Plant Certification Grade I (T-1) from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard water treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 125 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard water treatment plant, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

WATER TREATMENT PLANT OPERATOR I/II/III

SALARY: RANGE 71/74/80

Draft Classification

Pending CC Approval 10/01/25

FLSA Non-Exempt – Teamsters

Department: Public Services

DEFINITION

Under immediate (Water Treatment Plant Operator I) or general (Water Treatment Plant Operator II/III) supervision, performs a variety operations, control, and preventive maintenance functions in support of the City's production of potable water; performs routine water quality laboratory analysis and adjusts chemicals to comply with federal, state, and local laws and regulations; operates and maintains plant equipment; assists with preventive maintenance and repair of plant facilities and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Water Treatment Plant Operator I) or general (Water Treatment Plant Operator II/III) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Water Treatment Plant Operator I: This is the entry-level classification in the Water Treatment Plant Operator series. Initially under close supervision, incumbents with basic experience learn City systems, operations, practices, and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Treatment Plant Operator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Treatment Plant Operator II: This is the first experienced-level classification in the Water Treatment Plant Operator series. Positions at this level are distinguished from Water Treatment Plant Operator II level by the performance of a broader range of duties as assigned, working with greater independence, and exercising greater judgment and initiative. Work is usually supervised while in progress and fits an established structure or pattern. This class is distinguished from Water Treatment Plant Operator III in that the latter performs the full range of water plant operations and maintenance duties at a greater level of independence not expected of this class level.

Water Treatment Plant Operator III: This is the fully qualified journey-level classification in the Water Treatment Plant Operator series. Positions at this level are distinguished from the Water Treatment Plant Operator I and II levels by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Water Treatment Plant Operator class series are flexibly staffed; positions at the Water Treatment Plant Operator II and III levels are normally filled by advancement from the Water Treatment Plant Operator I and II levels (respectively); progression through the Water Treatment Plant Operator levels is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to higher positions within the Water Treatment Plant Operator levels.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Water Treatment Plant Operator I/II levels may perform some of these duties and responsibilities in a learning capacity.

- Operates the City's water treatment plant using electronic and computer control systems (SCADA); adjusts equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; calibrates and adjusts controls, instruments, and equipment as needed to optimize efficiency.
- Operates, installs, maintains, and repairs the City's water treatment plant, water distribution systems, and related equipment; inspects plant equipment; performs preventive maintenance; notifies management of unusual situations and makes inspections or corrects system problems, as necessary.
- Inspects, troubleshoots, and diagnoses water plant equipment problems and malfunctions; assists in the maintenance and repair or replacement of gauges, pumps, filters, and various other controls, parts, motors, distribution and metering system components, and other related mechanical equipment.
- Performs calculations to determine proper dosage of chemicals; collects water samples at the water treatment plant, booster stations, and distribution sampling sites; performs water quality analysis to confirm proper chemical dosages and compliance with regulations; takes corrective action according to laboratory results.
- Maintains, calibrates, and repairs water analysis instrumentation and equipment to ensure proper operation.
- Maintains and cleans raw water ponds, water pumps, wells, flocculation basins, sediment basins, clarifiers, filtration basins, and storage tanks.
- Inspects water treatment filters; analyzes and measures filter media to determine compliance with design specifications; performs backwashing on mixed media filtration systems.
- Maintains accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Performs a variety of custodial and grounds maintenance duties, including sweeping and cleaning in the plant facilities.
- Responds to water treatment plant and booster station facility emergencies and water quality concerns.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Water Treatment Plant Operator I/II levels may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles and processes of water treatment and water distribution systems.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water treatment facilities, water distribution systems, and related equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- Supervisory Control and Data Acquisition (SCADA) operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping and report preparation techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Participate in a variety of activities in the installation, maintenance, and repair of water treatment and water distribution systems.
- Operate, maintain, and repair a variety of water treatment equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Conduct standard chemical and physical tests of water and related materials.
- Handle hazardous chemicals in a safe manner.
- Maintain manual and automated logs, records, reports, and charts.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Water Treatment Plant Operator I/II/III: Equivalent to completion of the twelfth (12th) grade.

Experience:

- Water Treatment Plant Operator I: One (1) year of responsible work experience in mechanical maintenance working with pumps, electric motors, and other mechanical equipment.
- Water Treatment Plant Operator II/III: One (1) year of responsible maintenance or related work experience at a water treatment plant.

Licenses and Certifications:

- Water Treatment Plant Operator I/II/III: Possession of a valid California Driver's License, to be maintained throughout employment.
- Water Treatment Plant Operator I:
 - Possession of a valid Water Treatment Certification Grade I (T-1) from the California State Water Resources Control Board, to be maintained throughout employment.
 - Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.
 - Possession of, or successful acquisition within 18 months of employment, a valid Water Treatment Certification Grade II (T-2) from the California State Water Resources Control Board, to be maintained throughout employment.
- Water Treatment Plant Operator II:
 - Possession of a valid Water Treatment Certification Grade II (T-2) from the California State Water Resources Control Board, to be maintained throughout employment.
 - Possession of a valid Water Distribution Certification Grade I (D-1) from the California State Water Resources Control Board, to be maintained throughout employment.
- Water Treatment Plant Operator III:
 - Possession of a valid Water Treatment Plant Certification Grade III (T-3) from the California State Water Resources Control Board, to be maintained throughout employment.
 - Possession of a valid Water Distribution Certification Grade II (D-2) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard water treatment plant, and related facilities; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights of up to 125 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard water treatment plant, and related facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes,

dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).

City of Imperial
Classification and Compensation Schedule

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Accounting Technician	Teamsters	69
Administrative Assistant	Teamsters	60
Administrative Specialist	Teamsters	72
Animal Control Officer	IPOA	57
Assistant City Clerk	Unrepresented MSPC	78
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Assistant Planner	Teamsters	80
Associate Planner	Unrepresented MSPC	85
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Official	Unrepresented MSPC	92
Building Service Worker	Teamsters	60
City Manager	Contract	Contract
Code Enforcement Inspector	Teamsters	69
Code Enforcement Inspector I	Teamsters	66
Code Enforcement Inspector II	Teamsters	70
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Coordinator	Unrepresented MSPC	69
Community Development Project Manager	Unrepresented MSPC	92
Community Development Technician	Teamsters	57
Community Development Technician I	Teamsters	61
Community Development Technician II	Teamsters	66
Construction Project Coordinator	Unrepresented MSPC	76
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
Cybersecurity Program Manager	Unrepresented MSPC	92

City of Imperial
Classification and Compensation Schedule

Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Electrician	Teamsters	78
Engineering Technician/Inspector	Teamsters	74
Engineering Technician I	Teamsters	67
Engineering Technician II	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Facilities Maintenance Worker	Teamsters	60
Finance Director	Unrepresented MSPC	102
Finance Manager	Unrepresented MSPC	98
Fleet and Facilities Supervisor	Unrepresented MSPC	85
General Maintenance Technician I	Teamsters	64
General Maintenance Worker I	Teamsters	57
General Maintenance Worker II	Teamsters	60
General Maintenance Worker III	Teamsters	64
Geographic Information Systems (GIS) Analyst	Unrepresented MSPC	78
Geographic Information Systems (GIS) Program Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources and Risk Management Director	Unrepresented MSPC	102
Human Resources Specialist	Unrepresented MSPC	80
Human Resources Technician	Unrepresented MSPC	68
HVAC/Electrical Technician	Teamsters	68
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60 63
Information Technology Technician II	Teamsters	63 69
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
Library Assistant	Teamsters	60
Library Assistant	Unrepresented MSPC	66
Library Clerk	Teamsters	60
Library Grant Coordinator	Unrepresented MSPC	75
Library Manager	Unrepresented MSPC	98
Library Page	Unrepresented Part-Time	55

City of Imperial

Classification and Compensation Schedule

Library Support Services Worker	Unrepresented Part-Time	55
Library Technician	Teamsters	63
Lifeguard	Unrepresented Seasonal	55
Lifeguard/Swim Instructor	Unrepresented Seasonal	56
Literacy Coordinator	Unrepresented MSPC	75
Lunch at the Library Intern	Unrepresented Part-Time	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	78
Network Specialist	Teamsters	78
Organic Waste Monitor	Unrepresented Limited Term	65
Organic Waste Specialist	Teamsters	65
Parks and Recreation Director	Unrepresented MSPC	102
Parks Maintenance Coordinator	Unrepresented MSPC	68 75
Parks Maintenance Worker I	Teamsters	57
Parks Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Police Captain	Unrepresented MSPC	98
Police Chief	Contract	102
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
Public Services Director	Unrepresented MSPC	102
Public Services Maintenance Worker I	Teamsters	57
Public Services Maintenance Worker II	Teamsters	60
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Purchasing Technician	Teamsters	65
Recreation and Event Specialist I	Teamsters	62
Recreation and Event Specialist II	Teamsters	66
Recreation/Special Events Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55

City of Imperial
Classification and Compensation Schedule

Recreation Leader II	Unrepresented Seasonal	56
Recreation Specialist	Teamsters	60
Senior Collection System Worker	Unrepresented MSPC	72
Senior Equipment Mechanic	Unrepresented MSPC	70
Senior Lifeguard/Swim Instructor	Unrepresented MSPC	57
Senior Maintenance and Utility Worker	Unrepresented MSPC	68
Senior Parks Maintenance Worker	Unrepresented MSPC	68
Senior Planner	Unrepresented MSPC	92
Senior Recreation and Event Specialist	Unrepresented MSPC	72
Senior Recreation Leader	Unrepresented MSPC	57
Senior Wastewater Treatment Plant Operator	Unrepresented MSPC	82
Senior Water Meter/Distribution Operator	Unrepresented MSPC	72
Senior Water Treatment Plant Operator	Unrepresented MSPC	82
Utility Billing Technician	Teamsters	66
Utility Maintenance Worker I	Teamsters	62
Utility Maintenance Worker II	Teamsters	66
Wastewater Operator in Training	Teamsters	60
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Wastewater Treatment Plant Operator I	Teamsters	71
Wastewater Treatment Plant Operator II	Teamsters	74
Wastewater Treatment Plant Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT-I)	Teamsters	60
Wastewater Operator Trainee II (OIT-II)	Teamsters	64
Water Meter/Distribution Operator I	Teamsters	64
Water Meter/Distribution Operator II	Teamsters	67
Water Operator In Training	Teamsters	60
Water Operator Trainee I (OIT-I)	Teamsters	60
Water Operator Trainee II (OIT-II)	Teamsters	64
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Plant Operator I	Teamsters	71
Water Treatment Plant Operator II	Teamsters	74
Water Treatment Plant Operator III	Teamsters	80

City of Imperial
Classification and Compensation Schedule

CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2025-2026 (2.5% COLA)

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	10 YR STEP 8	15 YR STEP 9	20 YR STEP 10
55	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
56	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
57	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
58	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
59	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
60	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
61	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
62	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
63	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
64	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
65	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
66	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.81	37.60
67	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
68	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
69	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
70	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
71	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
72	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
73	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
74	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
75	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
76	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
77	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
78	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
79	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
80	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
81	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
82	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
83	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
84	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
85	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
86	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
87	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
88	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
89	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
90	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
91	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
92	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
93	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
94	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
95	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
96	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
97	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
98	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
99	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
100	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05
101	57.51	60.39	63.41	66.58	69.91	73.40	77.07	80.93	84.97	89.22
102	58.95	61.90	64.99	68.24	71.65	75.24	79.00	82.95	87.10	91.45

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT:		DISCUSSION/ACTION:	
		1. Approve Resolution 2025-50 Establishing Employee Benefits For MSPC Unrepresented Employees of The City of Imperial to incorporate new classification titles.	
DEPARTMENT INVOLVED: Human Resources			
BACKGROUND/SUMMARY:			
As part of the recent classification study by Gallagher, several positions were approved for reclassification from the Teamsters bargaining unit to be MSPC unrepresented employees. These changes, which are part of a broader implementation for both Teamsters and MSPC, require an update to the MSPC Resolution Establishing Employee Benefits For MSPC Unrepresented Employees. This action is crucial to ensure the City's compensation plans are accurately maintained and legally compliant with the new organizational structure.			
FISCAL IMPACT: NOT TO EXCEED		FINANCE INITIALS	
There is no fiscal impact to amend the resolution.		JMS	
STAFF RECOMMENDATION:		DEPT. INITIALS	
Recommendation to approve Resolution 2025-50 Establishing Employee Benefits For MSPC Unrepresented Employees of The City of Imperial to incorporate new classification titles from the reclassified Teamsters positions.		KWS	
MANAGER'S RECOMMENDATION: Approve Staff Recommendation		CITY MANAGER'S INITIALS	
		DHy	
MOTION:			
SECONDED: AYES: NAYES: ABSENT:		APPROVED () DISAPPROVED () REJECTED () DEFERRED () REFERRED TO:	

RESOLUTION 2025-50
RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF IMPERIAL
ESTABLISHING EMPLOYEE BENEFITS FOR MSPC UNREPRESENTED
EMPLOYEES OF THE CITY OF IMPERIAL

WHEREAS, the City Council recognizes that unrepresented employees (“Unrepresented Employees”), which include those in management, supervisory, professional and confidential positions for the City of Imperial (“City”), must provide effective management and leadership to assure efficient City operations and quality public service; and

WHEREAS, Unrepresented Employees are comprised of Fair Labor Standards Act (FLSA) Exempt Classifications defined as an employee that is not entitled to overtime compensation under FLSA and FLSA Non-Exempt defined as employees who are not exempt and are entitled to overtime compensation under FLSA.

WHEREAS, the following Unrepresented Employees are classified as:

- FLSA Exempt Classifications
 - Accountant,
 - Assistant City Clerk,
 - Assistant City Manager,
 - Assistant to the City Manager,
 - Associate Planner,
 - Building Inspection and Code Enforcement Supervisor,
 - Building Official,
 - Community Development Director,
 - Community Development Project Manager,
 - Cybersecurity Program Manager,
 - Finance Director,
 - Finance Manager,
 - Fleet and Facilities Supervisor,
 - Geographic Information Systems (GIS) Analyst,
 - Geographic Information Systems (GIS) Program Manager,
 - Human Resources Analyst,
 - Human Resources and Risk Management Director,
 - Human Resources Specialist,
 - Information Technology Analyst,
 - Information Technology Director,
 - Library Manager,
 - Management Analyst,
 - Parks and Recreation Director,
 - Police Captain,
 - Public Services Director,
 - Public Services Manager,

- Public Services Supervisor,
- Senior Planner,
- Wastewater Plant Chief Operator, and
- Water Plant Chief Operator
- FLSA Non-Exempt Classifications
 - Community Development Project Coordinator,
 - Construction Project Coordinator,
 - Executive Assistant,
 - Human Resources Technician,
 - Librarian,
 - Library Assistant,
 - Library Grant Coordinator,
 - Literacy Coordinator,
 - Parks Maintenance Coordinator,
 - Recreation/Special Events Coordinator,
 - Senior Collection System Worker,
 - Senior Equipment Mechanic,
 - Senior Maintenance and Utility Worker,
 - Senior Parks Maintenance Worker,
 - Senior Recreation and Event Specialist,
 - Senior Wastewater Treatment Plant Operator,
 - Senior Water Meter/Distribution Operator, and
 - Senior Water Treatment Plant Operator

New positions classified created after the adoption of this resolution and classified as unrepresented, shall be subject to the terms of this resolution.

WHEREAS, the City Council desires to establish the benefits to be afforded by the City to all Unrepresented Employees referenced above; and

WHEREAS, Exhibit A, attached herein, reflects the salary schedule for FY 2023-2024, FY 2024-2025, and FY 2025-2026; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL DOES RESOLVE, DETERMINE, AND ORDERS AS FOLLOWS:

1. All Unrepresented Employees referenced above shall receive the following benefits:
 - a. A 10% cost of living adjustment (COLA) to the fiscal year (FY) 2023-2024 salary schedule, a 2.5% COLA to the FY 2024-2025 salary schedule and a 2.5% COLA to the FY 2025-2026 salary schedule;
 - b. Merit increases will be provided for FY 2023-2024, FY 2024-2025, and FY 2025-2026 to employees who have received a satisfactory performance evaluation. Merits will be awarded on the employee's anniversary date. (Failure to receive a

satisfactory performance evaluation will result in no merit increase being provided. Successful completion of a department performance evaluation means a rating of "meets expectations" or higher);

- c. Longevity Steps: The City will add two additional longevity steps to the salary schedule, allowing for longevity step increases at Step 8, Step 9 and Step 10.
 - 1. Upon adoption of this resolution all employees with 20 years or greater of continuous services with the City will immediately advance to step 10, so long as they have completed at least one year at step 8.
 - 2. All employees with equal to or greater than 15, but less than 20 years of continuous service with the City will immediately advance to Step 9, so long as they have completed a minimum of one year at step 8. Future step increases to take place per the provisions outlined under Section 8 Longevity Increases.
 - 3. Longevity salary increases outlined in c(1) and c(2) will be effective the first day of the pay period following execution of this agreement.
 - d. Health insurance will be provided as follows:
 - 1. City will pay one-hundred percent (100%) of the Employee Only and fifty percent (50%) of the dependent cost of medical, dental, and vision cost for existing plans selected by the employee during open enrollment for plan year(s) 2024-2026.
 - 2. City will pay monthly cost of up to seven hundred dollars (\$700.00) of those employees who select SIMSA health plan during open enrollment for plan year(s) 2024-2026.
 - 3. Employees who waive coverage shall be provided the amount of four hundred dollars (\$400.00) per month and be allowed to allocate said funds into a pre-tax health benefit and/or supplemental insurance coverage, and/or 457 deferred compensation account, and/or his or her paycheck as an after-tax benefit;
 - 4. City will pay one hundred percent (100%) of the cost of REACH Life Helicopter Services for employees and members of employee's household; and
 - 5. City will pay one hundred percent (100%) of the employee and dependent life insurance.
 - e. SDI benefits will be provided at one hundred percent (100%) of employee's cost.
 - f. Reimbursement of up to \$50 per month shall be provided for gym or fitness class membership.
2. All employees filling a FLSA Exempt Classification referenced above, and are ineligible to earn overtime compensation shall receive the following benefit:
- a. Annual administrative leave in the amount of eighty (80) hours, to be provided the first pay period of each fiscal year.
 - i. All employees classified as FLSA Exempt as of July 1, 2025 received their annual administrative leave for FY 25/26. Any additional staff that have moved into the FLSA Exempt status as of the date of this executed resolution will receive their annual administrative leave in the amount of eighty (80) hours, to be provided the following pay period after the execution of this resolution.

- b. Unused annual administrative leave shall expire the last pay period of each fiscal year.
 - c. FLSA Exempt Classifications will be reviewed on a yearly basis and are subject to change based on FLSA Exempt criteria.
- 3. In addition to those benefits detailed in Section 1 above, the Unrepresented Employee(s) identified within this resolution, with the exception of the Police Captain shall receive the following benefits as set forth in the Memorandum of Understanding with Teamster's Local Union # 542 adopted by the City of Imperial City Council on July 5, 2023, as though fully set forth herein:
 - a. Article 5 – Compensation (Sections 1, 8, and 9)
 - A. Section 1 – Salary Schedule
 - B. Section 8 – Longevity Increases
 - C. Section 9 – Education Pay
 - b. Article 8 – Holidays
 - c. Article 9 – Sick Leave
 - d. Article 10 – Vacation
 - e. Article 11 – Other Leaves
 - f. Article 12 – Health Benefits
 - g. Article 13 – Retirement Plan
- 4. In addition to those benefits detailed in Section 1 above, the Unrepresented Employees in the positions of Public Services Director, Public Services Manager, Public Services Foreman, Water Chief Operator, Wastewater Chief Operator, Community Development Director, Project Manager, Building Inspector III, Parks and Recreation Director, Information Technology Director, and Information Technology Technician shall also receive the following benefits:
 - a. Employee Safety Voucher for boots, up to four-hundred dollars (\$400.00). Products must have ASTM, F2413-11, MI/75, C/75 and/or EH marking inside footwear.
- 5. In addition to those benefits detailed in Section 1 above, the Unrepresented Employees in the positions of Administrative Services Technician I, Administrative Services Technician II, Building Inspector III, Executive Assistant, Financial Analyst, Human Resources Analyst, Human Resources Specialist, Literacy Coordinator, Management Analyst, Public Records Analyst, Recreation Coordinator, and Special Events Coordinator shall also receive the following benefits:
 - a. Employees will be eligible to receive bilingual stipend of up to \$50.00 (\$25.00 for Oral Proficiency and \$25.00 for Written Proficiency) per pay period upon becoming certified in a foreign language hereby specified as Spanish, through a city administered exam testing oral and/or written proficiency provided that the position occupied has been “designated” to receive such pay by the City Manager’s Office. In order to be eligible to receive bilingual pay, the use of the identified

foreign language must be a necessary part of their daily work activities and for purposes of communicating with the general public.

6. In addition to those benefits detailed in Section 1 above, the Unrepresented Employee in the position of Police Captain shall also receive the following benefits as set forth in the Memorandum of Understanding with the Imperial Police Officers' Association adopted by the City Council on July 5, 2023, as though fully set forth herein:
 - a. Article X- Safety and Other Equipment Exclusive of Required Uniforms
 - b. Article XI- Uniforms and Uniform allowance
 - c. Article XIII- Employee Leaves
 - A - Sick Leave
 - B - Vacation Leave
 - C - Funeral Leave
 - D - Bereavement Leave
 - E - Jury Duty Leave
 - F - Military Leave
 - G - Other Leave Types
 - H - Donation of Time
 - d. Article XIV- Holidays
 - e. Article XV- Replacement/Repair of Employees Personal Property
 - f. Article XVI - Health Benefits
 - g. Article XVII- Compensation
 - i. Section B: Post Certification
 - ii. Section K: Education Pay
 - h. Article XVIII- Retirement
 - i. Article XX- Personnel Files
 - j. Article XXI- Performance Evaluation
 - k. Article XXII- Punitive Action
 - l. Article XXIII- Administrative Appeal Procedure
 - m. Article XXIV- Discipline
 - n. Article XXV- Grievance Procedure
7. The City Manager or designee are authorized to take those steps required to implement the provisions of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Imperial on the 1st day of October, 2025.

JAMES TUCKER,
Mayor

ATTEST:

KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-50 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 1st day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I hereunto set my hand and affixed the official seal of the City of Imperial, California, on October 1, 2025.

KRISTINA SHIELDS,
City Clerk

DATE SUBMITTED 09/23/2025
 SUBMITTED BY City Manager's Office
 DATE ACTION REQUIRED 10/01/2025

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:
 1. Approve the Side Letter of Agreement by and between the City of Imperial and Teamsters Union Local 542, and authorize the City Manager to execute the agreement on behalf of the City.

DEPARTMENT INVOLVED: City Manager's Office

BACKGROUND/SUMMARY:

Following the completion of a comprehensive Classification and Compensation Study by Gallagher, the City has entered into a Side Letter of Agreement with Teamsters Local Union 542. This agreement addresses the study's recommendations affecting their bargaining unit and outlines key provisions, including:

- Implementation of Classification Study Recommendations including reclassifications, title changes, and job description updates
- Reclassifications to MSPC Group
- New Classifications within Teamsters

The City and Teamsters Local Union 542 have agreed to defer discussions related to the compensation study at this time. Current contractual salary ranges will remain in place until June 30, 2026, with recommended adjustments to be negotiated during the contract re-opening period, scheduled for January 2026. This phased approach addresses the significant city-wide fiscal impact of a new salary schedule and structure.

The agreement reflects a collaborative effort to enhance clarity, fairness, and market alignment for bargaining unit members. Approval will allow for the implementation of the agreed-upon study recommendations.

FISCAL IMPACT: NOT TO EXCEED

The fiscal impact associated with the side letter agreement is \$35,039 for FY 25-26. This impact is outlined on the City's request to implement classification study recommendations for Teamsters, also presented this evening. Any additional future fiscal impacts will be addressed and negotiated during the next contract re-opening.

FINANCE
INITIALS

JMS

STAFF RECOMMENDATION:

Recommendation to approve the Side Letter of Agreement by and between the City of Imperial and Teamsters Local Union 542, and authorize the City Manager to execute the agreement on behalf of the City.

DEPT. INITIALS

KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY
MANAGER'S
INITIALS

DTM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()



**TEAMSTERS, CHAUFFEURS,
WAREHOUSEMEN AND HELPERS
LOCAL UNION No. 542**

San Diego and Imperial Counties, California
and the City of Yuma, Arizona

Affiliated with
INTERNATIONAL BROTHERHOOD OF TEAMSTERS



Jaime Vasquez
Secretary-Treasurer

Dwayne Garrett
President

Mike West
Vice-President

Lynda Linville
Recording Secretary

Robert Moreno II
Trustee

Ed Swank
Trustee

Jennie Vasquez
Trustee

Thursday, September 25, 2025

Kristen Smith
Human Resources Manager
City of Imperial
420 S. Imperial Ave.
Imperial, CA 92251

RE: Class and Comp Study – Teamsters Positions

Dear Mrs. Smith,

After our meeting on Thursday, September 4, 2025, and subsequent email on Monday, September 22, 2025, Teamsters Union Local 542 has reviewed the proposed recommendations completed by Gallagher to the City of Imperial. After further review, Teamsters Union Local 542 recommends the following agreement:

Please see attached agreement on following page.

Sincerely,

Flavio Grijalva, Jr.
Business Agent
Teamsters Union Local 542

Cc: Fern Steiner (Legal Counsel)

SIDE LETTER OF AGREEMENT BY AND BETWEEN

CITY OF IMPERIAL

AND

TEAMSTERS UNION LOCAL 542

WHEREAS the City of Imperial approved and conducted a Classification and Compensation Study conducted by Gallagher US, to which all current City of Imperial job titles and classifications were reviewed;

WHEREAS Gallagher U.S., recommends certain job title classifications be removed from the Teamsters Union Local 542 Bargaining Unit and/or proposed a new compensation range;

WHEREAS some of the new classification titles and compensation ranges would be considered a reclassification to another Labor group based on current/updated job description;

THEREFORE, the City of Imperial and Teamsters Union Local 542 agree to the following:

1. Teamsters Union Local 542 will agree to accept the recommended changes for the specific titles listed below. Additionally, the classification titles from which the employee(s) are being reclassified from in the positions of Wastewater Treatment Plant Operator III, Administrative Assistant and Information Technology Technician III are not removed from the Teamsters Union Local 542 Bargaining Unit for the titles of and the City of Imperial agrees that should it find a need to fill the vacated classifications in the future, the original classification from which the promotion is being reflected will remain active with the Teamsters Union Local 542 Bargaining Unit.
2. The following reflected classifications will be reclassified from the Teamsters Union Local 542 Bargaining Unit into the MSPC Labor Group due to Supervisory roles taken on:
 - a. Teamsters Unit; Planner II reclassified to Associate Planner (MSPC)
 - b. Teamsters Unit; Wastewater Treatment Plant Operator III to Senior Wastewater Treatment Plant Operator (MSPC)
 - c. Teamsters Unit; Lead Equipment Mechanic to Senior Equipment Mechanic (MSPC)
 - d. New Titled Position without reclassification; Construction Project Coordinator (MSPC)
3. The following reflected titled positions will remain with the Teamsters Union Local 542 Bargaining Unit and become incorporated into the Memorandum of Understanding:
 - a. Teamsters Unit; Administrative Assistant reclassified to Administrative Specialist.
 - b. Teamsters Unit; Administrative Assistant reclassified to Administrative Specialist.
 - c. Teamsters Unit; Information Technology Technician III reclassified to Network Specialist.
4. The City of Imperial and Teamsters Union Local 542 agree that the following titled positions will be incorporated into the Teamsters Union Local 542 Bargaining Unit and subject to the current Memorandum of Understanding through this agreement:
 - a. Collection Systems Worker I (Range 62)
 - b. Collection Systems Worker II (Range 66)
 - c. Organic Waste Specialist (Range 65)
 - d. Purchasing Technician (Range 65)
 - e. Utility Billing Technician (Range 66)
 - f. Utility Maintenance Worker I (Range 62)

g. Utility Maintenance Worker II (Range 66)

5. The City of Imperial and Teamsters Union Local 542 agree the remaining current and proposed reclassified Title changes and proposed salary ranges, as presented by Gallagher US, as noted in the August 6, 2025 letter sent by email to Teamsters Union Local 542, to continue with Teamsters Union Local 542. (See attachment)
6. Regarding the Compensation Study recommendations, the Parties agree to hold the proposed salary recommendations by Gallagher U.S., until June 30, 2026. Due to existing contract in place, the outlined contractual salary range will remain in place and the recommended range adjustments to be implemented based on the current Memorandum of Understanding, upon approval by the City Council.
7. The City of Imperial and Teamsters Union Local 542 agree to review updated wage recommendations during contract re-openings as part of negotiations. The compensation study's recommendations would have a significant city-wide fiscal impact, creating an entirely new salary schedule and structure across the board. Therefore, the Parties acknowledge that the impact of these recommendations will be reviewed and negotiated during the contract re-opening period, which is scheduled to begin in January 2026.
8. These steps will enhance clarity, fairness, and market alignment for bargaining unit members. Both parties look forward to continued collaboration. By signing this agreement, the City of Imperial and Teamsters Local 542 agree to implement the classification study recommendations presented by Gallagher U.S., as noted above and will proceed with providing the recommendations as outlined in this Letter of Agreement to the City Council for consideration at the scheduled City Council meeting October 1, 2025.

Agreed to on this 25th day of September, 2025 and accepted by:

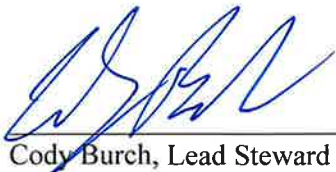
For the CITY OF IMPERIAL


Dennis H. Morita, City Manager


Kristen Smith, Human Resources Manager

For TEAMSTERS LOCAL UNION 542


Flavio Grijalva, Jr., Business Representative


Cody Burch, Lead Steward



CITY COUNCIL
James Tucker - Mayor
Ida Obeso-Martinez- Mayor Pro-Tern
Robert Amparano - Councilmember
Katie Burnworth- Councilmember
Stacy Mendoza- Councilmember

CITY CLERK
Kristina Shields

CITY MANAGER
Dennis H. Morita

CITY ATTORNEY
Katherine Turner

September 24, 2025

DELIVERED VIA EMAIL

Via email: fgrijalva@teamsters542.org

Teamsters Local 542
2298 Merrill Center Drive
El Centro, CA 92243
Attn: Flavio Grijalva, Jr., Union Representative

Subject: Letter of Agreement on Classification Study Recommendations between the City of Imperial and Teamsters Local 542

Dear Mr. Grijalva,

This Letter formally memorializes the mutual agreement between the City of Imperial and the Teamsters Local 542 (collectively the “Parties”) regarding the recommendations from the Classification Study conducted by Gallagher for the City of Imperial.

Pursuant to the study's findings, the Parties mutually agree to present the following recommendations made by the Classification Study completed by Gallagher to the City Council for review and consideration for implementation.

Reclassifications: The Parties recommend updating positions through reclassification for staff who are already performing the tasks of a recommended position. This action will ensure that their job titles accurately reflect their current responsibilities as follows:

Employee Name	Current Classification	Current Salary Range	Proposed Reclassification	Proposed Salary Range	Proposed Labor Group
Stephanie Sanchez	Administrative Assistant	60	Administrative Specialist	72	Teamsters
Alissa Ulloa	Administrative Assistant	60	Administrative Specialist	72	Teamsters
David Ramirez	Code Enforcement Inspector	69	Code Enforcement Inspector II	70	Teamsters
Lorena Galindo	Community Development Technician	57	Community Development Technician II	66	Teamsters
Cody Burch	General Maintenance Technician I	64	HVAC/Electrical Technician	68	Teamsters
Cesar Luna	General Maintenance Worker III	64	Utility Maintenance Worker II	66	Teamsters
Gustavo Cardenas-Coronel	General Maintenance Worker III	64	Utility Maintenance Worker II	66	Teamsters
Erick Quero	Information Technology Technician III	69	Network Specialist	78	Teamsters
Alexus Kastoll	Recreation Specialist	60	Recreation and Event Specialist I	62	Teamsters

Reclassifications Continued from previous page:

Employee Name	Current Classification	Current Salary Range	Proposed Reclassification	Proposed Salary Range	Proposed Labor Group
Martin Torres	Recreation Specialist	60	Recreation and Event Specialist II	66	Teamsters
Yvonne Cordero	Planner II	77	Associate Planner	85	MSPC
Clifford Schneider	Wastewater Treatment Plant Operator III	80	Senior Wastewater Treatment Plant Operator	82	MSPC

Title Changes: The Parties recommend updating classification titles to align with current market standards as set forth below. This will facilitate easier recognition and transfer of equivalent skills and experience from comparable positions across the job market. Additionally, Gallagher recommended updating the City's series classifications to include level I and level II within the series, and eliminating the level III position within the series based on the size of the City organization.

Employee Name	Current Classification	Current Salary Range	Proposed Reclassification	Proposed Salary Range	Proposed Labor Group
Sandra Redfern	Accounting Assistant III	66	Utility Billing Technician	66	Teamsters
Michael Lankford	Building Services Worker	60	Facilities Maintenance Worker	60	Teamsters
Jorge Ruiz	Distribution Utility Worker I	64	Water Meter/Distribution Operator I	64	Teamsters
James Bentley	Distribution Utility Worker II	67	Water Meter/Distribution Operator II	67	Teamsters
Isaiah Gonzalez	Engineering Technician/Inspector	74	Engineering Technician II	74	Teamsters
Jose Aguilera	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Jesus Alvarado	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Anthony Cardenas	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Francisco Esqueda	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Javier Tinajero	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Ricardo Trujillo	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Anthony Zepeda	General Maintenance Worker I	57	Public Services Maintenance Worker I	57	Teamsters
Gilbert Ortega	Info Technology Technician III	69	Info Technology Technician II	69	Teamsters
Gustavo A. Cardenas	Lead Equipment Mechanic	70	Senior Equipment Mechanic	70	MSPC
Robert De Dios	Library Assistant	60	Library Clerk	60	Teamsters
Emmanuel Gonzalez	Library Assistant	60	Library Clerk	60	Teamsters
Rudy Arreola	Maintenance Electrician	78	Electrician	78	Teamsters
Emmett Fried	Organic Waste Monitor	65	Organic Waste Specialist	65	Teamsters
Victor Fierro	Wastewater Plant Operator I	71	Wastewater Treatment Plant Operator I	71	Teamsters
Christian Felix	Wastewater Plant Operator I	71	Wastewater Treatment Plant Operator I	71	Teamsters
Adam Carpenter	Wastewater Plant Operator III	80	Wastewater Treatment Plant Operator III	80	Teamsters

Updated Job Descriptions: The Parties recommend updating job descriptions to better reflect the current scope of work completed by staff and outline necessary requirements and skills. These descriptions will be broad enough to avoid excluding potentially qualified applicants and will help the City's job descriptions align with industry standards, allowing for more equitable comparisons across agencies.

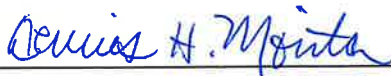
Class Title	Proposed Range	Class Title	Proposed Range
Accounting Assistant I	57	Library Technician	63
Accounting Assistant II	61	Network Specialist	78
Accounting Technician	69	Organic Waste Specialist	65
Administrative Assistant	60	Parks Maintenance Worker I	57
Administrative Specialist	72	Parks Maintenance Worker II	60
Assistant Planner	80	Public Services Maintenance Worker I	57
Building Inspector I	75	Public Services Maintenance Worker II	60
Building Inspector II	77	Purchasing Technician	65
Code Enforcement Inspector I	66	Recreation and Event Specialist I	62
Code Enforcement Inspector II	70	Recreation and Event Specialist II	66
Collection System Worker I	62	Utility Billing Technician	66
Collection System Worker II	66	Utility Maintenance Worker I	62
Community Development Technician I	61	Utility Maintenance Worker II	66
Community Development Technician II	66	Wastewater Operator in Training	60
Electrician	78	Wastewater Treatment Plant Operator I	71
Engineering Technician I	67	Wastewater Treatment Plant Operator II	74
Engineering Technician II	74	Wastewater Treatment Plant Operator III	80
Equipment Mechanic	67	Water Meter/Distribution Operator I	64
Facilities Maintenance Worker	60	Water Meter/Distribution Operator II	67
HVAC/Electrical Technician	68	Water Operator In Training	60
Information Technology Technician I	63	Water Treatment Plant Operator I	71
Information Technology Technician II	69	Water Treatment Plant Operator II	74
Library Clerk	60	Water Treatment Plant Operator III	80

Regarding the Compensation Study recommendations, due to existing contracts in place until June 30, 2026, the Parties will review these recommendations during contract re-openings as part of negotiations. The compensation study's recommendations would have a significant city-wide fiscal impact, creating an entirely new salary schedule and structure across the board. Therefore, the Parties acknowledge that the impact of these recommendations will be reviewed and negotiated during the contract re-opening period, which is scheduled to begin in January 2026.

These steps will enhance clarity, fairness, and market alignment for bargaining unit members. The Parties look forward to continued collaboration. By signing this agreement, the City of Imperial and Teamsters Local 542 agree to implement the classification study recommendations presented by Gallagher and will proceed with providing the recommendations as outlined in this Letter of Agreement to the City Council for consideration at the scheduled City Council meeting on October 1, 2025.

Agreed to and accepted by:

For the CITY OF IMPERIAL



Dennis H. Morita, City Manager



Kristen Smith, Human Resources Manager

For TEAMSTERS LOCAL UNION 542



Flavio Grijalva, Jr., Business Representative



Cody Burch, Lead Steward

B-9

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

IMPERIAL CITY COUNCIL

AGENDA ITEM

SUBJECT:	DISCUSSION/ACTION: 1. Adopt Resolution No. 2025-51 - Establishing a Ticket Policy Pursuant to FPPC Regulations		
DEPARTMENT INVOLVED:			
BACKGROUND/SUMMARY:	The City of Imperial occasionally receives tickets or passes from public and private entities, which are considered public resources. In accordance with FPPC Regulation Section 18944.1, the City is required to establish a formal policy governing the receipt and distribution of these tickets to ensure compliance with state ethics laws. This resolution formalizes the City of Imperial Ticket Policy, outlining the purposes for which tickets may be distributed, the procedures for distribution to public officials, and the necessary public disclosures. The policy aims to promote transparency and align with state regulations while supporting the City's efforts to further public interests and community engagement.		
FISCAL IMPACT: No fiscal impact.	FINANCE INITIALS		
STAFF RECOMMENDATION: Adoption of the resolution to establish the ticket policy.	DEPT. INITIALS		
MANAGER'S RECOMMENDATION: 	CITY MANAGER'S INITIALS		
MOTION:			
SECONDED: AYES: NAYES: ABSENT:	APPROVED () DISAPPROVED ()	REJECTED () DEFERRED ()	REFERRED TO:

**Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions**

A Public Document

1. Agency Name		Date Stamp	California Form 802 For Official Use Only
Division, Department, or Region (if applicable)			
Designated Agency Contact (Name, Title)			
Area Code/Phone Number	E-mail	☐ Amendment (Must Provide Explanation in Part 3.)	
		Date of Original Filing: _____ (month, day, year)	

2. Function or Event Information

Does the agency have a ticket policy? Yes ☐ No ☐ Face Value of Each Ticket/Pass \$ _____

Event Description: _____ Date(s) _____
Provide Title/ Explanation

Ticket(s)/Pass(es) provided by agency? Yes ☐ No ☐ If no: _____
Name of Source

Was ticket distribution made at the behest of agency official? Yes ☐ No ☐ If yes: _____
Official's Name (Last, First)

3. Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify an outside organization.

A.	Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy
B.	Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
			Ceremonial Role ☐ Other ☐ Income ☐ If checking "Ceremonial Role" or "Other" describe below:
			Ceremonial Role ☐ Other ☐ Income ☐ If checking "Ceremonial Role" or "Other" describe below:
C.	Name of Outside Organization (include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

4. Verification

I have read and understand FPPC Regulations 18944.1 and 18942. I have verified that the distribution set forth above, is in accordance with the requirements.

Signature of Agency Head or Designee _____ Print Name _____ Title _____ (month, day, year)

Comment: _____

Print

Clear

Agency Report of: Ceremonial Role Events and Ticket/Pass Distributions

California **802**
Form

A Public Document

This form is for use by all state and local government agencies. The form identifies persons that receive admission tickets and passes and describes the public purpose for the distribution. This form was prepared by the Fair Political Practices Commission (FPPC) and is available at www.fppc.ca.gov.

General Information

FPPC Regulation 18944.1 sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution. FPPC Regulation 18942 lists exceptions to reportable gifts, including ceremonial events, when listed on this form.

When the regulation procedures are followed, persons, organizations, or agencies who receive admissions are listed on a Form 802. Agency officials do not report the admissions on the official's Statement of Economic Interests, Form 700, and the value of the admission is not subject to the gift limit.

The Form 802 also informs the public as to whether the admissions were made at the behest of an agency official and whether the behested tickets were provided to an organization or to specific individuals.

Exception

FPPC This form is not required for admission provided to a school or university district official, coach, athletic director, or employee to attend an amateur event performed by students of that school or university.

Reporting and Public Posting

Ticket Distribution Policies: An agency must post its ticket policy on its website within 30 days of adoption or amendment and e-mail a link of the website location to FPPC at form802@fppc.ca.gov.

Form 802: The use of the ticket or pass under the policy must be reported on Form 802 and posted on the agency's website within 45 days of distribution. A link to the website location of the forms must be e-mailed to FPPC at form802@fppc.ca.gov.

The FPPC will post on its website the link to each agency's policy and completed forms. It is not necessary to send an e-mail each time a new Form 802 is posted. It is only necessary to submit the link if the posting location changes.

This form must be maintained as a public document.

Privacy Information Notice

Information requested by the FPPC is used to administer and enforce the Political Reform Act. Failure to provide information may be a violation subject to administrative, criminal, or civil penalties. All reports are public records available for inspection and reproduction. Direct questions to FPPC's General Counsel.

Instructions

Part 1. Agency Identification:

List the agency's name. Provide a designated agency contact person, their phone number, and e-mail address. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Function or Event Information:

Confirm that your agency has a policy for ticket distribution. Unless the ceremonial role or income box in Part 3, Section B, is marked, this form is only applicable if your agency has a policy.

Complete all of the other required fields that identify the ticket value, description of event, date(s) and whether the ticket was provided by the agency or an outside source. If an agency official behests the tickets, the official's name is also required. Use the comment field or an attachment to explain in full.

Part 3. Ticket Recipients:

This part identifies who uses the tickets. The identification requirements vary depending upon who received the tickets and are categorized into three sections. Each section must list the number of tickets received. Use the comment field or an attachment to explain in full.

Section A. Report tickets distributed to agency staff, other than an elected official or governing board member, pursuant to the agency's policy. It is not necessary to list each employee's name, but identify the unit/department for which the employee works. The agency must describe the public purpose associated with the ticket distribution. A reference to the policy is permissible.

Section B. Report: 1) any agency official who performs a ceremonial role; 2) any agency official who reports the value as income; or 3) tickets used by elected officials and governing board members (including those distributed pursuant to the agency's policy).

Section C. Report tickets provided to an organization. The organization's name, an address (website url is permissible), and a brief description of the public purpose are required.

Agency Report of:
Ceremonial Role Events and Ticket/Pass Distributions
Continuation Sheet

California **802**
Form

A Public Document

Agency Name

3. Recipients

•Use Section A to identify the agency's department or unit. •Use Section B to identify an individual. •Use Section C to identify an outside organization.

A.	Name of Agency, Department or Unit	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

B.	Name of Individual (Last, First)	Number of Ticket(s)/ Passes	Identify one of the following:
			Ceremonial Role ☐ Other ☐ Income ☐ <i>If checking "Ceremonial Role" or "Other" describe below:</i>
			Ceremonial Role ☐ Other ☐ Income ☐ <i>If checking "Ceremonial Role" or "Other" describe below:</i>
			Ceremonial Role ☐ Other ☐ Income ☐ <i>If checking "Ceremonial Role" or "Other" describe below:</i>
			Ceremonial Role ☐ Other ☐ Income ☐ <i>If checking "Ceremonial Role" or "Other" describe below:</i>

C.	Name of Outside Organization (include address and description)	Number of Ticket(s)/ Passes	Describe the public purpose made pursuant to the agency's policy

Print

Clear

RESOLUTION NO. 2025-51

**RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF IMPERIAL
ESTABLISHING A TICKET POLICY PURSUANT TO THE
REQUIREMENTS OF THE FAIR POLITICAL PRACTICES
COMMISSION REGULATIONS**

WHEREAS, the California Fair Political Practices Commission “FPPC” has established Section 18944.1 of the California Code of Regulations relating to tickets or passes to facilities or events for entertainment purposes distributed by the City to, or at the behest of, public officials to restrict the use of event tickets and passes by city officials and employees; and

WHEREAS, from time to time, the City of Imperial receives gifted tickets and passes from public and private entities and individuals, and the City finds that the receipt of such tickets and passes are public resources; and

WHEREAS, in accordance with FPPC Regulation Section 18944.1, the City desires to use such tickets and passes to further public purposes such as for the promotion of City businesses, resources, programs and facilities, and the furtherance of said public purposes may require the distribution to “public officials” as defined in Government Code section 82048 and FPPC Regulation 18701; and

WHEREAS, FPPC Regulation 18944.1 provides for the circumstances and procedures for which the receipt of tickets and passes, and the distribution of said tickets and passes may take place.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL, CALIFORNIA, DOES HEREBY RESOLVES AS FOLLOWS:

1. To adopt the City of Imperial Ticket Policy attached as Exhibit 1 consistent with the requirements of California Code of Regulations section 18944.1.

APPROVED, PASSED AND ADOPTED at a Regular Meeting of the City Council held on the 30th day of September, 2025.

JAMES TUCKER
Mayor

ATTEST:

KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-51 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 1st of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, on October 1, 2025.

KRISTINA SHIELDS,
City Clerk

EXHIBIT 1

CITY OF IMPERIAL TICKET POLICY ADOPTED PURSUANT TO FAIR POLITICAL PRACTICES COMMISSION REGULATION SECTION 18944.1

1. **Purpose:** This policy applies to tickets or passes which provide admission to a facility or event for entertainment, amusement, recreational or similar purpose and which are acquired by the City, to address the Fair Political Practices Commission ("FPPC") Regulation 18944.1, relating to the distribution of event tickets to public officials. As a result of this regulation, all elected, appointed or designated employees of the City of Imperial who receive complimentary tickets must report their acceptance of the same.

2. **Definitions:** Unless otherwise expressly provided herein, words and terms used in this policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Sections 81000 *et seq.*, as the same may from time to time be amended) and the Fair Political Practices Commission ("FPPC") Regulations (Title 2, Division 6 of the California Code of Regulations, Sections 18110 *et seq.*, as the same may be amended from time to time.

2.1 **"City" or "City of Imperial"** means the City of Imperial and any other affiliated agency created or activated by the Imperial City Council, and any departments, boards, and commissions, thereof.

2.2 **"City Official"** means every member, elected officer, appointed officer, employee or consultant of the City, as defined in Government Code Section 82048 and FPPC Regulation 18701. This term shall include, without limitation, any City board or commission member or other appointed official or employee required to file an annual Statement of Economic Interests (FPPC Form Statement of Economic Interests, Form 700).

2.3 **"Immediate Family"** means the spouse and dependent children of a City Official.

2.4 **"Ticket" or "Pass"** means any form of admission privilege which allows an individual to gain admission to a facility, building, or real property where an event, show or performance for an entertainment, amusement, recreational, or similar purpose will occur (as defined in FPPC regulations 18944.1 and 18946(d)).

2.5 **"Ticket Administrator"** means the City Manager, Assistant to the City Manager or Human Resources Director of the City of Imperial or his/her designee.

2.6 **"City Venue"** Any facility, building or real property owned, controlled, or operated by the City of Imperial at which events, shows or performances are held, performed or conducted.

3. General Provisions:

3.1 **No Right to City Tickets:** The use by a City Official of complimentary tickets received by the City is a privilege extended by the City and is not the right of any person.

3.2 Limitation on Transfer of City Tickets: Tickets distributed to a City Official pursuant to this Policy shall not be transferred to any other person except to a member of such City Official's immediate family solely for their own personal use.

3.3 Prohibition Against Sale of or Receiving Compensation for City Tickets: No person who receives a ticket pursuant to this policy may sell or receive any form of compensation for the value of such ticket(s).

4. Procedure for Distributing Tickets:

4.1 The Ticket Administrator has the sole authority, in his or her discretion, to establish procedures for the distribution of tickets supplemental to and in accordance with this Policy. All receipt or request for tickets from City Officials which fall within the scope of this Policy shall be made in accordance with the procedures established by the Ticket Administrator.

4.2 If the ticket does not have a stated face value, the Ticket Administrator will determine the face value of tickets distributed by the City for purposes of this policy.

4.3 The Ticket Administrator, in his or her sole discretion, may revoke or suspend the ticket privileges of any City Official or person who violates any provision of this Policy or the procedures established by the Ticket Administrator for the distribution of City tickets in accordance with this Policy.

5. Conditions Under Which Tickets May Be Distributed:

Subject to the provisions of this Policy, complimentary tickets may be distributed to City Officials by the Ticket Administrator under either of the following conditions:

5.1 The City Official reimburses the City for the established face value of the ticket(s) as follows:

- a. Reimbursement shall be made at the time the tickets are distributed to the City Official.
- b. The Ticket Administrator shall, in his or her sole discretion, determine which event tickets, if any, shall be available under this section.

5.2 In accepting the ticket(s), the City Official acknowledges that the value of the tickets may be treated as income in a manner consistent with applicable federal and state income tax laws; or

5.3 The City Official expressly acknowledges to the Ticket Administrator that such ticket(s) will be used for one or more of the following public purposes:

- a. In connection with the Official's performance of a ceremonial role or function representing the City at the event, for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.

- b. The job duties of the City Official require his or her attendance at an event which has been financially sponsored or supported by the City (whether in whole or in part) and the Official will provide a report to the City Administrator or City Council on whether the City's goals in sponsoring the event appear to have been fulfilled - for which the City Official may receive enough tickets for the City Official and each member of his or her immediate family.
- c. For purposes of fostering positive intergovernmental relations, including but not limited to attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members, and their guests.
- d. Rewarding volunteer public service by a City employee.
- e. Supporting or showing appreciation for programs or services rendered to the community by non-profit organizations which programs or services have benefited Imperial residents.
- f. Encouraging or rewarding significant academic, athletic, or public service achievements by Imperial students, residents, or businesses.
- g. As special recognition for meritorious service by a City employee – for which such employee may receive no more than four (4) tickets per event.
- h. For use in connection with a City employee competition or drawing, for which there shall be made available no more than (4) tickets per event.

6. Tickets Received by a City Official or City Employee other than Through the City Ticket Administrator:

- 6.1. Only the Ticket Administrator shall have authority to receive and accept a gift of tickets given or donated to the City.
- 6.2 Any City employee who receives an offer to donate tickets to the City shall refer the donor to the City Ticket Administrator's Office.

7. Public Disclosure Requirements:

7.1 Tickets distributed by the Ticket Administrator to any City Official pursuant to this policy shall be disclosed on FPPC Agency Report of Ticket Distributions (Form 802) to be posted on the City's website and shall be sent to the FPPC within thirty (30) days after distribution, and shall include the following information:

- the name of the Ticket recipient or City Department, if applicable;
- the date of the event and a description of it;
- the face value of the ticket or, if none, the value of the ticket as determined by the Ticket Administrator;
- the number of tickets provided to each person;

- if the tickets were distributed to another person at the request of a City Official, the name of the City Official who made such request; and
- a description of the public purpose(s) under which the distribution was made, or, alternatively, that the City Official is treating the ticket as income.

7.2 Tickets distributed by the City for which the City receives reimbursement from the City Official are not subject to the disclosure requirements.



CITY COUNCIL

James Tucker – Mayor
Ida Obeso-Martinez – Mayor Pro-Tem
Stacy Mendoza – Councilmember
Katie Burnworth – Councilmember
Robert Amparano – Councilmember

CITY CLERK

Kristina M. Shields

CITY MANAGER

Denris H. Morita

CITY ATTORNEY

Katherine Turner

September 17, 2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

RE: SB 346 (Durazo) Local agencies: transient occupancy taxes: short-term rental
facilitator.
Request for Signature

Dear Governor Newsom,

The City of Imperial respectfully requests your **signature** on SB 346, which would better equip cities to enforce local ordinances related short-term rentals, including the collection and remittance of transient occupancy taxes (TOT).

Short-term rentals are regulated exclusively at the local level via the adoption of an ordinance that often includes regulations on permitting, tax compliance, noise, parking, occupancy, as well as other responsibilities for hosts and short-term rental facilitators. In some instances, ordinances limit the number of short-term rentals allowed to operate lawfully, other ordinances ban short-term rentals entirely.

Short-term rentals can present numerous challenges to neighborhoods and adjacent property owners. They may create additional noise, traffic, parking, and public safety issues, decrease available housing stock, and in some cases turn residential neighborhoods into de-facto hotel rows, collectively creating additional demands on local public service providers.

Unfortunately, the enforcement of TOT ordinances and the collection and remittance of these taxes from short-term rentals can be inconsistent, even when voluntary collection agreements are in place with a short-term rental facilitator. Cities lack access to property addresses or other property-related information, even under these agreements, resulting in a difficult choice to either accept tax payments without any way to verify their accuracy and legality or to collect taxes directly from property owners—a costly and time-consuming process. Meanwhile, short-term rental facilitators have full knowledge of these properties' locations and resist disclosing this information. Cities can only compel short-term rental facilitators to disclose this critical

information through certain legal action, such as subpoenas. This is not how oversight of public dollars should work.

SB 346 would address the above issues by providing cities with the physical address of each short-term rental listed on the facilitator's website and full audit authority of TOT dollars. These changes would ensure the correct amount of TOT is being collected and remitted and would allow for more efficient enforcement against unlicensed units.

For these reasons, the City of Imperial requests your signature on SB 346.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Tucker', written over a horizontal line.

James Tucker
Mayor
City of Imperial

Cc: Governor Gavin Newsom
Catherine Hill, League of California Cities, Regional Public Affairs Manager
League of California Cities, (via email: cityletters@calcities.org)



CITY COUNCIL
James Tucker – Mayor
Ida Obeso-Martinez – Mayor Pro-Tem
Stacy Mendoza – Councilmember
Katie Burnworth – Councilmember
Robert Amparano – Councilmember

CITY CLERK
Kristina M. Shields

CITY MANAGER
Dennis H. Morita

CITY ATTORNEY
Katherine Turner

September 17, 2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

RE: SB 707 (Durazo) Open Meetings: Meeting and Teleconference Requirements

Oppose Unless Amended

Dear Governor Newsom,

The City of Imperial must respectfully **oppose SB 707** unless it is amended. While our city strongly supports public transparency and accessibility, SB 707, as currently drafted, would impose costly and inequitable new mandates on cities like ours without providing the resources or flexibility needed for implementation.

SB 707 contains positive elements that recognize the need to modernize the Ralph M. Brown Act. However, its prescriptive requirements would create significant fiscal and operational challenges for our city, including:

- Providing two-way telephonic or audiovisual access for all meetings, halting proceedings during any service disruption.
- Translating agendas into all “applicable languages” spoken by 20% or more of residents with limited English proficiency.
- Designating a public space for community-submitted translations, even if inaccurate or misleading.
- Creating and maintaining multi-language webpages for agendas, instructions, and meeting procedures.
- Expanding outreach efforts and electronic systems for agenda access.

For the City of Imperial, the estimated cost of purchasing a new audiovisual system is \$50,000. These new requirements would not be reimbursed by the state, creating a financial burden that would directly impact our ability to provide essential services. The additional audiovisual and

staffing costs would strain our limited budget, and the lack of reimbursement under Proposition 42 (2014) exacerbates this challenge, forcing the city to bear the full financial responsibility.

The bill also applies unevenly across California. Cities of similar size would be treated differently depending solely on county population. Adding to the imbalance, the state itself is not required to comply with the very rules being imposed on cities.

Finally, the January 1, 2026, implementation date does not give local governments sufficient time to budget, procure, and train for compliance. A minimum extension to January 1, 2027, is essential to ensure cities can meet these requirements responsibly.

The City of Imperial remains committed to transparency and engaging the public in meaningful ways. We respectfully urge you to amend SB 707 to remove the most burdensome mandates, ensure equitable treatment of cities, and provide sufficient time and resources for compliance.

For these reasons, the City of Imperial respectfully **opposes SB 707** unless it is amended to address our concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Tucker', written over a horizontal line.

James Tucker
Mayor
City of Imperial

Cc: Governor Gavin Newsom
Catherine Hill, League of California Cities, Regional Public Affairs Manager
League of California Cities, (via email: cityletters@calcities.org)



CITY COUNCIL
James Tucker – Mayor
Ida Obeso-Martinez – Mayor Pro-Tem
Stacy Mendoza – Councilmember
Katie Burnworth – Councilmember
Robert Amparano – Councilmember

CITY CLERK
Kristina M. Shields

CITY MANAGER
Dennis H. Morita

CITY ATTORNEY
Katherine Turner

September 17, 2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

RE: SB 454 (McNerney): State Water Resources Control Board: PFAS mitigation program.
Request for Signature

Dear Governor Newsom,

The City of Imperial respectfully requests your signature on SB 454 (McNerney), which would establish a statewide PFAS Mitigation Fund (fund) to help local public agencies, including cities, leverage funding to pay for PFAS remediation and treatment in drinking water and wastewater.

Public water agencies are responsible for delivering safe, clean, and affordable drinking water throughout California. To fulfill that responsibility, public water agencies must comply with federal and state drinking water standards, including PFAS drinking water standards. Drinking water standards can have significant financial impacts on water affordability, which are passed on to ratepayers. This bill would create a much-needed funding tool intended to leverage a variety of funding sources, including future state, federal, and private funding, designated for PFAS remediation and treatment that the State Water Resources Control Board would administer to public water agencies. The fund would help fill a gap for much-needed infrastructure funding associated with treating for PFAS.

SB 454 includes provisions to ensure that the establishment of the fund does not up any additional cost pressures on the state. First, the bill includes that the State Water Resources Control Board costs, should be covered from any deposits into the fund, up to 5 percent of the total monies. Additionally, SB 454, which would become operative only upon an appropriation by the Legislature, aligns with budget trailer bill, SB 105 (Committee on Budget). SB 105 would allocate \$180 million in safe drinking water funding and specifically allows a portion of this funding to be directed to PFAS remediation projects, which could serve as the initial monies into the fund proposed under SB 454.

Like many small and rural communities across California, the City of Imperial operates its own public water and wastewater systems and is fully responsible for meeting all state and federal drinking water quality standards. As PFAS regulations evolve and become more stringent, the cost of compliance will significantly increase, particularly for small systems with limited ratepayer bases and limited funding access. Without dedicated funding assistance, ratepayers would bear the rise in water costs. Additionally, the city may be forced to delay critical infrastructure upgrades. SB 454 is essential for Imperial because it would create a funding pathway to plan, design, and implement PFAS treatment systems without solely relying on ratepayer dollars.

To ensure the availability of safe and affordable drinking water supplies for communities from these forever chemicals, the City of Imperial respectfully requests your signature on SB 454.

Sincerely,

James Tucker
Mayor
City of Imperial

A handwritten signature in black ink, appearing to read 'Jim Tucker', written over a horizontal line.

Cc: Governor Gavin Newsom
Catherine Hill, League of California Cities, Regional Public Affairs Manager
League of California Cities, (via email: cityletters@calcities.org)



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Katherine Turner

September 17, 2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

AB 339 (Ortega): Local Public Employee Organizations: Notice Requirements.
(As amended 7/15/25)
OPPOSE

Dear Governor Newsom,

The City of Imperial must respectfully **oppose AB 339**, would require the governing body of a local public agency to provide written notice to the employee organization no less than 60 days prior to issuing any request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization, and to engage in potentially extensive and lengthy negotiations regarding each of those actions upon request.

AB 339 would be impractical in its execution, is unworkable for ensuring provision of public services, and undermines local labor negotiations. In addition, AB 339 imposes significant costs to local agencies, including new noticing requirements, extended labor negotiations, and likely delays in services and projects.

AB 339 applies to *any* contract that is within the scope of work of any job classification represented by a recognized employee organization; for local agencies with represented workforces, this essentially means nearly every contract would be subject to notice and possible meet and confer. This provision is considerably broader than the existing requirement for bargaining under the Meyers-Milias Brown Act (MMBA). Under existing law, where contracting out is legally permissible, local agencies are still required to “meet and confer in good faith” with any affected bargaining unit prior to making any decision *that is within the scope of representation*. However, there are several common-sense exceptions to this requirement – including where there is a longstanding past practice of contracting for particular services, or where contracting out is contemplated in the applicable MOU. AB 339 subverts these well-settled principles to the detriment of local public services.

The lack of definition of emergency or exigent circumstances in AB 339 undermines existing emergency contracting authority; further, this provision only applies to the initial notice requirement – not the meet and confer provisions – making the provision nearly meaningless in an emergency circumstance. As first responders, local agencies rely on existing statutes that allow for considerable flexibility to ensure the safety and well-being of our communities. The city experiences emergencies that require immediate action, such as severe flooding situations. This requires rapid decision-making and implementation. Delays in contracting, coordination, or response time can escalate the risk and impact the community more severely.

AB 339 also undermines the existing provisions of the MMBA that ensure that negotiating parties can reach a final agreement on an MOU. Under the section of the measure that authorizes reopening negotiations indefinitely, there is no benefit to employers to finalize negotiations and close on an agreement, and, as a result, no labor peace.

AB 339 deters local agencies from working in partnership with local community organizations, who are at the front lines of providing critical local services. The City of Imperial has long relied on strong partnerships with local community organizations and non-profits to deliver essential services that meet the unique needs of our population. These organizations are often at the front lines of emergency response, public health initiatives, and community development projects. They bring specialized expertise, deep community ties, and the flexibility necessary to respond to the diverse needs of Imperial's residents. AB 339 could introduce new administrative burdens and delays for Imperial.

AB 339 represents a sweeping change to the fundamental work of local governments and will not improve services, reduce costs, or protect employees. For these reasons, the City of Imperial respectfully **opposes AB 339**.

Sincerely,



James Tucker
Mayor
City of Imperial

Cc: Governor Gavin Newsom
Catherine Hill, League of California Cities, Regional Public Affairs Manager
League of California Cities, (via email: cityletters@calcities.org)



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September 17, 2025

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

**RE: AB 650 (Papan) Planning and Zoning: Housing Element: Regional Housing Needs Allocation.
Request for Signature**

Dear Governor Newsom,

The City of Imperial respectfully requests your **Signature** on **AB 650 (Papan)**, which would allow local governments to begin updating their housing element six months early, provide greater certainty, and reduce ambiguity in the housing element review process.

Since 1969, California's local governments have planned and selected sites for housing at all income levels through the housing element portion of a local government's general plan. Every five to eight years, local governments are required to adopt a blueprint outlining where developers can or cannot build residential developments within their respective communities and obtain certification from the Department of Housing and Community Development (HCD). Local governments plan for their fair share of housing development as determined through the Regional Housing Needs Allocation (RHNA) process. As part of this complex process, local governments submit in their housing elements a variety of essential data, actions, and programs to promote fair, equitable, and affordable housing in their community. Currently, local jurisdictions are planning and zoning for nearly 2.5 million additional homes statewide.

During the 6th RHNA cycle, local governments experienced various challenges in obtaining certification from HCD. Some of the challenges include a short timeline for completing these complex documents and responding to HCD's feedback, a lack of clarity regarding what the state expects from local governments when reviewing additional housing element drafts, and the introduction of new requirements late in the housing element review process.

AB 650 would address these issues by allowing local governments to begin updating their housing element six months early. The bill would also require HCD to provide specific text and

analysis that must be included in the housing element to remedy deficiencies, ensuring that local governments are not penalized when HCD identifies additional deficiencies not previously identified in prior review letters.

AB 650 would also provide greater clarity and certainty to the housing element process, helping to ensure that all jurisdictions adopt a certified housing element on time. Additionally, the measure will help local governments facilitate the creation of more housing by providing resources that enable cities to obtain state approval for their housing plans, thereby creating more certainty for developers hoping to build in California.

The City of Imperial has a small planning team and limited staffing resources. As a result; the city struggled to meet short turnaround times for HCD comments and draft revisions, particularly when guidance shifted or new expectations were introduced mid-process.

Additionally, Imperial is actively working to meet significant RHNA allocations despite being a smaller, rural city with infrastructure constraints and limited developable land. The compressed timeline made it difficult to complete site analyses and rezoning work; conduct public engagement in a meaningful way; and coordinate with developers and regional partners to identify realistic housing opportunities.

AB 650 would directly benefit the City of Imperial by allowing an earlier start to the next housing element cycle, giving our staff more time to develop a thoughtful, compliant, and community-supported housing plan. Ensuring HCD provides clearer, more actionable feedback, which would reduce the number of back-and-forth revisions, saving staff time and taxpayer resources. Help us avoid unnecessary delays in certification that could lead to penalties or missed housing funding opportunities tied to HCD compliance.

For these reasons, the City of Imperial respectfully requests your **Signature** on AB 650 (Papan).

Sincerely,



James Tucker
Mayor
City of Imperial

Cc: Governor Gavin Newsom
Catherine Hill, League of California Cities, Regional Public Affairs Manager
League of California Cities, (via email: cityletters@calcities.org)

Agenda Item No. C-1

DATE SUBMITTED 09/23/2025
 SUBMITTED BY City Manager's office
 DATE ACTION REQUIRED 10/1/25

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: 1. Selection of Mayor for the Day.	
DEPARTMENT INVOLVED:	
BACKGROUND/SUMMARY: This opportunity was developed in collaboration with the Imperial Unified School District (IUSD). The district initiated an application process and has forwarded three (3) candidates for final selection by the City Council. Attached are the three (3) applications for review.	
FISCAL IMPACT: No fiscal impact	FINANCE INITIALS <u>JMS</u>
STAFF RECOMMENDATION: Select a Mayor for the Day	DEPT. INITIALS <u>DM.</u>
MANAGER'S RECOMMENDATION: <u>make selections for mayor for a day</u>	CITY MANAGER'S INITIALS <u>DM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT: APPROVED () DISAPPROVED () REFERRED TO: REJECTED () DEFERRED ()	

Mayor for the Day Application/ Solicitud para Alcade por el día

The deadline to apply is Wednesday, September 17th, 2025 at 4 PM./ La fecha límite para aplicar es el miercoles 17 de septiembre de 2025 a las 4 PM.

1. Student First Name & Last Name/ *

Nombre y Apellido del Estudiante

■■■■

2. Grade Level/ Nivel de Grado *

⌵ Dropdown

6th

3. School/ Escuela *

⌵ Dropdown

Frank Wright

4. Why do you want to be the Mayor for the day?/ *

¿Por qué quiere ser Alcalde por el día?

I want to be mayor for the day to improve the state of the city, as many people have complained about things here, and want to make sure that there is nothing to complain about.

5. What advice would you give to your fellow classmates about being an active and engaged member of the community?/ *

¿Qué consejo le darías a tus compañeros de clase sobre ser un miembro activo y comprometido de la comunidad?

I would give the following advice to my fellow classmates to teach them how to be an active and engaged member of the community by, advising to pick up trash to make the valley nicer, try to be friendly to the people they interact with, and to attend to any type of social meetups. This advice would teach them to be more social, have more empathy, and be more active.

6. Write a short essay on one change you would make if you were Mayor for the city of Imperial./ *

Escribe un ensayo breve sobre un cambio que harías si fueras alcalde de la ciudad de Imperial.

If I was Mayor of Imperial, I would make many changes but, I have one that I want the most. Usually in the city when you look outside, there are many machines for construction and dirt fields. This makes it so people are less encouraged to exit their homes. I say we should let people go outside to a lovely looking city.

First, about the dirt, we should do something with that soil and add native plants! Native plants to our area would survive in our climate, and it would add more of a nice touch to Imperial. Although we can't do anything about the industrial buildings, we can do something about the things around them. Usually plants are colder than dirt when in the sun. This would improve the heat problem in the city by a small bit.

Second, the plants would also attract tourists, even if it's a small amount of tourists, there are still more people coming into the city. From the United States Environmental Protection Agency, plants also cool the atmosphere, meaning that going outside will be more bearable. San Diego has many plants, it has many visitors, and the climate is very nice. Whenever you go to San Diego there are always plants everywhere. We could take a page from San Diego's book and add more plants for a better city. It doesn't help that we have outdoor schools, by outdoor I mean having to walk outside for every class and having to go outside for recess. It doesn't help because it's so hot, even walking to class brings you to a puddle of sweat.

To conclude, having more plants in our city would make it look nicer, which would encourage people to go outside more, cool down our city, and attract visitors. This small change could make a big difference to how people live their lives in this city.

My parent/guardian is willing to sign a permission slip to excuse me from school and my parent *
will accompany me to all activities on that day./

Mi padre/tutor está dispuesto a firmar un permiso para justificar mi ausencia de la escuela y mis
padres me acompañarán a todas las actividades ese día.

☒ Yes

This form was created inside of Imperial Unified School District.

Google Forms

Mayor for the Day Application/ Solicitud para Alcade por el día

The deadline to apply is Wednesday, September 17th, 2025 at 4 PM./ La fecha límite para aplicar es el miercoles 17 de septiembre de 2025 a las 4 PM.

1. Student First Name & Last Name/ *

Nombre y Apellido del Estudiante

[REDACTED]

2. Grade Level/ Nivel de Grado *

⌵ Dropdown

5th

3. School/ Escuela *

⌵ Dropdown

Ben Hulse

4. Why do you want to be the Mayor for the day?/ *

¿Por qué quiere ser Alcalde por el día?

I want to be the mayor for the day because if I am mayor I can make some changes in the city.

5. What advice would you give to your fellow classmates about being an active and engaged member of the community?/ *

¿Qué consejo le darías a tus compañeros de clase sobre ser un miembro activo y comprometido de la comunidad?

It's important to be active in your community because our community sometimes needs help, like removing graffiti to keep the city clean. Its important to take care of our city because it makes our city a safer place to live in.

6. Write a short essay on one change you would make if you were Mayor for the city of Imperial./ *

Escribe un ensayo breve sobre un cambio que harías si fueras alcalde de la ciudad de Imperial.

If I were mayor for the day, one thing I would do to change the city of Imperial would be to plant a community garden. I want to build a community garden because we can harvest the food we plant, and with the plants growing, it will make the air cleaner. This garden is important so we can learn to grow our own food and eat organic foods because they are better for you. The garden will make the city look nicer because of the plants that will grow in it. Most large scale fields produce one crop per season and in this garden we can grow multiple crops per season.

My parent/guardian is willing to sign a permission slip to excuse me from school and my parent * will accompany me to all activities on that day./

Mi padre/tutor está dispuesto a firmar un permiso para justificar mi ausencia de la escuela y mis padres me acompañarán a todas las actividades ese día.

☒ Yes

This form was created inside of Imperial Unified School District.

Google Forms

Mayor for the Day Application/ Solicitud para Alcade por el día

The deadline to apply is Wednesday, September 17th, 2025 at 4 PM./ La fecha límite para aplicar es el miercoles 17 de septiembre de 2025 a las 4 PM.

1. Student First Name & Last Name/ *

Nombre y Apellido del Estudiante

██████████

2. Grade Level/ Nivel de Grado *

⌵ Dropdown

5th



3. School/ Escuela *

⌵ Dropdown

Cross



4. Why do you want to be the Mayor for the day?/ *

¿Por qué quiere ser Alcalde por el día?

I want to be mayor of the day so that I could get to meet many people and I would be able to know what it is like to be mayor. Also, I think that it would be a great experience. That is why I want to be mayor of the day.

5. What advice would you give to your fellow classmates about being an active and engaged member of the community?/

¿Qué consejo le darías a tus compañeros de clase sobre ser un miembro activo y comprometido de la comunidad?

You have to be willing to listen to other people's suggestions when they have advice you also have to listen carefully because it might be important. And you have to be good with people because you need to be nice and helpful if you are the mayor.

6. Write a short essay on one change you would make if you were Mayor for the city of Imperial./

Escribe un ensayo breve sobre un cambio que harías si fueras alcalde de la ciudad de Imperial.

If I were mayor of the day I would make more pools because during the summer it is very hot and some people don't have swimming pools in the backyards so I would focus on making more swimming pools.

My parent/guardian is willing to sign a permission slip to excuse me from school and my parent will accompany me to all activities on that day./

Mi padre/tutor está dispuesto a firmar un permiso para justificar mi ausencia de la escuela y mis padres me acompañarán a todas las actividades ese día.

☒ Yes

This form was created inside of Imperial Unified School District.

Google Forms

DATE SUBMITTED 9/24/25
 SUBMITTED BY Parks and Recreation
 DATE ACTION REQUIRED 10/1/25

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. APPROVE SPECIAL EVENT APPLICATION SUBMITTED BY FAITH ASSEMBLY CHURCH FOR THEIR ANNUAL HARVEST FESTIVAL

DEPARTMENT INVOLVED:
 PARKS AND RECREATION

BACKGROUND/SUMMARY:

Faith Assembly Church has submitted a special event application for their annual Harvest Festival held here in the City of Imperial. In their application they are requesting the city allow them to close 6th Street between J Street and South K Street. If allowed, this closure would ensure safe crossing for all attendees and participants of the event. It is staff's recommendation that City Council approve this application.

Please see attached Special event application packet

FISCAL IMPACT: N/A

FINANCE
 INITIALS _____

STAFF RECOMMENDATION: It is the department's recommendation for City Council to Approve the application for special event submitted by Faith Assembly

DEPT. INITIALS 

MANAGER'S RECOMMENDATION:

approve

CITY
 MANAGER'S
 INITIALS AM

MOTION:

SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED ()
 DISAPPROVED ()

REJECTED ()
 DEFERRED ()

REFERRED TO:



City of Imperial

SPECIAL EVENT PERMIT INFORMATION

CONTACT FOR SPECIAL EVENT PROCESS:

DEPARTMENT OF PARKS AND RECREATION

Monday – Friday: 7:30 AM – 5:30 PM

Physical Address: 101 E. 4th Street, Imperial, CA 92251

Mailing Address: 420 S. Imperial Avenue, Imperial, CA 92251

Phone: (760) 355-3316 Email: parks@imperial.ca.gov

The City of Imperial is happy to hear about your interest in hosting a Special Event in the City of Imperial. Successful events depend on good planning and we are very invested in helping make your event experience a success. With this goal in mind, we have prepared this information sheet to guide and assist you in the preparation and processing of your Special Event Permit per Resolution No. 2020-62.

WHAT IS A SPECIAL EVENT?

"Special Events" may include, but are not limited to, short-term events such as any show, circus, concert, festival, carnival, dance open to the public, exhibition, lecture, auction, rave, boxing match, wrestling match, walk-a-thon, marathon run, cycling event, sporting event, permitted film production event, grand openings, farmers' market, pumpkin patch, outdoor sales, including, but not limited to, vehicle sales, or any combination thereof which members of the public are invited for free or admitted for a fee.

WHAT IS THE APPLICATION PROCESS?

- The process starts with the Parks and Recreation Department. Parks and Recreation staff will act as your liaison to the Special Events Committee, assist you in obtaining the permits needed and provide you with guidance and direction regarding the special event permit process.
 - All applications should be submitted with all supporting documentation no less than thirty working days prior to the opening date of the event. Please allow time for the process of review, recommendation, applicant's response to recommendations, and approval or denial of application.
 - Applications can be obtained and submitted at the Department of Parks and Recreation located at 101 E. 4th Street in Imperial. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.
 - The Special Event Committee reviews applications and provides recommendations. The Committee includes representatives from Parks and Recreation, Police, Fire, Public Services, Community Development, and Administrative Services.
 - Depending on the scale of the proposed event, applicants may be scheduled to meet with the Special Event Committee in person.
- Applicants should not assume all aspects of event will be approved, as they may be asked to make
- some changes based on the availability of services and the scheduling of other events. Therefore, applicants are encouraged not to make any arrangements or publicize until approval has been given by the City.



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. N/A | |
| ☐ 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. | |



City of Imperial

SPECIAL EVENT APPLICATION

\$ _____ Application Fee

PROPOSED SITE PLAN MUST BE INCLUDED WITH APPLICATION

Event Location: <u>320 S J ST IMPERIAL</u>			
Event Name: <u>HARVEST FESTIVAL</u>		Date(s) of Event (Days/Dates): <u>10/16/25</u>	
Set-Up Time: <u>5pm to 10pm</u>	Program Time: <u>6pm to 8:30pm</u>	Clean-Up Time: <u>8:30pm to 10pm</u>	
Group/Organization: <u>FAITH ASSEMBLY</u>			
Contact Person: <u>CINDY BRUCE</u>		Alternate Contact Person: <u>CARLOS ROACHO</u>	
Address: <u>320 S J ST IMPERIAL</u>		Address: <u>320 S J ST</u>	
City & Zip Code: <u>IMPERIAL CA 92251</u>		City & Zip Code: <u>IMPERIAL CA 92251</u>	

Anticipated Total Event Attendance: 300

Event Description (Please describe purpose of event and activities): TRUNK OR TREAT, FOOD,

What Assistance is requested from the City? CLOSE 6th ST BETWEEN 6th J ST AND SOUTH K ST

Is this event open to the public?	☒ Yes ☐ No	If yes, please describe accessible toilets & hand wash stations: <u>15 TOILETS 10 SINKS</u>
Will admission fees be charged?	☒ Yes ☐ No	If yes, please provide fee amount: <u>N/A</u>
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? <u>SCHOOL BOOK FAIR</u> (Please attach vendor list)
Will security be provided?	☒ Yes ☐ No	Will there be sound amplifications? <u>WILL BE OPEN</u> ☒ Yes ☐ No
Describe the parking/traffic plan: <u>PARKING ON STREETS</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: CBRUCE Date: 9/17/25

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

"Put on the full armor of
God..." Ephesians 6:11

Faith Academy

Pastor Dan Bruce, Administrator
320 South J Street, Imperial, CA 92251
Office (760) 355-1114
Fax (760) 355-2450
www.ivfaithassembly.org

September 17, 2025

City of Imperial
Community Development Department
420 South Imperial Avenue
Imperial CA 92251

To the Community Development Department:

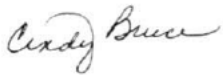
For many years, Faith Assembly, Faith Academy and It's A Small World Preschool have hosted a community Harvest Festival in October on our campus.

This year, we are providing our free Harvest Festival carnival and Trunk or Treat on Thursday, October 16, 2025. All activities will be in the church parking lot between the church and the school and the large parking lot north of 6th Street. The event will run from 6pm to 8:30pm.

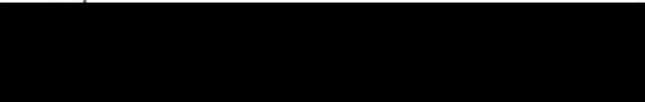
We anticipate a large number of participants as in years past and are asking the city if we can close 6th Street between South J Street and South K Street. This would ensure participants could safely cross 6th Street to move between the Trunk or Treat and the events at the church and school.

Thank you for considering our request. Please do not hesitate to contact me should you need further information.

Sincerely,



Cindy Bruce
Office Manager
Faith Assembly
Faith Academy
It's A Small World Preschool
320 South J Street
Imperial CA 92251



Trunk or Treat approx. 30 cars

Requested/proposed street closure

Dessert table, Book Fair,
seating for approx. 80/gym
Food & seating/courtyard

Parking lot: firetruck rides,
umpers

activity
Set Food

Faith Academy & It's A Small World Preschool
Harvest Festival & Trunk or Treat ~ October 16, 2025 6pm-8:30pm

Faith Assembly Church

N Imperial Ave

N Imperial Ave

N Imperial Ave

N Imperial Ave



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Church & Casualty Ins Agency Inc 38 Executive Park Suite 200 Irvine CA 92614	CONTACT NAME: Jennifer Nguyen CISR PHONE (A/C, No, Ext): (800) 995-7525 FAX (A/C, No): (800) 995-7521 E-MAIL ADDRESS: jennifer@ccia.com																					
INSURED First Assembly of God of Imperial California, DBA: Imperial Faith 320 S J St Imperial CA 92251-1642	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Church Mutual Insurance Co S.I.</td><td>18767</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Church Mutual Insurance Co S.I.	18767	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** CL2592424934**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR			0672910-02-891040	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 2,000,000	
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000					
			MED EXP (Any one person) \$ 15,000					
			PERSONAL & ADV INJURY \$ 2,000,000					
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 5,000,000	
							PRODUCTS - COM/OP AGG \$ 2,000,000	
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							\$	
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$	
							AGGREGATE \$	
							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A				PER STATUTE ☐ OTH-ER ☐	
							E L EACH ACCIDENT \$	
							E L DISEASE - EA EMPLOYEE \$	
							E L DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For General Liability Only. Evidence of insurance for participation in a Harvest Festival located at Insured's Premises, 320 South J Street, Imperial, CA 92251 on October 16, 2025. Certificate holder is named additional insured only with respect to the activities of the Named Insured on the above described premises. All activities/operations not specifically run or conducted by the Named Insured are excluded. Refer to attached A267.1 Blanket Additional Insured Endorsement. EXCLUDED: Catering, Food Trucks, Entertainers, and Vendor Companies and their activities/operations.

CERTIFICATE HOLDER**CANCELLATION**

City of Imperial 420 South Imperial Ave Imperial CA 92251	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**BLANKET ADDITIONAL INSURED ENDORSEMENT FOR
CONTRACT, AGREEMENT OR PERMIT - INCLUDING LESSOR OF
LEASED EQUIPMENT, OWNER OF LEASED LAND,
MANAGERS OR LESSORS OF PREMISES, ENGINEERS,
ARCHITECTS AND SURVEYORS AND VENDORS**

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

The following is added to the General Liability Additional Provisions Form.

**A. ADDITIONAL INSUREDS - BY
CONTRACT, AGREEMENT, OR PERMIT.**

1. Paragraph C. - WHO IS AN INSURED,
is amended to include as an insured:

(a) Any person or organization with whom you have entered into a written contract, agreement or permit requiring you to provide insurance as is afforded by this General Liability Coverage Form will be an additional insured, but only:

(1) To the extent that such additional insured is held liable for acts or omissions committed by you or your subcontractors during the performance of your ongoing operations.

(2) With respect to property owned or used by, or rented or leased to, you.

The insurance afforded any additional insured under this paragraph will be subject to all applicable exclusions or limitations described in paragraphs 2.(a), (b), (c), (d) and (e) and in 3.(a), (b), (c), (d), (e) and (f) below.

(b) Such insurance as is provided by this paragraph for any additional insured will be primary, if so required by the written contract, agreement, or permit. Any other insurance available to such person or organization shall be excess over this insurance.

(c) A person's or organization's status as an additional insured in connection with a written contract, agreement or permit under this paragraph ends when your operations for that additional insured are completed or the written contract, agreement or permit is terminated or expires.

2. Additional Exclusions or Limitations

(a) Lessor of Leased Equipment

If an equipment lessor is an additional insured as a result of the provisions of paragraphs 1.(a), (b) and (c) above, the following additional exclusions apply:

This insurance does not apply:

(1) To any "occurrence" which takes place after the equipment lease expires;

(2) To "bodily injury" or "property damage" arising out of the sole negligence of such additional insured.

(b) Owner of Leased Land

If an owner or other interest from whom land has been leased is an additional insured as a result of the provisions of paragraphs 1.(a), (b) and (c) above, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to lease that land; or
- (2) Structural alterations, new construction, or demolition operations performed by or on behalf of the owner or other interest from whom the land was leased.

(c) Managers or Lessors of Premises

If a manager or lessor of premises you rent or lease is an additional insured as a result of the provisions of paragraphs 1.(a), (b) and (c) above, the following additional exclusions apply:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction, or demolition operations performed by or on behalf of the manager or lessor of that premises.

(d) Engineers, Architects, or Surveyors

If an engineer, architect or surveyor is an additional insured as a result of the provisions of paragraphs 1.(a), (b) and (c) above, the following additional exclusions apply:

This insurance does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of the rendering or the failure to render any professional services by or for you, including:

- (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

(e) Vendors of "Your Products"

If a vendor of "your products" is an additional insured under this Coverage Part, such insurance as is provided to the additional insured applies only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and subject to the following additional exclusions:

- (1) This insurance afforded the vendor does not apply to:
 - (i) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (ii) Any express warranty unauthorized by you;
 - (iii) Any physical or chemical change in the product made intentionally by the vendor;

- (iv) Repackaging, except unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (v) Any failure to make such inspections, adjustments, tests, or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business; in connection with the distribution or sale of the products;
 - (vi) Demonstration, installation, servicing, or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product; or
 - (vii) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor.
 - (viii) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - a) The exceptions contained in Sub paragraphs (iv) or (vi); or
 - b) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part, or container entering into, accompanying or containing such products.
3. Such insurance as is afforded for any additional insured under 1. and as modified by **Paragraph 2.** above is subject to all applicable exclusions under **Coverage A, BODILY INJURY AND PROPERTY DAMAGE LIABILITY COVERAGE, Paragraph 2. Exclusions** other than **2.b.** which is applicable to contractual liability; and to the following additional exclusions:
- (a) The independent acts or omissions of such additional insured.
 - (b) Any liability arising from injury or damage in connection with a contract or agreement executed or permit issued subsequent to:
 - (i) The occurrence of any "bodily injury" or "property damage"; or
 - (ii) The commission of any offense which caused "personal and advertising injury."
 - (c) Construction or demolition activities within 50 feet of any railroad property and affecting any railroad bridge or trestle, track, road-bed, tunnel, underpass or crossing.

- (d) Any liability arising from injury or damage in connection with a permit issued by a state political subdivision if the liability is from operations performed for the state or political subdivision.
- (e) Any liability from "bodily injury" or "property damage" arising out of "your work" which is included in the "products-completed operations hazard."

This additional exclusion **A.3.(e)** does not apply with respect to such Vendors coverage as is provided under **A.2.(e)** above.

- (f) Any person or organization included as an insured under any other provision of Paragraph C., Who Is An Insured, or included as an additional insured by any endorsement to this policy.

DATE SUBMITTED 09/24/2025
 SUBMITTED BY COMMUNITY DEVELOPMENT DIRECTOR OTHON MORA
 DATE ACTION REQUIRED 10/01/2025

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: INITIATING AN APPLICATION TO THE IMPERIAL COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) FOR THE WEST 70 GROUP, LLC, ANNEXATION ON APN 063-010-059, LOCATED AT THE NECKEL ROAD AND LA BRUCHERIE ROAD INTERSECTION

1. Approve the initiation of an application to the Imperial County Local Agency Formation Commission (LAFCO) for the annexation of APN 063-010-059, located at the intersection of Neckel Road and La Brucherie Road, for the West 70 Group, LLC

DEPARTMENT INVOLVED: Community Development Department

BACKGROUND/SUMMARY:

The West 70 Micro Estates Project proposes development of a 70.75-acre site located at the northwest corner of Neckel Road and La Brucherie Road (APN 063-010-059). The project includes a total of 794 residential units, consisting of 492 single-family homes and 302 multi-family units. Supporting amenities would include five neighborhood parks with play areas, courts, and shaded gathering spaces, as well as a community amenity center with a gym, landscaped park, pool, and outdoor gathering areas.

Access would be provided from both Neckel Road and La Brucherie Road, with internal circulation designed through two-lane roadways. The project also proposes frontage improvements such as turn lanes to accommodate traffic movements.

Implementation requires several discretionary actions, including annexation into the City, a General Plan Amendment, zoning changes to Specific Plan, adoption of the West 70 Specific Plan, and approval of a Vesting Tentative Map. The City has determined an Environmental Impact Report (EIR) is necessary to evaluate potential impacts, and a Notice of Preparation has been circulated to begin the CEQA review process.

FISCAL IMPACT: N/A

ADMIN SERVICES SIGN INITIALS VMS

STAFF RECOMMENDATION: Staff recommends that the City Council approve the initiation of an application to the Imperial County Local Agency Formation Commission (LAFCO) for the annexation of APN 063-010-059, located at the intersection of Neckel Road and La Brucherie Road, for the West 70 Group, LLC

DEPT. INITIALS OM

MANAGER'S RECOMMENDATION: <i>approve</i>		CITY MANAGER's INITIALS	<i>HTM</i>
MOTION:			
SECONDED: AYES: NAYES: ABSENT:	APPROVED () DISAPPROVED () REFERRED TO:	REJECTED () DEFERRED ()	

RESOLUTION NO. 2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL INITIATING AN APPLICATION TO THE IMPERIAL COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) FOR THE WEST 70 GROUP, LLC, ANNEXATION ON APN 063-010-059, LOCATED AT THE NECKEL ROAD AND LA BRUCHERIE ROAD INTERSECTION

WHEREAS, the City of Imperial desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for Annexation of APN 063-010-059, including the Right-of-Way in the northwest portion of the City at the intersections of Neckel Road and La Brucherie Road (Exhibit A); and

WHEREAS, the territory proposed to be annexed is within the City of Imperial's Sphere of Influence and a logical and reasonable extension of the incorporated City Limits of the City of Imperial, and a map description of the boundaries of the Right-of-Way is shown in Exhibit A attached hereto and by reference incorporated herein; and

WHEREAS, the proposal is in conformance with and further implements the goals and policies of the City of Imperial General Plan; and

WHEREAS, the proposed annexation of APN 063-010-059 located at the intersection of Neckel Road and La Brucherie Road is intended to facilitate the installation, operation, and maintenance of specific improvements to the intersection.

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

- A) That the foregoing recitations are true and correct; and
- B) That the City of Imperial City Council hereby approves this Resolution for annexation proceedings, requesting that the Imperial County Local Agency Formation Commission initiate proceedings for the annexation as shown in Exhibit A in accordance with the procedure outlined by the Cortese-Knox Local Government Reorganization Act of 2000.
- C) The City Attorney is authorized to make minor typographical changes to this Resolution that do not alter its substance.

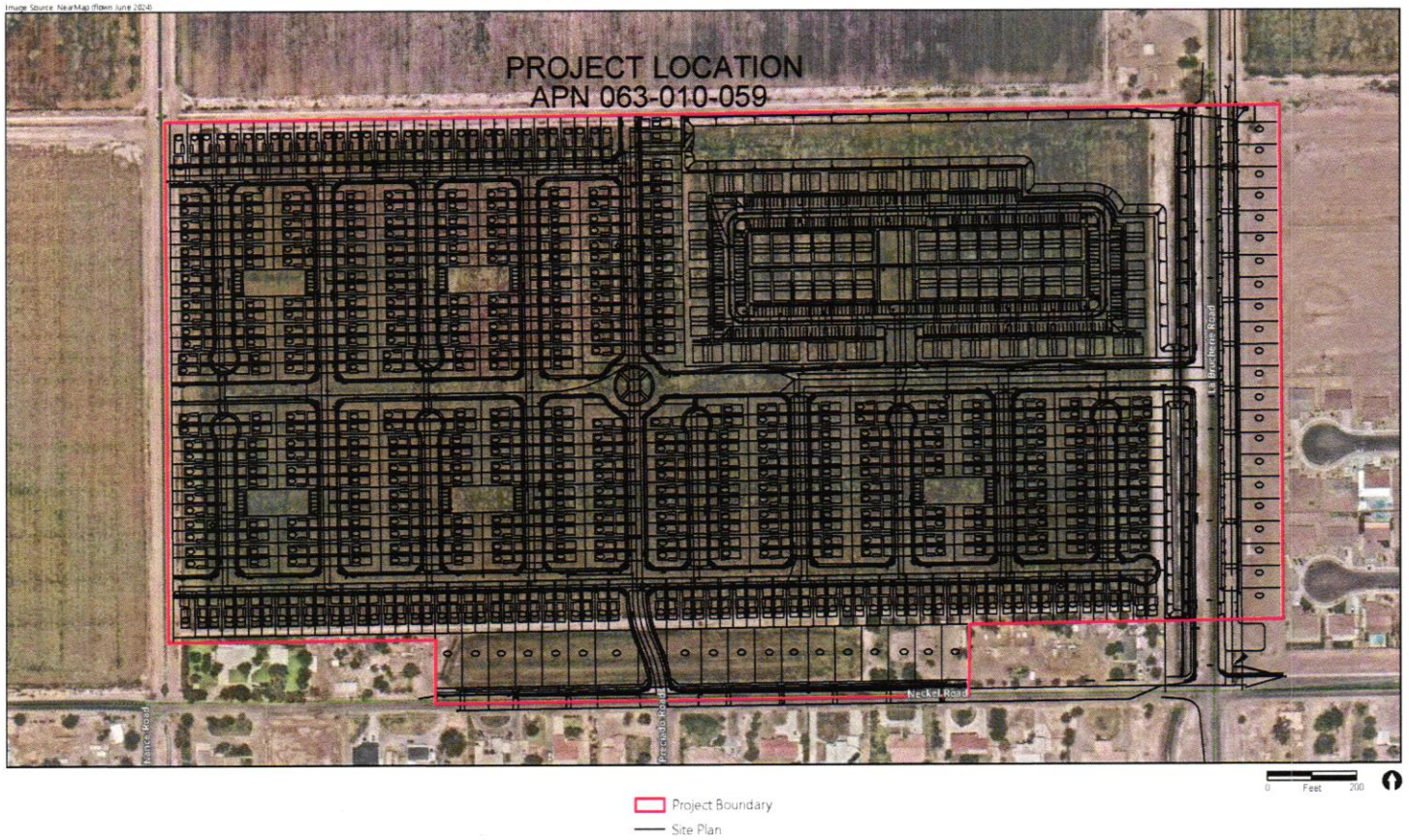
PASSED, ADOPTED AND APPROVED by the City Council of the City of Imperial, this 1st day of October 2025

Mayor

ATTEST:

City Clerk

EXHIBIT A



C-4

DATE SUBMITTED 9/24/2025
 SUBMITTED BY POLICE DEPARTMENT
 DATE ACTION REQUIRED 10/1/2025

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: Proposal for Citation Processing and Collections Contract with Turbodata Systems (TDS)

DEPARTMENT INVOLVED: POLICE DEPARTMENT

BACKGROUND/SUMMARY: The Imperial Police Department is seeking to enter into a contract with Turbodata Systems (TDS) for the processing of citations (parking and local ordinances). Processing, notices, hearing notices/letters, appeals, payment plans, and true collections will be managed by TDS. Services are expandable with automated processing and ticket writers; including online payment options through the TDS online portal. This contract is being proposed for a five-year term and will make for a more effective, efficient, and timely payment/collection process for the Imperial Police Department.

FISCAL IMPACT: Increase in Fines and Fees recovered through the collections process.

F.O. INITIALS JMS

STAFF RECOMMENDATION:

MANAGER'S RECOMMENDATION:

approve

MANAGER'S INITIALS AKM

MOTION:

SECONDED:
 AYES:
 NAYES:
 ABSENT:

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

REFERRED TO:

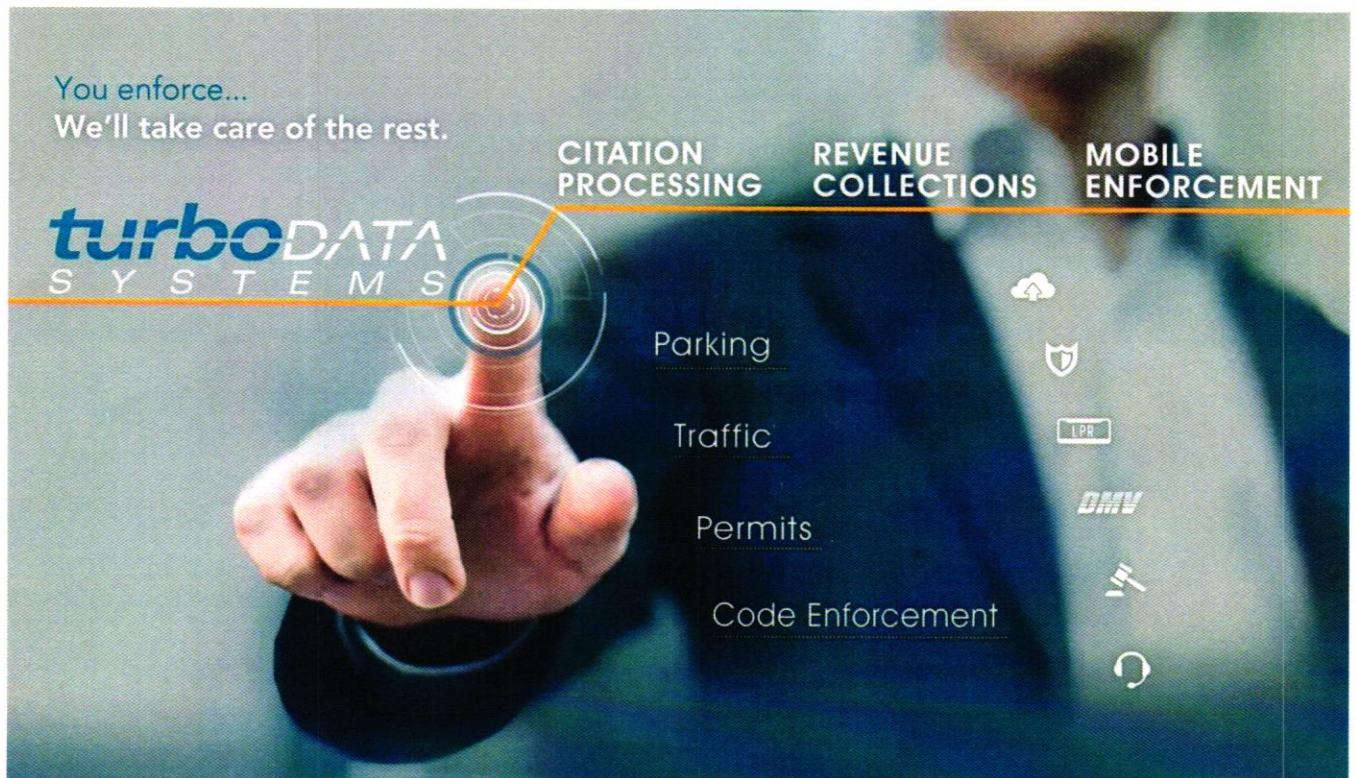
PROPOSAL FOR

Parking Citation Processing & Mobile Enforcement Services

Submitted by:



Submitted to:



CONFIDENTIAL INFORMATION DISCLAIMER:

This proposal contains certain confidential and valuable information in the form of ideas, know-how, concepts, processes, plans and trade secrets that belong to Turbo Data Systems, Inc. In accordance with the California Public Records Act, this confidential information shall not be disclosed outside the agency and shall not be duplicated, used, or disclosed in whole or in part for any purpose except in the procurement process. Confidential information contained in this document is noted on each applicable page or image. Serious and irreparable competitive disadvantage in future procurements could result from the release of any confidential information contained in this proposal. Please notify us immediately, in writing, if there is a request for disclosure of any confidential information, so that we will have an opportunity to participate in any disclosure discussions.

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ticketPRO Mobile Enforcement.....	4

Parking Processing Management

1. Electronic and Manual Parking Citations	\$0.50 - Electronic \$0.70 - Manual
• Entry of all citations. • Citation dispositions (bounced checks, payments, extensions, etc.) • DMV interface (r/o retrieval and placing and releasing registration holds) • Toll-free telephone number (for public access) • Multi-lingual interactive voice response system (IVR) • Customer services representatives (8 am – 5 PM, Mon - Fri, excluding holidays) • Daily pick up of payments and other documents from a TDS provided P.O. box. • Scan and remote deposit checks into agency's bank account. • pticket.com web pages customized for the agency. • Database maintenance and daily system backups. • Secure, cloud access for agency staff to citation database. • Documentation and training for use of TDS provided online system. • Ongoing client support and training.	
2. ticketPRO Platform Hosting & Maintenance	\$300/month
• Cloud Hosting. • Security and PCI Compliance. • Provides ongoing support and maintenance of hosting platforms. • Provide Testing/Staging environment for early software releases. • Online training for Mobile App and backend. • RMS system export - if available and supported by vendor. • Electronic storage and archival of captured images. • Scheduled shift-summary reporting and on-demand reports. • Access to ticketPRO WEB and TPMViewer backend Web interface.	
3. Reminder Notices (Notice of Violation)	\$0.50 per notice
Includes all forms, envelopes, return envelopes and printing. Reminder notices are mailed 21 days after issuance or per agency timeline. First Class postage charged separately.	
4. Other Correspondence, Notices and Letters	\$0.50 per notice
Includes all forms, envelopes, and printing. NSF letters, partial payments, name, and address changes, drive away notice, etc. First Class postage charged separately.	
5. Initial Review and Hearing Notices/Letters	\$0.50 per notice
TDS mails all initial review results letters, hearing notification letters and hearing result letters as required. All forms, envelopes and printing are included with the mailing. First Class postage charged separately.	
6. Paperless Appeals	\$1.25 per appeal
This service allows for online submitted appeals and a 100% PAPERLESS appeal system. All mailed-in appeals are scanned into the system and are reviewable by Agency staff using the eAppeals PRO online review system. All appeals are in the same place, and the documentation is saved electronically. A complete history of all appeals, results, and who made the decisions, etc., is always available online for the Agency. Includes Hearing services, scheduling, and coordination. Documents for Court provided to agency when required.	
7. Payment Plan Processing	\$10.00 per Plan
The payment plan supports AB503 legislation. All payment plan letters will be at the "Correspondence" rate.	

8. Out-of-State Collections	25% of amount collected
TDS absorbs all costs to retrieve out of state registered owner information. NLETS electronic access for out-of-state license plates.	
9. ICS Delinquent Collections	25% of amount collected
Applies to citations that are past DMV registration hold. Additional penalties applied, and up to two letters mailed from Innovative at no cost to the Agency. Includes taking toll-free phone calls from ICS customers and other follow-up efforts. Payments collected at DMV will not be billed this fee. Cost recovery option available	
10. Franchise Tax Board Collections	\$2.50 Per Account Letter +15% of amount paid
TDS pursues otherwise uncollectible accounts by retrieving social security numbers from a third party, mailing required pre-intercept letters, and then sending the accounts to the FTB to intercept any state tax refunds or lottery winnings. *This fee is subject to change each new FTB year.	
11. Credit Card Payments (Internet and Phone/IVR)	No Charge to Agency
A \$4 or 4% convenience fee (whichever is higher) per citation paid will be charged to the public. TDS controls all processing. (Fee subject to change).	
12. Banking	No Charge to Agency
<i>Remote (Scan) Check Deposits</i> - Electronic deposits (scanning checks) into the Agency's existing bank account incur no monthly fee. Agency's Bank must accept remote deposits. - Same day funding credit for bank deposits. - Scanned check images available for investigations.	
13. Hearing Examiner Services – Parking Citations	Unavailable
<i>Each trip to the city for in-person hearings</i>	Unavailable
TDS will provide an independent, fair, and impartial hearing examiner who will conduct phone, written, and in-person hearings. TDS agrees to perform the hearing examiner services at a date and time mutually agreed upon. Hearing examiners will comply with the training requirements for the position as outlined in California Vehicle Code Section 40215. TDS will ensure that hearings are completed in a timely manner, that decisions are rendered to uphold or deny each appeal and that all paperwork is completed.	
14. Postal Rate Increase Offset	
If postal rates increase during the term of this agreement, fees to TDS shall be raised immediately to offset the effect of the postal rate increase.	

ticketPRO Mobile Enforcement



ticketPRO Magic 2-piece

ticketPRO Mobile Lease	
This option is a complete solution that includes phone, printer, software, 4G data plan, support, and maintenance for a single monthly price per unit.	
Initial One-time Fees	Unit Cost
ticketPRO Mobile software setup and configuration: Initial setup and installation of software with agency specific information	\$100 per unit
60-Month Lease	Monthly Rate
Monthly Lease Details - Rugged Smartphone/Printer Combo + Data Plan • Samsung Galaxy XCover6 PRO smartphone • Zebra ZQ511 Bluetooth printer • USB-C Power Adaptor • 4/5G data plan • ticketPRO™ Mobile parking software • Remote management software • ticketPRO™ Mobile and RM software licenses • Maintenance and support	\$135 per month per unit
Monthly Lease Details	Rate
Smartphone: Rugged Samsung smartphone or equivalent High-Res Camera Military spec. MIL-810G rated Bluetooth USB Charging 4/5G LTE Dedicated Push-to-Talk Button.	Included
Bluetooth Printer: Zebra Printer Includes Lithium-Ion Battery AC Charger Belt Clip 2 years Parts & Labor Warranty (1year on printhead) Configured to Agency's ticketPRO Mobile system Additional accessories: spare battery, case with shoulder strap, charging dock are available for purchase.	Included
Managed 4/5G Voice and Data Plan (Push-to-Talk service optional for an additional fee)	Included
ticketPRO Mobile Software: Parking Software Real-Time citation & photo transfer Live Lookups for prior citations Built-in LPR ALPR interface Electronic Chalking GPS tracking Live shared data between all devices Interfacing with pay-stations, and payment by phone systems Scofflaw and hotlist vehicle alerts	Included
ticketPRO Mobile Software Annual License	Included
Remote Management Software Maintenance and Support: Remote servicing and updates Field support including remote-connect assistance email support for Agency requests	Included

1. Sales tax will be applied to all items listed. At the end of the lease term, all equipment must be returned to TDS in good working condition. If the equipment is not returned, the lease will convert to a month-to-month lease, requiring a 30-day notice before returning the equipment. An early Termination Fee of \$25 per unit for each remaining month of the lease will be charged.
2. Rugged Smartphone and printer hardware are subject to availability.

ticketPRO Mobile Purchase	
This is a complete solution that includes phone, printer, software, 4G data plan, support, and maintenance for a single monthly price per unit.	
Initial One-time Fees	Unit Cost
ticketPRO Mobile software setup and configuration: Initial setup and installation of software with agency specific information	\$100 per unit
Hardware Purchase	Unit Cost
Rugged Smartphone • Samsung Galaxy XCover6 PRO smartphone • Zebra ZQ511 Bluetooth printer • USB-C Power Adaptor • ticketPRO™ Mobile parking software • Maintenance and support	\$800 Per Unit
Bluetooth Printer • Zebra ZQ511 Rugged Bluetooth Printer	\$850 per unit
Monthly Details	Rate
• Managed 4/5G Voice and Data Plan • ticketPRO Mobile Software Annual License • Remote Management Software Maintenance and Support (SMS): Remote servicing and updates Remote-connect assistance email support for Agency requests	\$80/month/unit (paid annually)
• ticketPRO Mobile Software: Parking Software Real-Time citation & photo transfer Live Plate Lookups for prior citations Built-in LPR GPS Other features	Included

Parking Tickets Printed Media

Citations and Envelopes	
	Unit Cost
TDS provides Standard or Custom citations and envelopes that are compatible with our ticketPRO Mobile solution. For a single device use with multiple ticketPRO Apps, a plain paper option is available which allow printing of parking and admin citations on the same stock.	Varies with size and quantity ordered

Disclaimer:

TDS may subscribe to various third-party software services to automate information input while writing the ticket. These services may include Google Maps, location services, GPS, LPR services, and VIN lookups. TDS reserves the right to disable these services in the software should they terminate. These services are integrated into software for convenience and do not affect the issuance of citations.

All quoted prices are valid 60 days from the date submitted.

**AGREEMENT FOR PROCESSING
OF PARKING CITATIONS**

This Agreement is entered into by and between **Turbo Data Systems, Inc. (TDS)**, a California Corporation, and **the City of Imperial**, (hereinafter collectively referred to as "Customer").

Whereas TDS and the Customer desire to enter into an agreement whereby TDS will process parking citations for the Customer pursuant to the terms and conditions set forth herein.

In consideration of the mutual covenants, conditions, representations and warranties contained herein the parties hereby agree as follows:

1. **PURPOSE.** The purpose of this Agreement is for TDS to process parking citations for the Customer in a timely manner.

2. **SCOPE OF SERVICES.** When and as directed by the Customer, TDS shall perform the following services in processing all parking citations:

See Attached EXHIBIT A – SCOPE OF SERVICES

3. **TERM.** This agreement shall become effective for a period of five years, starting November 1, 2025, and ending October 31, 2030. This agreement shall be extended annually after that unless either party gives the other at least 60 days' written notice of its intent to terminate prior to the start of the renewal year.

4. **CONSIDERATION.** In consideration of services performed by TDS as provided in this agreement, Customer shall pay TDS pursuant to the terms set forth in **Exhibit "B" CONSIDERATION**, which is attached hereto and incorporated herein by this reference.

5. **PAYMENT OF FEES.** Charges determined on the basis set forth in Exhibit "B" shall be billed monthly in arrears and payment therefore shall be made within fifteen (15) days after submission of each separate invoice.

6. **ACCOUNTING RECORDS.** Records of the citations processed by TDS shall be available for examination by the Customer or its authorized representative(s) at a time agreeable to the Customer and TDS within one week following a request to examine such records.

7. **TIME OF PERFORMANCE.** Time is of the essence, and TDS shall perform the services required by this agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this agreement as set forth in Sections 1 and 2.

8. **INDEPENDENT CONTRACTOR.** At all times during the term of this agreement, TDS shall be an independent contractor and shall not be an employee of the Customer. The Customer shall have the right to control TDS only insofar as the results of TDS's services rendered pursuant to this agreement; however, Customer shall not have the right to control how TDS accomplishes the

**AGREEMENT FOR PROCESSING
OF PARKING CITATIONS**

services rendered pursuant to this agreement.

9. FACILITIES AND EQUIPMENT. TDS shall, at its own cost and expense, provide all facilities and equipment that may be required for performance of the services required by this agreement.

10. INDEMNIFICATION BY TDS. TDS agrees to defend, indemnify, hold free and harmless the Customer, its elected officials, officers, agents and employees, at contractor's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the Customer, its elected officials, officers, agents and employees arising out of the performance of the contractor, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the contractor, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the contractor, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the Customer, its elected officials, officers, agents and employees based upon the work performed by the contractor, its employees, and/or authorized subcontractors under this Agreement, whether or not the contractor, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the contractor shall not be liable for the defense or indemnification of the Customer for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the Customer. This provision shall supersede and replace all other indemnity provisions contained either in the Customer's specifications or contractor's proposal, which shall be of no force and effect.

11. INDEMNIFICATION BY CUSTOMER. TDS shall use due care in processing work of the Customer. Any errors shall be corrected by TDS at no additional charge to the Customer. TDS shall be entitled to reimbursement from the Customer for any expenses incurred by TDS for the correction of any erroneous information provided by the Customer and TDS shall not be responsible for Customers' losses and expenses resulting from erroneous source materials provided by the Customer. Neither party shall be liable to the other for any indirect or consequential losses or damage resulting from any errors within the scope of this Section 11.

12. FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS. In the performance of this agreement, TDS shall comply with all applicable provisions of the California Fair Employment Practices Act (California Labor Code Sections (410 et seq.) and the applicable equal employment provisions of the Civil Rights Act of 1964 (42 U.S.C. 200e 217), whichever is more restrictive.

13. AGENCY. Except as Customer may specify in writing TDS shall have no authority, expressed or implied, to act on behalf of the Customer in any capacity whatsoever as an agent. TDS shall have no authority, expressed or implied, pursuant to this agreement to bind Customer to any obligation whatsoever.

**AGREEMENT FOR PROCESSING
OF PARKING CITATIONS**

14. **CHANGES IN LAW.** Should there be any changes in the law applicable to the processing of parking citations which would require material changes in the method of the processing as contemplated in this agreement, or materially reduce or eliminate the amount of revenue received by the Customer from parking citations, this agreement shall terminate on the date such law becomes effective, provided either party gives sixty (60) days' notice of termination. Any changes in the processing of parking violations as a result of changes in the law or DMV regulations affecting such violations, which do not materially add to the cost of processing such citations by TDS shall be implemented by TDS at the request of the Customer, provided however, that the cost of such implementation does not exceed the fee paid to TDS for performing such services. If any such change results in the cost of processing citations exceeding the amounts provided for in Section 4 and the Customer declines to amend this agreement to provide for the payment of such increased costs, the agreement shall terminate as of the effective date of the change in the law or regulations.

15. **OWNERSHIP OF SOFTWARE.** Customer acknowledges that the software and software programs used by the Customer or used for the Customer's benefit which were developed by TDS are the sole property of TDS and the Customer obtains no right or interest in the software by virtue of this agreement.

16. **OWNERSHIP OF DOCUMENTS.** All citations, electronic and handwritten; reports; electronic storage media; and other documents, including copies and reproductions assembled or prepared by TDS or TDS' agents, officers, or employees in connection with this Agreement, shall be the property of the Customer and shall be delivered to the Customer upon either the completion or termination of this Agreement.

17. **FORCE MAJEURE.** Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but are not limited to, Acts of God, strikes, riots, acts of war, epidemics, fire, communication line failure, earthquakes or other disasters.

18. **TERMINATION.** This agreement may be terminated by either party upon ninety (90) days' written notice. At such time, TDS agrees to provide Customer, in computer readable form, a copy of all data files to service its citations.

19. **NOTICE.** Whenever it shall be necessary for either party to serve notice on the other respecting this agreement, such notice shall be served by certified mail addressed to:

TDS:	Turbo Data Systems, Inc. 1551 N Tustin Avenue Suite 950 Santa Ana CA 92705 Roberta J. Rosen, President
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**AGREEMENT FOR PROCESSING
OF PARKING CITATIONS**

CUSTOMER: City of Imperial
420 S Imperial Avenue
Imperial CA 92251

unless and until different addresses may be furnished in writing by either party to the other, and such notice shall be deemed to have been served within seventy-two (72) hours after the same has been deposited in the United States Post Office by certified mail. This shall be valid and sufficient service of notice for all purposes.

20. EXTENT OF AGREEMENT. This agreement represents the entire and integrated agreement between Customer and TDS and supersedes any and all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both Customer and TDS. This agreement may only be assigned with the express written consent of each of the parties hereto. In the event that any provision hereof is deemed to be illegal or unenforceable, such a determination shall not affect the validity or enforceability of the remaining provisions hereof, all of which remain in full force and effect.

21. LITIGATION COSTS. If any legal action or any other proceeding is brought to enforce the terms of this agreement, or because of an alleged dispute, breach, or misrepresentation in the connection with any of the provisions of this agreement, the successful or prevailing party or parties shall be entitled to recover their reasonable attorneys' fees and other costs incurred in that action or proceeding, including the costs of appeal in addition to any other relief to which it or they may be entitled.

22. INSURANCE. TDS, at its own cost and expense, shall carry, maintain for the duration of the Agreement, and provide proof thereof that is acceptable to Customer the insurance specified in this Agreement under forms of insurance satisfactory in all respects to Customer. TDS shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by TDS, its agents, representatives, employees, or subcontractors. The limits of liability specified in this Section may be provided by any combination of primary and umbrella/excess liability insurance policies.

Minimum Limits of Insurance

TDS shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**AGREEMENT FOR PROCESSING
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ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to Customer.

Verification of Coverage

TDS shall furnish certificates of insurance evidencing all the coverage required above, naming the Customer as additional insured. All endorsements are to be received and approved by Customer before work commences. All required information is to be mailed to the address shown in the NOTICE section of the Agreement.

23. EFFECTIVE DATE OF THIS AGREEMENT. This agreement, made in duplicate, shall be effective from and after November 1, 2025.

Executed on this ____ day of _____, 2025.

CITY OF IMPERIAL CALIFORNIA

By: _____

Name/Title: _____

Date: _____

TURBO DATA SYSTEMS, INC.

By: _____

Roberta J. Rosen
President

**AGREEMENT FOR PROCESSING
OF PARKING CITATIONS**

EXHIBIT "A" – SCOPE OF SERVICES

TDS shall perform the following services in processing all Parking Citations:

- A. **Basic Processing** – TDS will enter manual citations and citation dispositions into Customer's database within 2 business days. The basic service includes database maintenance, daily system backups, toll-free phone number for the public, Interactive Voice Response System (IVRS) with customized recorded information and citation lookup capability, **pticket.com** web-based Inquiry System for the public with customized content, Customer Service Representatives (8:00 am – 5:00 pm, Monday through Friday, excluding holidays) to speak with the public regarding parking citation issues, ongoing Client support, and documentation and training for use of the TDS-provided online system.
- B. **Handheld Ticket writer Interface** - TDS will provide for automated import of electronic citations into Customers database within 1 business day. TDS will maintain and update the hot sheet or scofflaw files on a daily basis for Customer to upload into their handheld ticket writers. TDS will work with Customer to implement any changes required for handheld ticket writer equipment.
- C. **System and Document Storage** - Citations paid or dismissed will be retained on the computer system for 3 years and then removed. Unpaid citations will be retained on the computer system for 5 years and then removed. Citation documents will be stored for 2 years from date of issue and then returned to Customer or shredded. Payment documents will be stored for 2 years from the date of payment and then returned to Customer or shredded.
- D. **Online Reporting** - Provide monthly reports online indicating the status of all citations, such reports to be available for Customer access no later than the thirtieth (30th) day of the following month.
- E. **DMV Interface for Registered Owner Name Retrieval** - Attempt to obtain names and addresses of registered owners of cited vehicles for those citations that have not been cleared prior to their notice generation date.
- F. **Notice Processing** - Print the required Notice and mail to each registered owner whose name has been retrieved within 10 to 21 days after the citation has been issued. Includes second notices mailed for bounced checks, partial payments, and name or address changes. The notice date shall be extended whenever there is an unusual delay in delivery of information or citations to TDS. All postage, notice forms and envelopes will be provided by TDS.

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- G. **DMV Interface for Placing Registration Holds** - Transmit a Notice of Delinquency to the California DMV for vehicles with California license plates after a Notice of Violation has been mailed to the registered owner and TDS has not received notification that the citation has been cleared. This Notice of Delinquency will be transmitted to the California DMV within 2 business days after the date specified by the Customer to be the DMV Date.
- H. **DMV Interface for Releasing Registration Holds** - Transmit a Notice to the California DMV that a Notice of Delinquency has been cleared within 2 business days after TDS has received notification of clearance.
- I. **DMV Interface for Monthly Payment File** – Receive payment file from DMV as available (currently monthly) and update DMV transactions into Customers database, providing reporting for reconciliation purposes.
- J. **Delivery Service** – Manual citations will be mailed or scanned to TDS by Customer at their own expense. TDS reports will be provided online. TDS will return any required documents via UPS and/or US Mail.
- K. **Collection and Payment Processing** - TDS will provide the following collection and payment processing services for Customer:
- Provide P. O. Box where payments are mailed
 - Courier pickup from P. O. Box daily
 - Open all mail
 - Verify payment amounts and record on computer system within 2 business days (48 hours)
 - Respond to reasonable non-judicial public inquiries by phone and mail
 - Return questionable mail to Customer for decision
 - Make bank deposits to Customer bank account using check scanning
 - Verify amounts deposited, by citation number
 - Provide toll-free number for citizen inquiries
 - Provide reports for bank statement reconciliation
 - Provide monthly Paid Citation Distribution Report for surcharge payments to the County

**AGREEMENT FOR PROCESSING
OF PARKING CITATIONS**

- Scan checks and deposit parking funds into Customer bank account.
- L. **Out of State Citations** - TDS shall process citations for non-California license plates by entering the citation information into the system database and reporting them along with all other citations on the database with the standard reports. If they become delinquent, requests for registered owner information will be sent to the appropriate out-of-state DMV. The Notice of Intent will be generated to the registered owner and the fine amount requested. TDS will incur all costs for out of state name retrieval, including out-of-state DMV fees and charges. TDS will receive payment from Customer based on the amount of revenues collected from out-of-state citations after the Notice of Intent has been issued. This amount will be billed monthly for the prior months' receipts (as determined from our database and/or reports). Payments collected via credit card will also incur credit card fees.
- M. **IVR and Web Payment Systems - Payment by Credit Card** - Through the Interactive Voice Response (IVR) System, and through the pticket.com web site, we accept credit card payments via Visa, MasterCard and Discover. The systems authorize each transaction while the caller is on the phone or online. Customers are given an authorization number or email confirmation to confirm their charge. The IVR system and the pticket.com web payment system both automatically update the citation database with the payment immediately. Credit Card monies are paid to a Turbo Data Systems bank account and are reconciled monthly. Each customer receives their own credit card postlog which shows in detail which citations were paid and for what amount, along with the deposit slip from the bank or the ACH deposit email showing that these funds have been deposited into the customer's account. Should there be any charge backs to a merchant account, the funds are pulled directly from the Turbo Data master account and the citation will be reactivated, much like a bounced check. The violator will be sent a notice and will then proceed to DMV hold. TDS will provide all services regarding reconciliation, reactivation of charge backs, etc. Customer will not be involved in the daily processing.
- N. **Administrative Adjudication Processing** - TDS will provide for the processing of requests for contesting citations, allowing for Customer processing of administrative reviews, tracking and monitoring all relevant dates on an automated system, mailing timely notification to respondents regarding the status of their claims, and scheduling of administrative hearings. All Administrative Adjudication information entered into the system is done in real time and is linked to existing database

**AGREEMENT FOR PROCESSING
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information to ensure proper tracking of relevant dates, mailing names and addresses and other pertinent information. Administrative Review requests will be entered within 2 business days of receipt. Adjudication documents will be stored for 2 years from their activity date and then shredded.

- O. **Paperless Appeals (eAppealsPRO & Scanning)** – TDS will provide online appeal capability for the public to appeal their citations online. TDS will provide the scanning of all mailed-in appeal documents and electronic storage of those documents. TDS will provide an online application to access the appeals, which will be searchable and sortable. TDS will keep an electronic history of processed appeals for at least two years.
- P. **Online Inquiry Access for Customers' Staff** - Access includes online access 24 hours a day, 7 days a week for Agency personnel to inquire on Customer's database. This access includes citation inquiry (includes citation status, history status, administrative adjudication status, notes, etc.), the ability to enter and view notes, post dismissals/payments, view daily deposits made at TDS' facility and view daily file transfers sent from the handheld ticket writer software and received at TDS' facility. TDS' technical staff will provide support. TDS will provide a real-time secured high-speed connection to the citation database through the Customers' Internet connection.
- Q. **Additional Notices**– TDS will mail **Other Correspondence** as required for processing.
- R. **ICS Collection Service – Special Collections** - Outstanding citations (DMV No-Holds or DMV Transfer of Ownership Releases or Non-California plates) and any other citations deemed as delinquent citations by Customer are transferred into the ICS system on a weekly basis. Up to two collection letters will be mailed for each ICS account requesting payment. Payments are processed daily and deposited to the Customer's regular citation processing bank account. The TDS Customer Service Center will handle all ICS related calls through a special toll-free number dedicated to ICS accounts. Monthly reporting shows all accounts moved to the ICS system and all payments received due to ICS efforts.
- S. **Franchise Tax Board Offset Program** – TDS will combine citations by license number for total amount due, eliminate corporate names, retrieve SSN's by name from a 3rd party, combine accounts by SSN, mail required FTB letters in advance of placing accounts at FTB, process payments generated by the FTB process, receive phone calls generated by the FTB process, provide all systems and operational procedures required for the FTB process, and provide complete reporting and reconciliation for the FTB process. Customer will be required to complete required FTB paperwork and forms (with TDS'

**AGREEMENT FOR PROCESSING
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assistance), establish a SWIFT account with the FTB, and provide whatever assistance may be required to work with the FTB regarding the FTB process.

- T. **Payment Plans** - TDS will have a payment plan system in place to comply with all legislation. The plan will allow for waivers, when necessary, for indigent and non-indigent individuals. Plan requests will be submitted to the Customer for review/approval/denial. The Contractor will mail correspondence to let the applicant know the status of their payment plan application and other details. Payment Plans allow the agency to waive fees for indigent persons, adjust the length of the plan and set minimum payments due. If a plan defaults prior to full payment, the system automatically resumes the citation process (DMV, Collections, etc.). TDS will provide customized agency specific information for indigent payment plans on pticket.com.

U. **Handheld Ticketwriters – ticketPRO Magic**

TDS will provide ticketPRO Magic Units (phones and printers) and citations and envelopes as required at the pricing then in effect. TDS will provide maintenance and support for the Automated Citation Issuance System and the Field Units. RemoteConnect Support for devices while in the field. TDS will provide a data plan with unlimited voice/text messaging for field units. Software upgrades as newer versions become available. Support via email for support requests and for reporting software/hardware issues.

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EXHIBIT "B" - CONSIDERATION

Electronic Parking Citations	\$0.50 Electronic, per citation
Manual Hand Written Parking Citations	\$0.70 Electronic, per citation
ticketPRO Platform Hosting & Maintenance	\$300 per month
Reminder Notices	\$0.50 per letter mailed + 1st class postage
Other Correspondence, Notices and Letters	\$0.50 per letter mailed + 1st class postage
Administrative Adjudication Processing	\$1.25 per appeal
Administrative Adjudication Letters	\$0.50 per letter mailed + 1st class postage
Paperless Appeals (eAppeals PRO)	included with Administrative Adjudication
Payment Plan Processing	\$10 per payment plan
Payment Plan Letters	\$0.50 per letter mailed + 1st class postage
Out of State Processing	25% of amounts collected
ICS Delinquent Collections	25% of amounts collected
FTB Interagency Processing	\$2.50 per letter + 15% of amount collected
Credit Card Payment Processing	\$4 or 4% convenience fee, whichever is higher - Fee Paid by Violator, No charge to City
Remote (Scan) Check Deposits	No charge
City's bank must accept remote deposits	

Fee Increases:

Postal Rate Increase Offset – Fees will increase immediately to offset the amount of any postal increase.
Annual CPI Increase – Fees will increase according to the CPI for each 12-month period.

DATE SUBMITTED 09/24/25
 SUBMITTED BY Administration
Department
 DATE ACTION REQUIRED 10/01/25

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ ACTION: HDL COREN & CONE RATE ADJUSTMENT CONTRACT

1. APPROVAL OF HDL COREN & CONE RATE ADJUSTMENT OF TEN PERCENT FOR PROPERTY TAX CONSULTING AND AUDIT SERVICES FOR THE CITY OF IMPERIAL, EFFECTIVE JULY 1ST, 2025.

DEPARTMENT INVOLVED: ADMINISTRATION

BACKGROUND/SUMMARY:

The existing agreement between HDL and the City of Imperial for property tax services has remained unchanged since its last amendment in April 2006. The annual fee under the current contract has consistently been \$7,500 over this period.

In light of rising operational costs and the extended duration since the last adjustment, HDL has proposed a modest revision to the agreement. Specifically, HDL recommends increasing the annual fee by 10%, from \$7,500 to \$8,250. The proposed increase of \$750 reflects a measured and reasonable adjustment. Additionally, HDL proposes including a maximum annual inflation of 5% provision to ensure the fee remains aligned with economic conditions moving forward, with a 5-year agreement.

FISCAL IMPACT:

There is a fiscal impact to FY 25-26 operating budget of \$750.00

FINANCE
INITIALS

JMS

STAFF RECOMMENDATION:

It is the staff's recommendation to approve the updated HDL contract.

DEPT.
INITIALS

JMS

CITY MANAGER'S RECOMMENDATION:

approve

CM
INITIALS

OTM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REJECTED ()

DEFERRED ()

REFERRED TO:

CITY OF IMPERIAL
AGREEMENT FOR PROPERTY TAX
CONSULTING/AUDIT SERVICES

This AGREEMENT (the "Agreement") is made and entered into as of the 1st day of July, 2025, by and between the CITY OF IMPERIAL, a municipal corporation hereinafter called CITY, and HdL Coren & Cone, a California Corporation hereinafter called CONTRACTOR.

RECITALS

WHEREAS, property tax revenues can be verified and potentially increased through a system of continuous monitoring, identification and reconciliation to county records; and

WHEREAS, an effective program of property tax management will assist the CITY in fiscal, economic and community development planning; and

WHEREAS, CITY desires the property tax data based reports and data analysis required to effectively manage the CITY property tax base and identify and recover revenues misallocated within the CITY, or to other jurisdictions; and

WHEREAS, CONTRACTOR is a state-wide expert in such data analysis with over 260 public agency clients for whom such services are performed and has the programs, equipment, data and personnel required to deliver the property tax services referenced herein; and

WHEREAS, CITY prefers to pay for certain of such services through a contingency arrangement where payment is made from monies recovered and CONTRACTOR is willing to base its compensation on such a risk-based formula.

NOW, THEREFORE, CITY and CONTRACTOR, for the consideration hereinafter described, mutually agree as follows:

1.0 DEFINITIONS

For purposes of this Agreement, the following terms shall have the meaning stated below:

Audit Review: "Audit" or "Audit Review" shall mean the comparison of databases to ensure that parcels are correctly coded with the appropriate tax rate area to return revenue to the client city. Audits include the secured and unsecured tax rolls and where secured records are corrected; the corresponding unsecured records related to those properties are also corrected. A review of the calculation methodologies developed by auditor/controller offices in the administration of property tax is made to ensure compliance. New annexations are audited the 1st or 2nd year after the area's adoption due to the timing of LAFCO and the State Board of Equalization in assigning new tax rate areas and county processing of those changes.

County: "County" shall mean the County in which the CITY is located.

Data Base: "Data Base" shall mean a computerized listing of property tax parcels and information compiled for CITY from information provided by the County.

Days: "Days" shall mean calendar days.

Property Tax Roll: "Property Tax Roll" shall mean the assessed values of parcels on the secured and unsecured lien date rolls as reported by the County.

Proprietary Information: "Proprietary Information" shall be the reports, technical information, compilations of data, methodologies, formula, software, programs, technologies and other processes previously designed and developed by CONTRACTOR and used in the performance of the services hereunder.

Successor Agency: "Successor Agency" means the City's administration pursuant to Section 34176 of the Health and Safety Code of the former community redevelopment agency of CITY).

Recovered/Reallocated Revenue: "Recovered or Reallocated Revenue" shall mean additional revenue received as a result of an audit or review of properties submitted for correction or for corrections due erroneous calculations or incorrect methods of distributing revenue discovered by the CONTRACTOR and then made by county agencies which result in a return of additional revenue to the AGENCY. Reviews of AGENCY administered pass throughs are performed to ensure the correctness of distributions being made to participating agencies.

Scope of Services: "Scope of Services" shall mean all of the Base Services specified in Section 2.0, the Optional Services in Section 3.0, the Additional Services in Section 4.0, or any other services rendered hereunder.

TRA: "Tax Rate Area" shall mean the area subject to the tax rate.

2.0 BASE SERVICES

The CONTRACTOR shall perform all of the following duties as part of the Base Services provided hereunder, unless otherwise specified in writing by the Contract Officer:

2.1 Analysis And Identification Of Misallocation Errors (Contingent Fee)

(a) In the first year of this Agreement, and as necessary thereafter but not less than once every five (5) years, CONTRACTOR shall conduct an analysis to identify and verify the CITY parcels on the secured Property Tax Roll which are not properly attributed to a CITY, and will provide the correct TRA designation to the proper County agency. Typical errors include parcels assigned to incorrect TRAs within the CITY or an adjacent city, and TRAs allocated to wrong taxing agencies.

(b) CONTRACTOR shall annually reconcile the annual auditor-controller assessed valuations report to the assessor's lien date rolls and identify discrepancies.

(c) CONTRACTOR shall annually review parcels on the unsecured Property Tax Roll to identify inconsistencies such as value variations, values being reported to a mailing address rather than the situs address, and errors involving TRAs (to the extent records are available).

(d) CONTRACTOR may audit general fund or tax increment property tax revenue or other revenues attributable to the CITY departments, districts, (including but not limited to base year value audits; administration of tax sharing agreements; tax increment allocation reviews; county allocation and payments reviews).

2.2 Annual Services (Fixed Fee)

Annually, after the Property Tax Roll is available:

(a) CONTRACTOR shall establish a Data Base for CITY available through CONTRACTOR'S online property tax application

(b) Utilizing the Data Base, CONTRACTOR will provide:

(1) A listing of the major property owners in the CITY, including the assessed value of their property.

(2) A listing of the major property tax payers, including an estimate of the property taxes.

(3) A listing of property tax transfers which occurred since the prior lien date.

(4) A listing of parcels that have not changed ownership since the enactment of Proposition XIII A.

(5) A comparison of property within the CITY by county-use code designation.

(6) A listing by parcel of new construction activity to identify non-residential parcels with new construction activity and to provide reports for use in the CITY's preparation of Gann (Propositions 4 and 111) State Appropriation Limit calculations.

(7) A listing of multiple owned parcels.

(8) A listing of absentee owner parcels.

(9) Calculate an estimate of property tax revenue anticipated to be received for the fiscal year by the CITY. This estimate is based upon the initial information provided by the County and is subject to modification. This estimate shall not be used to secure the indebtedness of the CITY.

(10) Development of historical trending reports involving taxable assessed values for the CITY, median and average sales prices and related economics trends.

(11) Upon written request, analyses based on geographic areas designated by the CITY to include assessed valuations and square footage computations for use in community development planning.

(12) One and five-year budget projections for the city general fund and special districts. This report is interactive for tax modeling.

2.3 Successor Agency Services

Successor Agency Services including but not limited to:

- (a) Annual tax increment projections and, as requested, cash flow analysis for the Successor Agency by Project Area
- (b) Review of Redevelopment Obligation Payment Schedules (ROPS) as requested.
- (c) Monitor the County distribution of tax-sharing revenues to the taxing entities of the former redevelopment agency
- (d) Advice and consultation on the City/Successor Agency's preparation of required reports, such as revenue projections; review of Recognized Obligation Payment Schedules (ROPS), submittals to the Oversight Board and/or County or State agencies, and new or revised legislative requirements
- (e) Analysis of legislative and judicial matters impacting Redevelopment Property Tax Trust Fund (RPTTF) revenues to the Successor Agency and to the City.

2.4 Quarterly Services/Monthly Services (Fixed Fee)

The CONTRACTOR shall perform the following services quarterly:

- (a) A listing of property tax appeals filed on properties in the CITY (selected counties).
- (b) A listing of property transfers that have occurred since the last report.
- (c) Monthly update of CONTRACTOR'S web-based software program to include parcel transfer data and, in select counties, appeal updates.

2.5 On-Going Consultation (Fixed Fee)

During the term of this Agreement, CONTRACTOR will serve as the CITY's resource staff on questions relating to property tax and assist in estimating current year property tax revenues. On-going consultation would include, but not be limited to, inquiries resolved through use of the CITY's data base.

3.0 OPTIONAL SERVICES

The following services are available on a time and materials basis:

3.1 Specified Data

Generation of specialized data-based reports which would require additional programming, the purchase of additional data, costs for county staff research, or similar matters not necessary to carry out services outlined in Section 2.0.

3.2 County Research

Any research with County agencies for which CONTRACTOR does not have a current database.

3.3 Bond Services

Bond services are available for a fixed negotiated fee, including:

- (a) Tax Allocation Bonds fiscal consultant reports
- (b) Mello-Roos Special Tax studies

3.4 Additional Meetings Requested

Meetings in excess of the annual meeting to review the analysis of property tax data, trending information, and other findings with AGENCY shall be considered an Optional Service.

4.0 ADDITIONAL SERVICES

CITY shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any material adjustment in the contract and/or the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to \$75,000, or in the time to perform of up to one hundred eighty (180) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein.

5.0 OBLIGATIONS OF THE PARTIES WITH RESPECT TO SERVICES

5.1 City Materials and Support

CITY agrees to provide the following information:

1. Current CITY maps and zoning map;
2. A copy of reports received by the CITY annually from the Auditor-Controller's office detailing assessed values (secured, unsecured and utilities), as well as unitary values for reconciliation analysis;
3. Parcel listing and maps of CITY parcel annexations since the lien date roll;
4. A listing of completed new construction projects with Assessor's map book, page and parcel numbers (APN) for proper identification and tracking for two years prior to the date of this Agreement. If the data does not include the APN information, CONTRACTOR will research this information at an additional cost;
5. A listing of the CITY levies assessment districts and direct assessments.

5.2 Compliance with Law

All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the CITY and any Federal, State or local governmental agency having jurisdiction in effect at the time service is rendered.

5.3 License, Permits, Fees and Assessments

CONTRACTOR shall obtain such licenses, permits and approvals (collectively the "Permits") as may be required by law for the performance of the services required by this Agreement. CITY shall assist CONTRACTOR in obtaining such Permits, and CITY shall absorb all fees, assessments and taxes which are necessary for any Permits required to be issued by CITY.

5.4 Further Responsibilities of Parties

Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other.

6.0 CONSIDERATION

6.1 Base Fixed Fee Services

CONTRACTOR shall provide the Base Services described in Section 2.0 above, for a fixed annual fee of \$8,250 (invoiced quarterly).

The Base Fixed Fee shall be adjusted annually by the California Consumer Price Index (CCPI) for all items as determined by the California Department of Industrial Relations as measured February to February by the California All Urban Consumers index. The annual CCPI increase shall not exceed 5% in any year.

6.2 Base Contingent Fee Services

For Base Services pursuant to Section 2.1 which are payable on a contingent basis, CONTRACTOR shall receive 25 percent of net general fund attributable to CITY departments, districts, or funds recovered or reallocated which are directly or indirectly the result of an audit, analysis or consultation performed by CONTRACTOR (including but not limited to base year value audits; administration of tax sharing agreements; tax increment allocation reviews; county allocation reviews). CONTRACTOR shall separate and support said reallocation and provide CITY with an itemized invoice showing all amounts due as a result of revenue recovery or reallocation. CITY shall pay audit fees after Contractor's submittal of evidence that corrections have been made by the appropriate agency. Payment to CONTRACTOR shall be made within thirty (30) days after CITY receives its first remittance advice during the fiscal year for which the correction applies.

6.3 Optional Services

Fees for Optional Services as outlined in Services in Section 3.0 above (except Section 3.3) shall be billed at the following hourly rates:

Partner	\$250 per hour
Principal	\$225 per hour
Programmer	\$200 per hour
Associate	\$175 per hour
Senior Analyst	\$125 per hour
Analyst	\$ 90 per hour
Administrative	\$ 70 per hour

Hourly rates are exclusive of expenses and are subject to adjustment by CONTRACTOR annually. On July 1st of each year CONTRACTOR shall provide CITY with an updated schedule of hourly rates. The rates will not be increased by more than five percent (5%) per year.

6.4 Fees for Bond Services

Services under Section 3.3 above will be determined depending upon the complexity of the bond issue and the time available for completion of the task and will be mutually agreed to be the parties.

6.5 Indirect Expenses

Except as specified above, no other charges shall be made for direct or indirect expenses incurred by CONTRACTOR in performing the services in the Scope of Services including for administrative overhead, salaries of CONTRACTOR'S employees, travel expenses or similar matters.

6.6 Due Date

All fees are due 30 days immediately following billing. All amounts that are not paid when due shall accrue interest from the due date at the rate of one percent per month (12% per annum).

7.0 TERM PERFORMANCE SCHEDULE

7.1 Time of Essence

Time is of the essence in the performance of this Agreement.

7.2 Schedule of Performance

CONTRACTOR shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "A", and incorporated herein by this reference. When requested by the CONTRACTOR, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

7.3 Force Majeure

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the CONTRACTOR, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY, if the CONTRACTOR shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified.

7.4 Term

Unless earlier terminated in accordance with Section 11.6 of this Agreement, this Agreement shall continue in full force and effect for five (5) years, and, unless a notice of termination is given on the fourth anniversary date, shall be automatically extended from year to year and such notice shall be given.

8.0 COORDINATION OF WORK

8.1 Representative of Contractor

The following principals of CONTRACTOR are hereby designated as being the principals and representatives of CONTRACTOR authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Nichole Cone-Morishita
HdL COREN & CONE
120 S. State College Blvd., Suite 200
Brea, CA 92821

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for CITY to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of CONTRACTOR and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the foregoing principals may not be replaced nor may their responsibilities be substantially reduced by CONTRACTOR without the express written approval of CITY.

8.2 Contract Officer

The Contract Officer shall be such person as may be designated by the City Manager of CITY. It shall be the CONTRACTOR'S responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the CONTRACTOR shall refer any decisions which must be made by CITY to the Contract Officer. Unless otherwise specified herein, any approval of CITY required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority to sign all documents on behalf of the CITY required hereunder to carry out the terms of this Agreement.

8.3 Prohibition Against Subcontracting or Assignment

The experience, knowledge, capability and reputation of CONTRACTOR, its principals and employees were a substantial inducement for the CITY to enter into this Agreement. Therefore, CONTRACTOR shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the CITY. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of CITY. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than fifty percent (50%) of the present ownership and/or control of CONTRACTOR, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the CONTRACTOR or any surety of CONTRACTOR of any liability hereunder without the express consent of CITY.

8.4 Independent Contractor

Neither the CITY nor any of its employees shall have any control over the manner, mode or means by which CONTRACTOR, its agents or employees, perform the services required herein, except as otherwise set forth herein. CITY shall have no voice in the selection, discharge, supervision or control of CONTRACTOR'S employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. CONTRACTOR shall perform all services required herein as an independent CONTRACTOR of CITY and shall remain at all times as to CITY a wholly independent CONTRACTOR with only such obligations as are consistent with that role. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of CITY. CITY shall not in any way or for any purpose become or be deemed to be a partner of CONTRACTOR in its business or otherwise or a joint venturer or a member of any joint enterprise with CONTRACTOR.

9.0 INSURANCE AND INDEMNIFICATION

9.1 Insurance

The CONTRACTOR shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to CITY, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability. Insurance including coverage for premises and operations, products and completed operations, personal and advertising injury, bodily injury and property damage, with a minimum policy limit of \$3,000,000 per occurrence and \$5,000,000 in the annual general aggregate (occurrence form). *A combination of primary, excess and umbrella limits are acceptable to satisfy minimum policy limit requirements.*

(b) Automotive. Insurance including coverage for all non-owned and hired automobiles used in the performance of this Agreement and with minimum limits of \$1,000,000 combined single limit each accident.

(c) Worker's Compensation. A policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both the CONTRACTOR and the CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by the CONTRACTOR in the course of carrying out the work or services contemplated in this Agreement.

(d) Errors and Omissions (Professional Liability). A policy of professional liability issuance written on a claims-made basis in an amount not less than \$1,000,000.

9.2 General Requirements

All of the above policies of insurance shall be primary insurance and shall name the CITY, its officers, employees and agents as additional insureds. The insurer shall waive all rights of subrogation and contribution it may have against the CITY, its officers, employees and agents and their respective insurers. All of said policies of insurance shall provide that said insurance may

not be amended or cancelled without providing thirty (30) days prior written notice by registered mail to the CITY. In the event any of said policies of insurance are cancelled, the CONTRACTOR shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 9.0 to the Contract Officer. No work or services under this Agreement shall commence until the CONTRACTOR has provided the CITY with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by the CITY.

9.3 Indemnification

CONTRACTOR agrees to indemnify the CITY, its officers, agents and employees against, and will hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities, (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities of CONTRACTOR, its agents, employees, subcontractors, or invitees, provided for herein, or arising from the negligent acts or omissions of CONTRACTOR hereunder, or arising from CONTRACTOR'S negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, whether or not there is concurrent passive or active negligence on the part of the CITY, its officers, agents or employees but excluding such claims or liabilities arising from the sole negligence or willful misconduct of the CITY, its officers, agents or employees, who are directly responsible to the CITY.

9.4 Sufficiency of Insurer or Surety

Insurance or bonds required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the CITY due to unique circumstances. In the event the Risk Manager of CITY ("Risk Manager") determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the CITY, the CONTRACTOR agrees that the minimum limits of the insurance policies and the performance bond required by this Section 9.0 may be changed accordingly upon receipt of written notice from the Risk Manager; provided that the CONTRACTOR shall have the right to appeal a determination of increased coverage by the Risk Manager to the CITY Council of CITY within 10 days of receipt of notice from the Risk Manager.

10.0 RECORDS AND REPORTS

10.1 Reports

CONTRACTOR shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

10.2 Records

CONTRACTOR shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of CITY, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the CITY shall have access to such records in the event any audit is required.

10.3 Non-Disclosure of Proprietary Information

In performing its duties under this Agreement, CONTRACTOR will produce reports, technical information and other compilations of data to CITY. These reports, technical information and compilations of data are derived by CONTRACTOR using methodologies, formulae, programs, techniques and other processes designed and developed by CONTRACTOR at a substantial expense. CONTRACTOR'S reports, technical information, compilations of data, methodologies, formulae, software, programs, techniques and other processes designed and developed by CONTRACTOR shall be referred to as Proprietary Information. CONTRACTOR'S Proprietary Information is not generally known by the entities with which CONTRACTOR competes.

CONTRACTOR desires to protect its Proprietary Information. Accordingly, CITY agrees that neither it nor any of its employees, agents, independent contractors or other persons or organizations over which it has control, will at any time during or after the term of this Agreement, directly or indirectly use any of CONTRACTOR'S Proprietary Information for any purpose not associated with CONTRACTOR'S activities. Further, CITY agrees that it nor any of its employees, agents, independent contractors or other persons or organizations over which it has control, will disseminate or disclose any of CONTRACTOR'S Proprietary Information to any person or organization not connected with CONTRACTOR, without the express written consent of CONTRACTOR. The CITY also agrees that consistent with its obligations under the California Public Records Act and related disclosure laws, it will undertake all necessary and appropriate steps to maintain the proprietary nature of CONTRACTOR'S Proprietary Information.

Any use of the Proprietary Information or any other reports, records, documents or other materials prepared by CONTRACTOR hereunder for other projects and/or use of uncompleted documents without specific written authorization by the CONTRACTOR will be at the CITY's sole risk and without liability to CONTRACTOR, and the CITY shall indemnify the CONTRACTOR for all damages resulting therefrom.

10.4 Release of Documents Pursuant to Public Records Act

Notwithstanding any other provision in this Agreement, all obligations relating to disclosure of Proprietary Information remain subject to the Freedom of Information Act or California Public Records Act, Cal. Gov't Code §§ 6250 et seq. (collectively, the "PRA"). The Parties intend that if CITY is served with a request for disclosure under the PRA, or any similar statute, the CITY in good faith will make the determination as to whether the material is disclosable

or exempt under the statute, and shall resist the disclosure of Proprietary Information which is exempt from disclosure to the extent allowable under the law. CITY shall advise CONTRACTOR in writing five (5) days prior to the intended disclosure of any decision to disclose Proprietary Information, and the reasons therefore, and if CONTRACTOR then timely advises CITY in writing that it objects to the disclosure, CITY shall not disclose the information. In such case, CONTRACTOR shall then be solely liable for defending the non-disclosure and shall indemnify and hold CITY harmless for such nondisclosure.

11.0 ENFORCEMENT OF AGREEMENT

11.1 California Law

This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and CONTRACTOR covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

11.2 Disputes

In the event of any dispute arising under this Agreement, the injured party shall notify the injuring party in writing of its contentions by submitting a claim therefor. The injured party shall continue performing its obligations hereunder so long as the injuring party commences to cure such default within ten (10) days of service of such notice and completes the cure of such default within forty-five (45) days after service of the notice, or such longer period as may be permitted by the injured party; provided that if the default is an immediate danger to the health, safety and general welfare, such immediate action may be necessary. Compliance with the provisions of this Section shall be a condition precedent to termination of this Agreement for cause and to any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit CITY's or the CONTRACTOR'S right to terminate this Agreement without cause pursuant to Section 11.6.

11.3 Waiver

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

11.4 Rights and Remedies are Cumulative

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or

different times, of any other rights or remedies for the same default or any other default by the other party.

11.5 Legal Action

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

11.6 Termination Prior to Expiration of Term

This Section shall govern any termination of this Agreement. The Parties reserve the right to terminate this Agreement at any time, with or without cause, upon forty-five (45) days' written notice to the non-terminating party, except that where termination is for cause, the Parties will comply with the dispute resolution process in Section 11.2. Upon issuance of any notice of termination, CONTRACTOR shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. The CONTRACTOR shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 11.2.

11.7 Attorneys' Fees

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

12.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

12.1 Non-liability of CITY Officers and Employees

No officer or employee of the CITY shall be personally liable to the CONTRACTOR, or any successor in interest, in the event of any default or breach by the CITY or for any amount which may become due to the CONTRACTOR or to its successor, or for breach of any obligation of the terms of this Agreement.

12.2 Conflict of Interest

No officer or employee of the CITY shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the

Agreement which effects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any State statute or regulation. The CONTRACTOR warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

12.3 Covenant Against Discrimination

CONTRACTOR covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

13.0 MISCELLANEOUS PROVISIONS

13.1 Notice

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail addressed as follows:

CITY	CITY OF IMPERIAL 420 South Imperial Avenue Imperial, CA 92251
CONTRACTOR:	HdL COREN & CONE 120 S. State College Blvd., Suite 200 Brea, CA 92821

Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

13.2 Interpretation

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

13.3 Integration; Amendment

It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used

to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

13.4 Severability

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

13.5 Corporate Authority

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY OF IMPERIAL

City Manager

CONTRACTOR:

HdL COREN & CONE
A California Corporation

Nichole Cone-Morishita, CFO

APPROVED AS TO FORM:

EXHIBIT “A”

SCHEDULE OF PERFORMANCE

TIMELINE FOR DELIVERABLES

July/August	Data available for purchase from counties
September 30	Data available on HdLCC’s web-based property tax application
September/October	Unsecured audits performed and forwarded to county assessor
October	Appeals quarterly updates emailed in counties where the data is available
October-February	Delivery of preliminary property tax reports
January	Appeals quarterly updates emailed in counties where the data is available
January/February	General Fund Budget Projections
April	Appeals quarterly updates emailed in counties where the data is available
April/May	Final Books – Addendums emailed to clients
July	Appeals quarterly updates emailed in counties where the data is available
Ongoing	Secured Audits – City Property sales reports City and Successor Agency mid-year budget reviews and budget projections Analytical work at the request of clients Monthly updates of database with property sale information