



Imperial City Council

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

AGENDA

Regular Meeting of the Imperial City Council

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

October 18, 2023

Closed Session at 06:00 pm

Open Session at 07:00 pm

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

1. You are encouraged to observe the City Council meetings via Livestream at the City of Imperial Facebook page.
2. All documents containing an executive summary and staff recommendation associated with open session action items are made available for public inspection on the City's website, www.cityofimperial.org seventy-two (72) hours prior to the posted meeting time. Government Code section 54957.5(b)(2)(B)

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

6:00 P.M. CLOSED SESSION

CALL TO ORDER:

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: The City Council welcomes public input. Members of the public may address the City Council on Closed Session items by contacting the City Clerk's Office at 760-355-3334. 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.

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.

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – G.C § 54956.8

Property Address:	Old Post Office (APN# 064-055-005)
Agency Negotiator:	Dennis H. Morita, City Manager
Negotiating Parties:	AT & T
Under Negotiation:	Instructions to Negotiator Regarding Price & Terms

CITY COUNCIL CONVENES TO REGULAR MEETING

7:00 P.M. REGULAR MEETING

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, 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 prior to that portion of the agenda. For purposes of the official city record, the City Council may take care of these issues by entertaining a formal motion.

CITY ATTORNEY REPORT ON CLOSED SESSION ACTIONS:

PUBLIC COMMENT: There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

Matters not appearing on the agenda: 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. It is requested that longer presentations be submitted to the City Clerk’s Office in writing 48 hours before the meeting.

A. SPECIAL PRESENTATIONS:

- A-1. Proclamation Declaring the Month of October as Breast Cancer Awareness Month
- A-2. Proclamation Declaring the Month of October as National Domestic Violence Awareness Month
- A-3. Presentation of Findings of Current Facilities and Aging Infrastructure Assessment by Schneider Electric

B. CONSENT AGENDA:

All items appearing under “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 Claims and Warrants Report.
- B-2.** Approval of Special City Council Meeting Minutes of January 18, 2023; Special City Council Meeting Minutes of January 19, 2023; Special City Council Meeting Minutes of September 6, 2023; Regular City Council Meeting Minutes of September 6, 2023, Regular City Council Meeting Minutes of September 20, 2023; and Regular City Council Meeting Minutes of October 4, 2023.
- B-3.** Continue Emergency Action as Declared by Resolution No. 2023-21 for Repairs to Aten Road & Highway 86 intersection.
- B-4.** Cease Emergency Action as Declared by Resolution No. 2023-53 at Aten & Cross Lift Station.

C. ACTION ITEMS (DISCUSSION/ACTION- APPROVE-DISAPPROVE):

- C-1.** Approval of New Temporary Animal Housing Agreement Between Imperial County Humane Society of Imperial County and City of Imperial.

Staff Report: Michael Crankshaw, Interim Police Chief

Recommended Action: Approve as presented

- C-2.** Quarterly Budget Report Quarter Ending June 30, 2023.

Staff Report: John Herrera, Interim Finance Director

Recommended Action: Staff Recommends that the City Council Receive and File the FY 2023 Q4 Quarterly Budget Report.

- C-3.** Approval of a Three (3) Year Lease Agreement Between the City of Imperial and Dell Financial Services for Implementation of a Modular APC Battery Backup System.

Staff Report: Alejandro Estrada, Director of Information Technology

Recommendation: Approve the Lease Agreement with Dell Financial Services for Implementation of a Modular APC Battery Backup System.

- C-4.** Approve and Adopt of the Job Description for Geographic Information Systems (GIS) Project Manager; and Authorization to Re-classify the Full-Time Allocation of GIS Coordinator, Salary Range 75 to GIS Project Manager, Salary Range 92.

Staff Report: Kristen Smith, Human Resources Manager

Recommended Action: Approve Staff Recommendation.

D. REPORTS:

- D-1.** Department Reports
- D-2.** City Manager Report
- D-3.** Mayor and Councilmember Reports

ADJOURNMENT:

Adjournment of this regular meeting of the City Council until the next regularly scheduled meeting to be held on Wednesday, November 1, 2023, at 7:00 p.m.

AFFIDAVIT OF POSTING

I, KRISTINA M. SHIELDS, City Clerk for the City of Imperial, California, DO HEREBY CERTIFY under penalty of perjury under the laws of the State of California, that the foregoing revised notice was posted at the City of Imperial City Hall bulletin board at 420 S. Imperial Avenue, Imperial, CA and on the City of Imperial's website not less than 72 hours prior to the meeting, per Government Code 54954.2.

Dated: October 13, 2023

for 

KRISTINA M. SHIELDS
City Clerk



CITY COUNCIL
Katherine Burnworth - Mayor
Robert Amparano - Mayor Pro-Tem
Ida Obeso-Martinez - Councilmember
James Tucker - Councilmember
Stacy Mendoza - Councilmember

CITY MANAGER
Dennis Morita

ASSISTANT CITY MANAGER
Alexis Brown

Staff Report

City Council Meeting
October 18, 2023

In early 2023, a no cost agreement with Schneider Electric was approved by City Council. The purpose of this agreement was to assess the City's current facilities and aging infrastructure and identify potential energy savings projects. The data collected would provide data and projected cost saving estimates from transitioning our outdated facilities to Solar, LED, and other energy efficient methods. The assessments have been completed by Schneider Electric and they are here this evening to present the data collected by their team. This evening is for presentation of findings only. Staff will return to City Council at a later date with its recommendation on how to proceed.

A handwritten signature in blue ink, appearing to read "Anthony Lopez", with a large, stylized flourish extending from the end.

Anthony "Tony" Lopez
Parks and Recreation Director

Check Register Report

B-1

Date: 10/11/2023
Time: 4:55 pm
Page: 1

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks								
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113504	09/29/23	Printed			7158	BLUETARP FINANCIAL, INC.	G13447/5 75859	45.41
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113506	09/29/23	Printed			674	BRENNTAG	BPI371159 75949	12,840.54
113507	09/29/23	Printed			6857	COUNTY MOTOR PARTS CO, INC	556041 75856	29.29
113508	09/29/23	Printed			1647	LA BRUCHERIE IRRIGATION SUPPLY	269947C 75858	81.19
113509	09/29/23	Printed			8276	MARTHA TORRES	#012- DEPOSIT 75642	300.00
113510	09/29/23	Printed			8276	MARTHA TORRES	#012-1 BALANCE 75641	300.00
113628	10/06/23	Printed			735	ACADEMI AWARDS & TROPHIES	7577 74690	95.26
113629	10/06/23	Printed			1599	ACE UNIFORMS & ACCESSORIES	SD0140675 O. AYALA 75440	308.13
113630	10/06/23	Printed			1618	ADLERHORST INTERNATIONAL LLC	109889 75966	726.00
113631	10/06/23	Printed			1021	AGGREGATE PRODUCTS, INC.	55383 75684	4,330.86
113632	10/06/23	Printed			023	AIRWAVE COMMUNICATIONS	446525 75436	2,784.70
113633	10/06/23	Printed			638	ALL AMERICAN CLEANING	CI 2301 75679	102.36
113634	10/06/23	Printed			195	ALLIED WASTE	TRASH SEP. 2023 75790	144,986.21
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113637	10/06/23	Printed			2850	ANCON	INV-80208 75683	2,717.75
113638	10/06/23	Printed			8288	ANDREA RODRIGUEZ	9978-3053/498 TRESHILL#244	207.01
113639	10/06/23	Printed			3012	ANTUNEZ AUTO BODY PARTS	59170 75446	172.12
113640	10/06/23	Printed			656	AQUA METRIC	INV00096760 75681	8,430.66
113641	10/06/23	Printed			1851	AT&T LONG DISTANCE	760-355-1158 10/2/2023	1,914.04
113642	10/06/23	Printed			5994	AUTOZONE INC.	806736 75680	60.61
113643	10/06/23	Printed			7197	AXON ENTERPRISE, INC	INUS184096 75442	52,010.93
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113647	10/06/23	Printed			8290	BRYANT PRUE	9978-3020/498 TRESHILL#205	100.69
113648	10/06/23	Printed			1215	CA RURAL WATER ASSOCIATION	MEMBERSHIP 10/2023-10/2024 75692	1,507.00
113649	10/06/23	Printed			455	CALIFORNIA STATE DISBURSEMENT	10/6/23	851.99
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113664	10/06/23	Printed			2547	FIRE ETC	182900 J. LOPER 75200	376.96
113665	10/06/23	Printed			314	FRANCHISE TAX BOARD	10/6/23	235.08
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Check Register Report

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Page: 2

CITY OF IMPERIAL

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113677	10/06/23	Printed			3187	IMPERIAL TRUSS & LUMBER CO.	B62501 75965	239.05
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113684	10/06/23	Printed			8044	JAYSON HISEL	00012-1 BALANCE 75869	125.00
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113689	10/06/23	Printed			5580	KOPPEL & GRUBER PUBLIC FINANCE	23-1429 PASEO LIGHTING 75789	14,896.36
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113691	10/06/23	Printed			101	LINCOLN LIFE	10/6/23	767.00
113692	10/06/23	Printed			8294	LUIS ALVAREZ	9814-1431/279 FONZIE	164.00
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113696	10/06/23	Printed			1190	MISSIONSQUARE - 304257	10/6/23	416.40
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113698	10/06/23	Printed			4481	O'REILLY	2687-429993 75969	44.37
113699	10/06/23	Printed			079	ONE SOURCE DISTRIBUTORS	S7301803.001 75954	233.61
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113701	10/06/23	Printed			084	PITNEY BOWES BANK INS	21257183 9/29/2023 75786	400.00
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113706	10/06/23	Printed			8286	RCLEAA	EMTZCKHR- A. HERNANDEZ 75972	278.00
113707	10/06/23	Printed			2681	RIVERSIDE COUNTY SHERIFF-	BCTC0065093 75978	694.00
113708	10/06/23	Printed			4324	ROBERT EMMETT	LUNCH REIMBURSEMENT 75693	61.33
113709	10/06/23	Printed			1637	ROMEO'S CAR WASH	JULY 2023 75449	462.00
113710	10/06/23	Printed			7343	ROVE ENGINEERING INC	6137 75695	34,483.07
113711	10/06/23	Printed			2983	RUSH STEEL SUPPLY	44433 75960	1,546.21
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113713	10/06/23	Printed			6416	SUN DATA SUPPLY	434036 75441	62.39

Check Register Report

Date: 10/11/2023
Time: 4:55 pm
Page: 3

CITY OF IMPERIAL

BANK: UNION BANK

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113718	10/06/23	Printed			615	UNITED WAY OF IMPERIAL	10/6/23	6.00
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113720	10/06/23	Printed			611	VALLEY PEST SERVICES, INC	14330826	1,322.00
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113722	10/06/23	Printed			487	VERIZON WIRELESS	9945078464	5,875.46
						WINNCOM TECHNOLOGIES	STDINV0228287 75596	835.53
						CORP		
						XPRESS LUBE	187383 75865	108.57

Total Checks: 100

Checks Total (excluding void checks): 1,579,801.94

Total Payments: 100

Bank Total (excluding void checks): 1,579,801.94

Total Payments: 100

Grand Total (excluding void checks): 1,579,801.94



Imperial City Council

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

Minutes

Special Meeting of the Imperial City Council Emergency Operations & Training Center

400 S. Imperial Avenue, Suite B
Imperial, CA 92251

January 18, 2023
Open Session at 1:00 PM

A. City Council Convenes to Open Session at 1:00 PM.

Call to Order: Mayor Burnworth called the meeting to order at 1:00 p.m.

Roll Call: Council Members Mendoza, Obeso-Martinez, Tucker, Mayor Pro Tem Amparano & Mayor Burnworth.

B. Public Appearances

There were no public appearances.

B-1. Matters appearing on the agenda. If you wish to address the Committee concerning any item appearing on the agenda, please raise your hand and be acknowledged by the MAYOR, and at that time state your name and address for the record. The MAYOR reserves the right to place a time limit on each person's presentation of three (3) minutes.

C. Action Item: (Discussion/Action - Approve-Disapprove)

C-1. SUBJECT: Leadership Development & Strategic Planning Session

The Mayor and Council participated in a leadership development & strategic planning session. There were no reportable actions.

D. Adjournment

D-1. Adjournment of Special Meeting of the Imperial City Council

Seeing no further business before the Council, Mayor Burnworth Adjourned the Special Meeting to July 19, 2023 at 1:00 p.m.

Mayor Burnworth Adjourned the Special Meeting of the City Council at 4:00 p.m.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this _____ day of October, 2023.

KRISTINA M. SHIELDS,
City Clerk
City of Imperial



Imperial City Council

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

Minutes

Special Meeting of the Imperial City Council Emergency Operations & Training Center

400 S. Imperial Avenue, Suite B
Imperial, CA 92251

**January 19, 2023
Open Session at 1:00 PM**

A. City Council Convenes to Open Session at 1:00 PM.

Call to Order: Mayor Burnworth called the meeting to order at 1:00 p.m.

Roll Call: Council Members Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth.

B. Public Appearances

There were no public appearances.

B-1. Matters appearing on the agenda. If you wish to address the Committee concerning any item appearing on the agenda, please raise your hand and be acknowledged by the MAYOR, and at that time state your name and address for the record. The MAYOR reserves the right to place a time limit on each person's presentation of three (3) minutes.

C. Action Item: (Discussion/Action - Approve-Disapprove)

C-1. SUBJECT: Leadership Development & Strategic Planning Session

The Mayor and Council participated in a leadership development & strategic planning session. There were no reportable actions.

D. Adjournment

D-1. Adjournment of Special Meeting of the Imperial City Council

Seeing no further business before the Council, Mayor Burnworth Adjourned the Special Meeting to the Next Regularly Scheduled City Council Meeting to be held on Wednesday, February 1, 2023, at 7:00 p.m.

Mayor Burnworth Adjourned the Special Meeting of the City Council at 4:00 p.m.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this _____ day of October, 2023.

KRISTINA M. SHIELDS,
City Clerk
City of Imperial



Imperial City Council

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

MINUTES

Regular Meeting of the Imperial City Council

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

September 6, 2023

Closed Session at 06:00 pm

Open Session at 07:00 pm

6:00 P.M. CLOSED SESSION

CALL TO ORDER: Mayor Burnworth Called the Meeting to Order at 6:00 p.m.

PRESENT: Council: Mendoza, Amparano, Burnworth, Tucker, Obeso-Martinez
City Clerk Shields, City Manager Morita, City Attorney Turner

ABSENT: None

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: None

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.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – G.C § 54956.7 (b)(1)

Title of Position: City Manager

B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – G.C § 54956.8

Property Address:	Old Post Office (APN# 064-055-005)
Agency Negotiator:	Dennis H. Morita, City Manager
Negotiating Parties:	AT & T
Under Negotiation:	Instructions to Negotiator Regarding Price & Terms

C. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – G.C § 54956.8

Property Address:	Vacant Parcel North of Belford Road & West of State Route Highway 86 (SR-86) (APN# 063-054-038)
Agency Negotiator:	Dennis H. Morita, City Manager
Negotiating Parties:	5 th Street Development Imperial, LLC
Under Negotiation:	Instructions to Negotiator Regarding Price & Terms

D. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – G.C § 54956.9 (d)(2) Number of Cases: (1)

CITY COUNCIL CONVENES TO REGULAR MEETING

7:00 P.M. REGULAR MEETING

CALL TO ORDER: Mayor Burnworth called the meeting to order at 7:22 p.m.

ROLL CALL: Council Members, Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth

PLEDGE OF ALLEGIANCE: The Pledge was led by Mayor Burnworth.

ADJUSTMENTS TO THE AGENDA:

There were no adjustments to the agenda.

CITY ATTORNEY REPORT ON CLOSED SESSION ACTIONS:

City Attorney, Katherine Turner, reported that discussion was held with respect to the City Manager's evaluation; in relation to the property negotiation items, direction was given to the City Manager; and with respect to the anticipated litigation case, direction was given to the City Attorney.

PUBLIC COMMENT:

City Clerk, Kristina Shield reported that three public comments had been received, two from Mr. Carlos Martinez and one from Ms. Jessica Garcia.

A. SPECIAL PRESENTATIONS:

A-1. Presentation by Alan Phillips, Chief Executive Officer, regarding the 45th District Agricultural Association Expansion to the California Mid-Winter.

Alan Phillips, Chief Executive Officer, made a presentation to the City Council regarding potentially expanding the California Mid-Winter fair dates beginning in 2025 and discussed recent updates made to the fairground facilities.

B. CONSENT AGENDA:

B-1. Approval of Claims and Warrants Report.

B-2. Approval of Special Meeting Minutes of March 1, 2023, Special Meeting Minutes of April 8, 2023, Regular City Council Meeting Minutes of August 16, 2023 and Special City Council Meeting Minutes of August 25, 2023.

B-3. Continue Emergency Action as Declared by Resolution No. 2023-21 for Repairs to Aten Road & Highway 86 Intersection.

B-4. Continue Emergency Actions as Declared by Resolution No. 2023-51 for Manhole in Area of 13th Street and C Street. (PULLED FOR SEPARATE DISCUSSION)

Director of Public Services, Jackie Loper presented the staff report and answered council's questions.

Mayor Pro Tem Amparano Moved to Approve. Motion Seconded by Council Member Obeso-Martinez.

AYES: Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

B-5. Continue Emergency Actions as Declared by Resolution No. 2023-53 at Aten & Cross Lift Station. (PULLED FOR SEPARATE DISCUSSION)

Director of Public Services, Jackie Loper presented videos and pictures of the Aten and Cross lift station conditions to the City Council.

Mayor Pro Tem Amparano Moved to Approve. Motion Seconded by Council Member Mendoza.

AYES: Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

C. ACTION ITEMS (DISCUSSION/ACTION- APPROVE-DISAPPROVE):

C-1. Approval of Contract with Imperial County Assessor for GIS Services.

Recommended Action: Staff recommends approval of contract

Alejandro Estrada, Director of Information Technology presented the staff report and answered council's questions.

Council Member Mendoza Moved to Approve as presented. Motion Seconded by Council Member Tucker.

AYES: Mendoza, Obeso-Martinez Tucker, Amparano & Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

- C-2.** Monterrey Park Subdivision No. 2 Unit 3B – Vista Del Valle -Authorize Partial Reconveyance to Jupiter Ventures I, LP.

Recommended Action: Staff recommends authorization of partial reconveyance to Juniper Ventures I, LP for Lots, 7-1, 12-14, 342-355, & 394-504 Per FM 28/1-3.

Community Development Director, Othon Mora presented the staff report and was on hand to answer council's questions.

Council Member Obeso-Martinez Moved to Approve as presented. Motion Seconded by Council Member Mendoza.

AYES: Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

- C-3.** Domestic Water Service to Properties Outside City Boundaries – 669 W. Murphy Road, Imperial, California.

Recommended Action: Approve and Adopt Resolution No. 2023-54, A Resolution of the City Council of the City of Imperia, California, Authorizing Domestic Water Service Connection to 669 W. Murphy Road.

Community Development Director, Othon Mora presented the staff report and confirmed there would be no cost to the City for domestic water service connection to 669 W. Murphy Road.

Mayor Pro Tem Amparano Moved to Approve as presented. Motion Seconded by Council Member Tucker.

AYES: Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

- C-4.** Authorization to Seek Bids for the Library Flooring Improvement Project.

Recommended Action: Approve as presented

Interim Library Manager, **Denise Ulett** presented the staff report in regard to the Library flooring improvements project.

Mayor Pro Tem Amparano Moved to Approve as presented. Motion Seconded by Council Member Tucker.

AYES: Mendoza, Obeso-Martinez, Tucker, Amparano & Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

D. REPORTS:

D-1. Department Reports:

Director of Human Resources, Kristen Smith provided an update in regard to the Memorandum of Understanding between the City of Imperial and Teamsters Union 542.

Director of Parks and Recreation, Tony Lopez provided an update on upcoming events for the month of October.

Interim Chief of Police, Michael Crankshaw provided an update on Police Department operations.

D-2. City Manager Report:

City Manager, Dennis Morita informed the council about his attendance to the CJPIA Risk Management Conference.

D-3. Mayor and Councilmember Reports:

Council Member Mendoza reported on the appointment of Planning Commissioner, Lisa Winkler. Ms. Mendoza acknowledged the contributions of outgoing Planning Commissioner Hammerness during his time on the Planning Commission.

Council Member Obeso-Martinez reported on AB 918.

Mayor Burnworth reported on the amendments to AB918; and the CJPIA Risk Management Conference.

Mayor Pro Tem Amparano reported on the IV Stair Climb Event.

ADJOURNMENT:

Seeing no further business before the Council, Mayor Burnworth adjourned the meeting to the Next Regularly Scheduled City Council Meeting to be held on Wednesday, September 20, 2023 at 7:00 p.m.

Mayor Burnworth Adjourned the Regular Meeting of the City Council at **8:14 p.m.**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this _____ day of October, 2023.

KRISTINA M. SHIELDS,
City Clerk
City of Imperial



Imperial City Council

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

Minutes

Special Meeting of the Imperial City Council

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

September 6, 2023
Open Session at 7:00 p.m.

7:00 P.M. SPECIAL MEETING

CALL TO ORDER:

Mayor Burnworth Called the Special Meeting to Order at 8:00 p.m.

ROLL CALL: Council Members, Mendoza, Obeso-Martinez, Tucker, Amparano and Mayor Burnworth

PLEDGE OF ALLEGIANCE: Led by Mayor Burnworth

PUBLIC COMMENT: There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

None

F. PUBLIC HEARING ITEM (DISCUSSION/ACTION- APPROVE-DISAPPROVE):

F-1. Public Hearing for CDBG-CV Funded Eager Park Improvements

1. Open public hearing
2. Staff report presented
3. Public Comment
4. Close public hearing
5. Council discussion
6. Recommended action(s)

Recommended Action (1): Approval to Conclude Public Hearing Period; and

Recommended Action (2): Authorization to Submit Final Statements to Close Grant for Reimbursement.

Mayor Burnworth opened the public hearing at 8:00 p.m. Tony Lopez, Director of Parks and Recreation presented the staff report. There were no public comments. Mayor Burnworth closed the public hearing at 8:01 p.m.

Mayor Pro Tem Amparano Moved to Approve Staff's Recommendations. Motion Seconded by Council Member Tucker.

AYES: Mendoza, Obeso-Martinez, Tucker, Amparano, and Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIES 5-0

ADJOURNMENT:

Seeing no further business before the Council, Mayor Burnworth adjourned the Special City Council Meeting to the next Regularly Scheduled City Council Meeting to be held on Wednesday, September 20, 2023.

Mayor Burnworth Adjourned the Special Meeting of the City Council at 8:14 p.m.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this _____ day of October, 2023.

KRISTINA M. SHIELDS
City Clerk
City of Imperial



Imperial City Council

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

Minutes

Regular Meeting of the Imperial City Council

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

October 4, 2023

Closed Session at 06:00 pm

Open Session at 07:00 pm

6:00 P.M. CLOSED SESSION

CALL TO ORDER:

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: The City Council welcomes public input. Members of the public may address the City Council on Closed Session items by contacting the City Clerk's Office at 760-355-3334. 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.

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.

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title of Position: City Manager

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS – G.C § 54956.8

Property Address:	Old Post Office (APN# 064-055-005)
Agency Negotiator:	Dennis H. Morita, City Manager
Negotiating Parties:	AT & T
Under Negotiation:	Instructions to Negotiator Regarding Price & Terms

CITY COUNCIL CONVENES TO REGULAR MEETING

7:00 P.M. REGULAR MEETING

CALL TO ORDER: Mayor Burnworth Called the Meeting to Order at 7:03 p.m.

ROLL CALL: Council Members Obeso-Martinez, Tucker, Mayor Pro Tem Amparano, Mayor Burnworth.

Absent: Council Member Mendoza

PLEDGE OF ALLEGIANCE: The pledge was led by Mayor Pro Tem Amparano.

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, 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 prior to that portion of the agenda. For purposes of the official city record, the City Council may take care of these issues by entertaining a formal motion.

City Manager, Dennis Morita requested that action agenda item D-5 be tabled to date uncertain. No formal motion needed.

CITY ATTORNEY REPORT ON CLOSED SESSION ACTIONS:

City Attorney, Katherine Turner reported that the City Council entertained two items in closed session. On the first item regarding the City Manager’s evaluation, she indicated that direction had been given to staff with no reportable action.

On the second item regarding the property negotiations for the Old Post Office building, Ms. Turner reported that direction was given with respect to price and terms.

PUBLIC COMMENT: There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

Michelle Hollinger representative from Victoria Homes extended an invitation to the City Council and staff to the grand opening, ribbon cutting ceremony of their new housing development, Victoria Homes to take place on Thursday, October 12, 2023.

Matters not appearing on the agenda: 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. It is requested that longer presentations be submitted to the City Clerk’s Office in writing 48 hours before the meeting.

A. SPECIAL PRESENTATIONS:

A-1. Proclamation for National 4H Week.

Logan Mistriel made a brief presentation highlighting the benefits of participating in 4H events; thanked the City Council for allowing them to present.

A-2. Recognition for Planning Commission Member, Mark Hammerness for His Years of Dedicated Service to the City of Imperial’s Planning Commission.

Item tabled to a future meeting at the request of Mayor Burnworth.

A-3. Proclamation Declaring the Month of October as Cyber Security Awareness Month.

Alejandro Estrada, Director of Information Technology received the proclamation on behalf of his team; praised his team for their work; and thank the City Council for recognizing the importance of Cybersecurity month.

B. CONSENT AGENDA:

All items appearing under “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 Claims and Warrants Report.

Mayor Pro Tem Amparano requested that two items from the warrants, item Nos. 113207 and 113446 be pulled for a separate vote.

Council Member Tucker Moved to Approve Warrant No. 113207 as presented. Motion Seconded by Mayor Pro Tem Amparano.

AYES: Obeso-Martinez, Tucker, Amparano and Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: Mendoza

MOTION CARRIES: 4-0

Council Member Obeso-Martinez Moved to Approve Warrant No. 113446 as presented. Motion Seconded by Council Member Tucker.

AYES: Obeso-Martinez, Tucker and Mayor Burnworth
NOES: NONE
ABSTAIN: Amparano
ABSENT: Mendoza

MOTION CARRIES: 3-0-1

B-2. Approval of Special City Council Meeting Minutes of February 17, 2023 and Special City Council Meeting Minutes of June 15, 2023.

B-3. Continue Emergency Action as Declared by Resolution No. 2023-21 for Repairs to Aten Road & Highway 86 intersection.

B-4. Cease Emergency Actions as Declared by Resolution No. 2023-51 for Manhole in Area of 13th Street and C Street.

B-5. Continue Emergency Actions as Declared by Resolution No. 2023-53 at Aten & Cross Lift Station.

B-6. Approval of Purchase of Budgeted Turbidimeters and Flow Sensors for the Water Treatment Plant.

Council Member Tucker Moved to Approve the rest of the Consent Agenda. Motion Seconded by Council Member Obeso-Martinez.

AYES: Obeso-Martinez, Tucker, Amparano and Mayor Burnworth

NOES: NONE

ABSTAIN: NONE

ABSENT: Mendoza

MOTION CARRIES: 4-0

C. PUBLIC HEARING ITEMS (DISCUSSION/ACTION- APPROVE-DISAPPROVE):

C-1. Conduct Public Hearing and Approve Reimbursement Agreement with Heritage at Dahlia Ranch, LLC and City of Imperial for a Sewer Lift Station Located on Morningstar Subdivision

Staff Report: Othon Mora, Community Development Director

1. Open public hearing
2. Staff Report
3. Public Comment
4. Close Public Hearing
5. Council Discussion
6. Recommended Action(s)

Recommended Action: Staff Recommends Approval of Reimbursement Agreement with Heritage at Dahlia Ranch, LLC and City of Imperial for a Sewer Lift Station Located on Morningstar Subdivision.

Mayor Burnworth opened the public hearing at 7:25 p.m.; entertained staff report presented by Othon Mora, Director of Community Development; then, closed the public hearing at 7:27 p.m. There were no public comments.

Council Member Obeso-Martinez Moved to approve as presented. Motion Seconded by Mayor Pro Tem Amparano.

AYES: Obeso-Martinez, Tucker, Amparano and Mayor Burnworth

NOES: NONE

ABSTAIN: NONE

ABSENT: Mendoza

MOTION CARRIES: 4-0

D. ACTION ITEMS (DISCUSSION/ACTION- APPROVE-DISAPPROVE):

- D-1.** Approval of the Operational Agreement Between WomanHaven and the Imperial Police Department to Provide Assistance to Crime Victims Residing in the City of Imperial.

Staff Report: Michael Crankshaw, Interim Chief of Police

Recommended Action: Approve and Authorize Chief's Signature

Max Sheffield, Police Captain presented staff report and answered Council's questions.

Council Member Tucker Moved to Approve Agreement Between WomanHeaven and the Imperial Police Department. Motion Seconded by Mayor Pro Tem Amparano.

AYES: Obeso-Martinez, Tucker, Amparano and Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: Mendoza

MOTION CARRIES: 4-0

- D-2.** Highway 86 Monument Signage.

Staff Report: Dennis Morita, City Manager & Othon Mora, Community Development Director

Recommended Action: Conduct a Discussion Regarding Ideas for Signage and Provide Staff Direction.

Dennis Morita, City Manager and Othon Mora, Director of Community Development provided context with respect to the request presented by Mayor Pro Tem Amparano and engaged in a discussion about options. Direction was given to staff. No formal motion entertained.

- D-3.** Approval of Sun Valley Behavioral Medical Center to Host Their Annual 5K Race, one (1) Mile Race in the City of Imperial, Borrow City Barricades and Cones.

Staff Report: Tony Lopez, Director of Parks & Recreation

Recommendation: Staff Recommends Approval of the Sun Valley Behavioral Medical Center to Host and Borrow Cautionary Barricades for Their Annual 5K Race and One (1) Mile Race in the City of Imperial on October 7, 2023.

Tony Lopez, Director of Parks and Recreation made brief comments relative to the event, and informed council about the logistic arrangements requested and how the city if fulfilling them in collaboration with the Sun Valley Behavioral Medical Center.

Mayor Pro Tem Amparano Moved to Approve as Presented. Motion Seconded by Council Member Tucker.

AYES: Obeso-Martinez, Tucker, Amparano and Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: Mendoza

MOTION CARRIES: 4-0

D-4. Declare Surplus Library Shelving Units to Make Space for Library Redesign.

Staff Report: Denise Ulett, Interim Library Manager

Recommended Action: Staff Recommends Approval to Surplus Unnecessary Shelving Units in the Library.

Denise Ulett, Interim Library Supervisor presented the staff report and provided information relative to the disposition of the shelving units.

Council Member Obeso-Martinez Moved to Approve as Presented. Motion Seconded by Council Member Tucker.

AYES: Obeso-Martinez, Tucker, Amparano and Mayor Burnworth
NOES: NONE
ABSTAIN: NONE
ABSENT: Mendoza

MOTION CARRIES: 4-0

D-5. Authorization to Use March and Ash Benefit Funds Not to Exceed \$30,000 for Additional Library Furniture Needs. (TABLED).

Staff Report: Denise Ulett, Interim Library Manager

Recommended Action: Staff Recommends to Approve and Authorize Use of Funds to Purchase Library Furniture.

Item tabled to date uncertain at the request of Dennis Morita, City Manager.

E. REPORTS:

E-1. Department Reports

Kristen Smith, Human Resources Manager, briefed the Council on recent new hires.

Tony Lopez, Director of Parks & Recreation reminded the Council on upcoming events.

E-2. City Manager Report

Dennis Morita, City Manager emphasized the importance of Cybersecurity protocols and thanked IT staff for keeping the City's IT infrastructure safe.

E-3. Mayor and Councilmember Reports

Council Member Obeso-Martinez reported on having attended the Cal Cities conference; the IV Regional Chamber Dinner; congratulated Fitness Oasis for having been selected as the best small business.

Council Member Tucker inquired about the pathway to get onto Route 86 by the carwash with Director Mora responding that there had been a brief delay due to the asphalt but that the project will be moving forward in two to three weeks.

Mayor Pro Tem Amparano reported on having attended the Cal Cities conference referencing the concept of a drinking fountain.

Mayor Burnworth attended the IV Regional Chamber Dinner; commented on a meeting with State Senator Steve Padilla and the allocation of a 3 million-dollar commitment in the Senator's budget to work on the streets of old town Imperial.

Seeing no further business before the Council, Mayor Burnworth Adjourned the Meeting to the next Regular Scheduled City Council Meeting to be held on Wednesday, October 18, 2023, at 7:00 p.m.

Mayor Burnworth Adjourned the Regular Meeting of the City Council at 7:48 p.m.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this _____ day of October, 2023.

KRISTINA M. SHIELDS
City Clerk

DATE SUBMITTED 10/11/23
 SUBMITTED BY Public Services
 DATE ACTION REQUIRED 10/18/23

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT:	DISCUSSION/ACTION:
Continue	
Emergency at	1. DISCUSS, APPROVE/DISAPPROVE CONTINUATION OF EMERGENCY
Aten Rd & HWY	AT ATEN RD & HWY 86 INTERSECTION
86 Intersection	

DEPARTMENT INVOLVED: Public Services

BACKGROUND/SUMMARY:

On June 1st, 2023 around 6:40 A.M., a Signal Pole on the Northwest corner of Aten Rd & Hwy 86 was knocked down by a Commercial Truck. The pole and supporting equipment were damaged beyond repair causing the intersection to be placed on red-flash, causing traffic back up and potential safety hazards to life & property. City manager has authorized purchase of a mobile signal that is hoped to provide temporary service by the end of the week.

The City is working diligently to repair and restore control of intersection. Expected shipment date & new equipment is 4-6 months from June.

FISCAL IMPACT: \$32K to date.

FINANCE
INITIALS

UP

STAFF RECOMMENDATION: Approve Continuance

DEPT. INITIALS

JS

MANAGER'S RECOMMENDATION: Approve

CITY
MANAGER's
INITIALS

Jtm

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

Agenda Item No. E-1

DATE SUBMITTED	June 9, 2023	COUNCIL ACTION	(X)
SUBMITTED BY	Public Services	PUBLIC HEARING REQUIRED	()
DATE ACTION REQUIRED	June 12, 2023	RESOLUTION	()
		ORDINANCE 1 ST READING	()
		ORDINANCE 2 ND READING	()
		CITY CLERK'S INITIALS	()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT	DISCUSSION/ACTION
Declare Emergency at Aten Rd & HWY 86 Intersection	1. Discuss, Approve/Disapprove declaration of Emergency at Aten Rd & HWY 86 Intersection

DEPARTMENT INVOLVED Public Services

BACKGROUND/SUMMARY

On June 1st, 2023 around 6:40 A.M., a Signal Pole on the Northwest corner of Aten Rd & Hwy 86 was knocked down by a Commercial Truck. The pole and supporting equipment were damaged beyond repair causing the intersection to be placed on red-flash, causing traffic back up and potential safety hazards to life & property. City manager has authorized purchase of a mobile signal that is hoped to provide temporary service by the end of the week.

The City is working diligently to repair and restore control of intersection

FISCAL IMPACT: \$32k to date

FINANCE
INITIALS

JP

Expected shipment date & new equipment is 4-6 months

STAFF RECOMMENDATION Approve

DEPT. INITIALS

JS

MANAGER'S RECOMMENDATION Approve

CITY
MANAGER'S
INITIALS

OTM

MOTION

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

RESOLUTION NO. 2023-

**RESOLUTION DECLARING AN EMERGENCY,
AUTHORIZING THE CITY MANAGER TO TAKE SUCH
ACTION AS MAY BE NECESSARY IN RESPONSE
THERE TO AND RATIFYING ACTION TAKEN TO DATE**

WHEREAS, the City operates and maintains a Traffic Signal Control System and associated lighting and traffic control operations and various intersections ("System"); and

**WHEREAS, the System and associated lighting, provide safe and effective traffic flow;
and**

WHEREAS, the System includes poles, concrete bases and foundations, signal lighting, pedestrian crossing features, wiring and conduit, pull/junction boxes, controller cabinet housing electronics and power backups ("Infrastructures"); and

WHEREAS, the Signal and supporting infrastructures located at the NW corner of Aten Rd and HWY 86 ("Signal") was struck by a Commercial Truck and was severely damaged beyond repair; and

**WHEREAS, in order to safeguard vehicle traffic, pedestrians and to protect the public, life and property, it is necessary to take immediate action to repair the Signal and Infrastructures;
and**

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

WHEREAS, the City Council wishes to delegate authority to the City Manager to take such action as may be necessary to repair the Signal Pole in the Traffic Signal Control System, ratify action already taken and otherwise address the emergency as described herein.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The above-referenced recitals are true and correct and are incorporated herein.**
- 2. The City Council declares that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property, and hereby delegates to the City Manager the authority to take such immediate action as may be necessary to safeguard life, health or property in connection with repair to the Signal in the Traffic System in**

accordance with Public Contracts Code Sections 20168 and 22050 and without otherwise complying with bid requirements required by law.

3. The City Council authorizes action set forth herein and further ratifies action authorized by the City Manager taken to date; including but not limited to purchase of a mobile signal, to address the Signal in the Traffic System and potential public and traffic hazard on the basis that the emergency described herein will not permit a delay resulting from a competitive solicitation of bids and the action is necessary to respond to the emergency.

APPROVED, PASSED AND ADOPTED, at the regular meeting of the City Council this 12th day of June.

Katherine Burnworth, Mayor

ATTEST:

City Clerk

DATE SUBMITTED

10/11/2023

SUBMITTED BY

Public Services

DATE ACTION REQUIRED

10/18/2023

COUNCIL ACTION

()

PUBLIC HEARING REQUIRED

()

RESOLUTION

()

ORDINANCE 1ST READING

()

ORDINANCE 2ND READING

()

CITY CLERK'S INITIALS

()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: Cease
Emergency at
Aten & Cross Lift
Station

DISCUSSION/ACTION:

1. CEASE EMERGENCY AT ATEN & CROSS LIFT STATION OF
RESOLUTION NO. 2023-53.

DEPARTMENT INVOLVED: Public Services -Wastewater

BACKGROUND/SUMMARY:

The morning of August 24th, Public Services discovered there was a blow out on the discharge pipe at the Aten & Cross Lift Station. If unrepaired, this would cause a severe health and safety issue and cause a sewer back up. City Manager was notified of emergency.

Public Services and Rove engineering have completed work to finalize emergency response and repairs needed.

FISCAL IMPACT: \$37,200.82 + City Staff Time

- Ancon \$2,717.75
- Rove Engineering \$34,483.07

FINANCE
INITIALS

STAFF RECOMMENDATION: Cease Emergency

DEPT. INITIALS

MANAGER'S RECOMMENDATION:

*approve cessation of emergency
and authorize payment*

CITY
MANAGER'S
INITIALS

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()



10571 Los Alamitos Blvd, Los Alamitos CA 90720

****INVOICE****

INV-80208

09/01/2023

Job: 305.2.46110

Bill To : City of Imperial

Total: \$2,717.75

Due Date:

Work Site: Aten rd.
Work Description: Vac Fluid at Lift Station

Terms	Sales Rep	PO#	Work Order #
	Jorge Garcia Sr.		

ANCON TICKET NUMBER	Amount
08/24/2023 Ancon Ticket# T-354781	\$2,717.75
Subtotal	\$2,717.75
Total	\$2,717.75

COMMENTS

REMIT TO: ANCON MARINE | Lockbox #631159 | Cincinnati | OH 45263-7162



T-354781

COMPANY NAME:	City of Imperial	ANCON JOB #:	305.2,46110
BILLING ADDRESS:		PHASE NAME	Vacuum Truck Service
CITY:		State:	
JOB LOCATION:	City of Imperial -- Aten rd.	ZIPCODE:	
CUSTOMER CONTACT:	Chris --	CUSTOMER PO#:	
JOB DESCRIPTION:	Assist on pumping out lift station at City of Imperial at Aten rd.	EMAIL:	
		DATE:	08/24/23

PERSONNEL									
EMPLOYEE NAME	POSITION	SHIFT START	LUNCH START	LUNCH END	SHIFT END	ST	OT	DT	AMOUNT
Manuel R Rodriguez III	Vacuum Truck - 120 BBL Combo w/Operator	08/24/23 10:30 AM	08/24/23 02:00 PM	08/24/23 02:30 PM	08/24/23 07:30 PM	8	0.5	0	\$1,232.50
Albert N Ramos JR	Vacuum Truck - 120 BBL Combo w/Operator	08/24/23 02:30 PM	08/24/23 03:30 PM	08/24/23 04:00 PM	08/24/23 07:30 PM	0	4.5	0	\$652.50

EQUIPMENT AND MATERIALS			
EQUIPMENT	UNIT #	QUANTITY	AMOUNT
Non-Billable Equipment - 120BBL Vacuum Truck	VTL29	1	\$0.00
Non-Billable Equipment - 120BBL Vacuum Truck	VTL24	1	\$0.00
Tractor	T140	1	\$0.00
Tractor	T138	1	\$0.00

MATERIALS	QUANTITY	AMOUNT
County Permit	2	\$500.00
Fuel Surcharge	1	\$282.75
PPE per person	2	\$50.00
THIRD PARTY SERVICES	QUANTITY	AMOUNT

TOTAL \$2,717.75

Survey	Comments
Level of Service	
Site Cleanliness/Housekeeping	
Safe Worksite	
Communication	
Customer Expectations Met	

Client
SignatureSupervisor
Signature

[illegible]



PO Box 2108
El Centro, CA 92244
(760) 425-0001

CA Lic No. 1046101 DIR #1000064558 DBE / SBE # 8544

T&M BILLINGS

DATE: 9/25/2023
CUSTOMER: City of Imperial
OWNER: City of Imperial
PROJECT NAME:

LOCATION: Imperial CA
PROJECT NUMBER: 23-054

Imperial Sewer Lift Station @Cross

SCOPE OF WORK

Item #	Description	Qty	UM	Unit Price	Total Cost	Comments
1	8/24/2023	1 LS	\$	4,137.13	4,137.13	
2	8/25/2023	1 LS	\$	24,764.14	24,764.14	
3	8/28/2023	1 LS	\$	2,610.00	2,610.00	
4	9/18/2023	1 LS	\$	2,971.80	2,971.80	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
	TOTAL BASE BID				\$ 34,483.07	

[illegible]

SUBMITTED BY: Frank Duffy
Estimator/Project Manager
fduffy@roveengineering.com
(760) 604-4299

ACCEPTED BY:

DATE: _____

Proposal is valid for 30 Days

Foreman: Beau Carson
 Date: 8-24-23 S M T W T F S
 Job No: 23-054
 Job Name: City Imp Cross sewer lift station



Weather: AM
 Weather: PM
 Cost Codes: Pg of

610205									
REG	OT	REG	OT	REG	OT	REG	OT	Total	Sub
Equip #	OP	Equip #	OP	Equip #	OP	Equip #	OP		
3	4 1/2								Y N
2	3 1/2								Y N
3	3 1/2								Y N
1									Y N
									Y N
									Y N
									Y N
									Y N
									Y N
									Y N
									Y N
									Y N
									Y N

Employee Name	Injured Today?	Craft	Employee Signature	Start	Lunch	End	Equip #	OP	Equip #	OP	Equip #	OP	Equip #	OP	Total	Sub
Beau Carson	Y	OP LB	<i>[Signature]</i>	1000	1 1/2	600	3	4 1/2								Y N
Drake Miller	Y	OP LB	<i>[Signature]</i>	1000	1 1/2	530	2	3 1/2								Y N
Michael Luge	Y	OP LB	<i>[Signature]</i>	200		500	3									Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N
	Y	N OP LB														Y N

Rental Equipment	Rove Equipment	Material	Inspection	Job Diary
Continental Sp... F350 F450				Cross lift station Removed discharge 90° Inside wet well and Replaced



Pg of

Rental Equipment	Rove Equipment	Material	Inspection	Job Diary
(308 Excavator)	Rove trucking	F350		Re Roubert Discharge outside
(Culvert Erection)		F430		wet well
		Invoice Core 3' min		
		Invoice Trench Shoring		
		Shap - 6" epoxy coated 45"-3		
		6" gate valve - 1		
		6" mega lugs - 8		

Foreman: Beau Carson
 Date: 8/28/23 S M T W T F S
 Job No: 23-054
 Job Name: City Imp Cross 1st Station



Weather AM
 Weather PM
 Cost Codes Pg of

Employee Name	Injured Today?	Craft	Employee Signature	Start	Lunch	End	610242								Total	Sub	
							REG	OT	REG	OT	REG	OT	REG	OT			
Beau Carson	Y	OP LB CM TM	<i>[Signature]</i>	6:00	-	1:00	4									Y	N
Michael Hugo	Y	OP LB CM TM	<i>[Signature]</i>	6:00	-	1:00	4									Y	N
Donke Miller	Y	OP LB CM TM	<i>[Signature]</i>	6:00	-	1:00	4									Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
	Y	OP LB CM TM														Y	N
Rental Equipment	Rove Equipment		Material	Inspection		Job Diary											
Confined Space			F350			Removed Discharge Line Inside											
			F450			wet well patch holes											
						from discharge line											

Job Name:

City Imp Cross 1st station

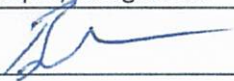
S **M** T W T F S



PM

Cost Codes

 $61020x$

Employee Name	Injured Today?	Craft	Employee Signature	Start	Lunch	End	Equip #	OP	Equip #	OP	Equip #	OP
Beau Carver	Y	OP LB CM TM		600		1000	4 Operator Reserve					
Drake Miller	Y	OP LB CM TM	Drake Miller	600		1000	4 Labor					
Hector Casarez	Y	OP LB CM TM	Hector Casarez	600		1000	4 Labor					
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
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	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
	Y	N OP LB CM TM										
Rental Equipment	Rove Equipment		Material			Inspection				Job Diary		
Concrete mixer (K6)			F350 F450							Pour Concrete 51 Discharge Dip		

TRENCH SHORING COMPANY
206 N. CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

RENTAL INVOICE

NO. RI20332010
CONTRACT NO. RC20140815
SEQUENCE NO. 1
9/8/2023
PAGE 1 OF 1



ROVE ENGINEERING INC
PO BOX 2108
EL CENTRO, CA 92244

CUSTOMER NO. 17999
ON RENT DATE 08/24/23
PO NO. PENDING PER ISRAEL
JOB NO. CITY OF IMPERIAL
JOBSITE CITY OF IMPERIAL
CARLOS VILLARINO
CROSS AVE & W ATEN RD
IMPERIAL, CA 92251
ORDERED BY CARLOS VILLARINO

QTY	NO.	EQUIPMENT	FROM DATE	THRU DATE	AMOUNT
8	2111052088	TREN-SHORE 52-88 X 2' (MINIMUM RENTAL 1 WEEK, DAY 7.90, WEEK 31.60, 4-WEEK 94.80)	08/24/23	08/28/23	252.80
1	2129009000	TREN-SHORE HYDRAULIC PUMP (MINIMUM RENTAL 1 WEEK, DAY 9.00, WEEK 36.00, 4-WEEK 108.00)	08/24/23	08/28/23	36.00
1	2129009003	TREN-SHORE REG TOOL 50" (MINIMUM RENTAL 1 WEEK, DAY 0.80, WEEK 3.20, 4-WEEK 9.60)	08/24/23	08/28/23	3.20
16	7100000048	PLYWOOD 1 1/8" X 4X8 (MINIMUM RENTAL 4-WEEK, DAY 3.00, WEEK 12.00, 4-WEEK 36.00)	08/24/23	09/20/23	576.00
5	9000000001	DELIVERY - BOOM TRUCK RDEL20179281 NO SIGNATURE PRESENTED (RATE 139.00)	-	-	695.00
5.75	9020000001	PICKUP - BOOM TRUCK 20241447 - Ali (RATE 139.00)	-	-	799.25

EQUIPMENT REMAINING ON RENT AS OF - 9/20/2023

QTY NO. EQUIPMENT

NO ITEMS REMAINING ON RENT

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 1/2 % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

RENTAL	868.00
SALES	1,494.25
TAX	0.00
TOTAL	2,362.25

COMPTON • 310-327-6554 CORONA • 951-734-4290 LAKE FOREST • 949-454-0858 MOORPARK • 805-629-4814 FULLERTON • 714-879-1006
SAN DIEGO • 858-630-2500 BANNING • 951-849-1611 LAS VEGAS • 702-661-0920 BAKERSFIELD • 661-396-9160 FRESNO • 559-691-4123
SAN LEANDRO • 510-900-0695



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # T474735
Invoice Date 8/25/23
Account # 242148
Sales Rep BRAWLEY
Phone # 760-351-2676
Branch #111 Brawley, CA
Total Amount Due \$4,300.35

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ROVE ENGINEERING INC
PO BOX 2108
EL CENTRO CA 92244 2108

000/0000
00000

Shipped To:
CUSTOMER PICK-UP

CUSTOMER JOB- IMPERIAL LIFT S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
8/25/23	8/25/23	SEE BELOW	IMPERIAL LIFT S			WILL CALL	T474735

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
CUSTOMER PO#- EMERGENCY CROSS LIFT S							
5106A236223 ⚠ L *** CA	6 A2362-23 MJ RW GV OL L/ACC Prop 65 - see below ***	1	1		928.73000	EA	928.73
020618W	6 PVC C900 DR18 PIPE (G) 20' PC235	40	40		16.16000	FT	646.40
21I06AF	6 MJXFLG ADPT C153 IMP	1	1		101.49000	EA	101.49
21I06CT	6 MJ CAP C153 IMP	1	1		51.63000	EA	51.63
21I069F	6 MJXFLG 90 C153 IMP	3	3		155.47000	EA	466.41
21IAMF706EZPVCP	6 SIP EZ GRIP PVC REST W/ACC F/C900/C905 IMP EZPVCP06	21	21		76.80000	EA	1,612.80
24AFGR06NA	6X1/16 FLG RING NON-ASB GSKT	4	4		2.85000	EA	11.40
24AFBNKS0608B	6-8 316SS HEX BOLT & NUT KIT W/B L UE NUTS	4	4		40.10000	EA	160.40
21IAMG506	6 MJXIPS PVC TRANS GASKET (I)	1	1		11.78000	EA	11.78

Freight	Delivery	Handling	Restock	Misc
---------	----------	----------	---------	------

Subtotal:	3,991.04
Other:	.00
Tax:	309.31

Terms: NET 30
Ordered By: BEAU

Invoice Total: \$4,300.35

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # T474735
Invoice Date 8/25/23
Account # 242148
Sales Rep BRAWLEY
Phone # 760-351-2676
Branch #111 Brawley, CA
Total Amount Due \$4,300.35

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ROVE ENGINEERING INC
PO BOX 2108
EL CENTRO CA 92244 2108

000/0000
00000

Shipped To:
CUSTOMER PICK-UP

CUSTOMER JOB- IMPERIAL LIFT S

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
8/25/23	8/25/23	SEE BELOW	IMPERIAL LIFT S			WILL CALL	T474735

Product Code	Description	Quantity		Price	UM	Extended Price
		Ordered	Shipped			

CUSTOMER PO#- EMERGENCY CROSS LIFT S



WARNING: THIS PRODUCT CAN EXPOSE YOU TO CHEMICALS INCLUDING LEAD, WHICH ARE KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER AND BIRTH DEFECTS OR OTHER REPRODUCTIVE HARM. FOR MORE INFORMATION GO TO WWW.P65WARNINGS.CA.GOV.

Agenda Item No.

DATE SUBMITTED

08/30/2023

SUBMITTED BY

Public Services

DATE ACTION REQUIRED

09/06/2023

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

**IMPERIAL CITY COUNCIL
AGENDA ITEM****SUBJECT:**

Declare
Emergency at
Aten & Cross Lift
Station

DISCUSSION/ACTION:

1. Continue Emergency Action as Declared by Resolution No. 2023-53 at Aten & Cross Lift Station.

DEPARTMENT INVOLVED:

Public Services - Wastewater

BACKGROUND/SUMMARY

The morning of August 24th, Public Services discovered there was a blow out on the discharge pipe at the Aten & Cross Lift Station. If unrepaired, this would cause a severe health and safety issue and cause a sewer back up. City Manager was notified of emergency.

Public Services is working with Rove engineering to address emergency and repairs.

FISCAL IMPACT: Unknown**FINANCE
INITIALS****STAFF RECOMMENDATION:** Approve Emergency Action**DEPT. INITIALS****MANAGER'S RECOMMENDATION:****CITY
MANAGER'S
INITIALS****MOTION:****SECONDED:**

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

RESOLUTION NO. 2023-53

**RESOLUTION DECLARING AN EMERGENCY,
RATIFYING ACTION TAKEN TO ADDRESS THE
EMERGENCY AND AUTHORIZING PAYMENT**

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

WHEREAS, the System includes lift stations at various locations, including Cross &
Aten; and

WHEREAS, it has been discovered that a discharge pipe in the above referenced lift
station has failed and blown out; and

WHEREAS, if the pipe is not repaired, a sewer spill could occur and such sewer spill
could pose a threat to the public health and safety; and

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

WHEREAS, in order to safeguard the public health and safety, it was necessary to take
immediate action to repair/replace the pipe in the above described lift station; and

WHEREAS, the City Council wishes to ratify action taken by staff and the City Manager
to cause the above described lift station to be repaired.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL
DOES RESOLVE, DETERMINE, AND ORDERS AS FOLLOWS:**

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

SECTION 2. The City Council declares that the public interest and necessity demands
the immediate expenditure of public money to safeguard life, health or property, and hereby
ratifies action taken by staff and the City Manager to repair/replace the pipe in the above
described lift station on an emergency basis to safeguard life, health or property in accordance
with Public Contracts Code Sections 20168 and 22050 and without otherwise complying with
bid requirements required by law.

SECTION 3. The City Council authorizes payment for repair/replacement of the pipe in
the above described lift station. The City Council authorizes payment for all of such expenses on
an emergency basis.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Imperial on the 25th day of August, 2023.

KATHERINE BURNWORTH,
Mayor

ATTEST:

KRISTINA M. SHIELDS,
City Clerk

CERTIFICATION

I, Kristina M. Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing resolution was duly adopted at a meeting of the City Council of said City at its meeting held on the ____ of August, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, this ____ day of August, 2023.

KRISTINA M. SHIELDS,
City Clerk

DATE SUBMITTED 10/11/2023
 SUBMITTED BY Imperial Police Dept.
 DATE ACTION REQUIRED 10/18/2023

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;

- APPROVAL OF NEW TEMPORARY ANIMAL HOUSING AGREEMENT BETWEEN IMPERIAL COUNTY HUMANE SOCIETY OF IMPERIAL COUNTY AND CITY OF IMPERIAL.

DEPARTMENT INVOLVED: POLICE DEPARTMENT

BACKGROUND/SUMMARY:

In October 2022, Hurricane Kay struck the Imperial County with both wind and rain. Along with other areas of the city that were impacted, the city's animal kennel facility sustained significant damage. In addition to multiple chain link kennels being damaged, the entire shade structure was destroyed. The aftermath left the kennels inhabitable and we no longer met the minimum state standards for usage.

The City entered into a temporary agreement with the Humane Society of Imperial County to house our animal control needs, which was scheduled to expire after (3) months. Since that time, the City has requested periodic extensions and continued working within the temporary agreement guidelines, while a permanent solution was put in place.

The Humane Society of Imperial County completed a work assessment / cost analyst sheet, outlining the monthly increase in cost to provide the additional services to the city. (see attached agreement.) Efforts are currently underway to identify funding sources and scope of work for our city kennel facility.

Recommendation: Approval of month to month agreement between Humane Society of Imperial County and the City of Imperial.

FISCAL IMPACT:

(CY - 2022) Approx. Annual Cost (Pre-Damage) \$1,626.00

(CY - 2023) Approx. Annual Cost (Post-Damage) \$4,983.00

Projected Monthly Cost: \$3,055.00

Funding: 01-230-5210 General Budget - Contract Services

FINANCE
INITIALS

DP

STAFF RECOMMENDATION:

DEPT.
INITIALS

me

CITY MANAGER'S RECOMMENDATION:

approve

CM
INITIALS

OTHM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()



"Help make a change, help save a life."

Adopt, Donate, Volunteer!"

1575 W. Pico Ave.

El Centro, CA 92243

Phone: 760-352-1911

hello@imperialcountyhumane.org

www.imperialcountyhumane.org

Temporary Animal Housing Agreement
for animal housing, care, and maintenance between the
City of Imperial and the Humane Society of Imperial County

This Temporary Animal Housing Agreement (Agreement) is made effective and entered as of the 1st day of October 2023, by and between the City of Imperial (City) and the Humane Society of Imperial County (Contractor). The Parties agree and covenant to be bound by the terms set forth in this Agreement as follows:

THE PARTIES AGREE:

- I. SERVICES:** Contractor shall perform services for City in accordance with this Agreement and Scope of Professional Services.
- II. TERM OF AGREEMENT:** The term of this temporary Agreement shall be on a month-to-month basis, but not to exceed six (6) months from the date of agreement. Should the temporary agreement need to exceed a six (6) month period, the City and Contractor will reevaluate and renegotiate. The Agreement term may be altered as needed or terminated by either party by giving no less than a thirty (30) day written notice.
- III. COMPLIANCE WITH LAWS:** In the performance of this Agreement, both Parties shall comply with all local and state mandated laws that pertain to animals (as outlined in the recent edition of the California Animal Law Handbook), the California Fair Employment and Housing Act, and all other Federal, State, and local laws prohibiting discrimination of race, color, national origin, religion, age, sex, or handicap.
- IV. FEES:** For performance of services rendered pursuant to this Agreement, City will pay Contractor a monthly fee of \$3,055.00.

SCOPE OF PROFESSIONAL SERVICES:

1.0 – Contractor Responsibilities

- 1.1 Contractor will be responsible for the following duties:
 - Daily cleaning/sanitizing of kennels, cages, litter boxes, and food/water bowls.
 - Weekly deep cleaning to prevent and control the spread of illness or disease.
 - Ensuring that animals are comfortable by providing enrichment, beds, blankets, fans, etc.
 - Providing animals with fresh food and water daily.
 - Administering preventatives upon intake (vaccinations, flea/tick preventatives, and dewormers).
 - Daily monitoring of health and behavior of animals.
 - Humane euthanasia and disposal of dangerous or severely ill/injured animals.

2.0 – Impoundment and Holding Periods

- 2.1 Stray Holds: Animals that are impounded by City as lost or stray will be placed on five (5) day stray hold, not including the day of impoundment.

- 2.2 Quarantine Holds: All animals quarantined by City for bites to humans with proof of valid rabies vaccine shall be held for ten (10) days, plus three (3) days for owner redemption. All animals quarantined for bites to humans without valid proof of rabies vaccine shall be held for fourteen (14) days, plus three (3) days for owner redemption.
- 2.3 Owner Surrenders: All animals that are surrendered to City will be made available for immediate adoption, rescue transfer, or humane euthanasia, as Contractor sees fit.

3.0 – Drop-Off Hours

- 3.1 The Contractor will accept animals from the City within the specified days and times:
 - (a) Weekdays: Monday through Friday between 11:00 am and 5:00 pm.
 - (b) Contractor will not accept animals on Saturdays and Sundays.
- 3.2 After Hours Drop-Offs: All animals that are accepted by the Contractor from the City outside of specified days and times will have an additional \$100 fee added to the monthly fee to cover employee overtime costs. This includes emergency calls for sick or injured animals.

4.0 – Sick or Injured Animals

- 4.1 Contractor will see that all sick or injured animals are evaluated by a veterinarian. Treatment or outcome will be dependent on veterinarians' recommendation as to alleviate or eliminate needless pain and suffering. If euthanasia is recommended by a veterinarian, Contractor will do everything possible to locate owner of the animal before euthanasia is performed.

5.0 – Redemption of Animals

- 5.1 Claimed Animals: If claimed by the owner within the allotted holding period, all fees associated with City fines, transportation of animals, Contractor service fees, etc. will be collected by City. City will give receipt upon payment, and the owner will be required to show receipt to Contractor so that the animal can be released to owner. A fee for the surrender or relinquishment of an animal shall be charged by the City to the owner prior to pick up.
- 5.2 Unclaimed Animals: All animals that are not claimed by the owner within the allotted holding period will be made available for immediate adoption, rescue transfer, or humane euthanasia, as Contractor sees fit.

6.0 – City Responsibilities

- 6.1 Scanning for Microchips: The Imperial Animal Control Officer will be responsible for scanning all animals that are picked up or impounded as stray or lost. If the animal is microchipped, the Imperial Animal Control Officer is required to contact the microchip company in an attempt to locate the animal's owner prior to the Contractor receiving the animal.
- 6.2 Notifying Owner of Microchipping and Fee: Pursuant to and in accordance with Food and Agricultural Codes 31108.3 (dogs) and 31752.1 (cats), for identification and reunification purposes only, all impounded dogs and cats must be microchipped before being released to owner. City will be required to notify owner at time of redemption that a \$20 fee will be due with the Humane Society of Imperial County for microchipping.

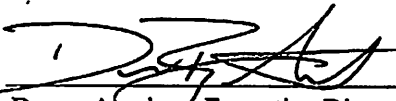
- V. **ENTIRE AGREEMENT:** The Agreement contains the entire Agreement between the Parties and supersedes all prior negotiations, discussions, obligations, and rights of the parties in respect of each other regarding the subject matter of this Agreement. There is no other written or oral understanding between the parties. No modification, amendment, or alteration of this Agreement shall be valid unless it is in writing and signed by the parties hereto.
- VI. **SIGNATURES:** It is an express condition of this Agreement that said Agreement shall not be complete nor effective until signed by the Chief of Police for the City of Imperial on behalf of the City, and the Executive Director on behalf of the Contractor.

City of Imperial (City)

By: _____
Michael Crankshaw, Chief of Police

Dated: _____

Humane Society of Imperial County (Contractor)

By: 
Devon Apodaca, Executive Director

Dated: 9-25-23



"Help make a change, help save a life."

Adopt, Donate, Volunteer!"

1575 W. Pico Ave.

El Centro, CA 92243

Phone: 760-352-1911

hello@imperialcountyhumane.org

www.imperialcountyhumane.org

Animal Housing Contract Proposal

for Animal housing, care, and maintenance between the
City of Imperial and the Humane Society of Imperial County

Purpose

Given the City of Imperial no longer has their own holding facility, the Humane Society of Imperial County would like to assist the City of Imperial by assuming responsibility for housing, care, and maintenance of all animals that are impounded under stray or quarantine hold or turned in to the City of Imperial as owner surrenders, via a revised contractual agreement.

Goals

1. To safely house stray, lost, and surrendered animals by providing a healthy and comfortable temporary living environment for all animals picked up by the City of Imperial.

Humane Society Responsibilities

The Humane Society of Imperial County will be responsible to care for all animals from the City of Imperial as follows:

- Daily cleaning/sanitizing of kennels, cages, litter boxes, and food/water bowls.
- Weekly deep cleaning to prevent and control the spread illness or disease.
- Ensuring that animals are comfortable by providing enrichment, beds, blankets, fans, etc.
- Providing animals with fresh food and water daily.
- Administering preventatives upon intake (vaccinations, flea/tick preventatives, and dewormers).
- Daily monitoring or health and behavior of animals.

Cost

Total monthly cost covers cost of preventatives, cost of animal food and cleaning supplies, and employee costs to ensure that animals are regularly and properly tended to is \$3,054.75 per month.

** Please see the following page for breakdown of costs.*

Benefits

1. Animals will have daily care and maintenance to ensure their health and safety.
2. The Animal Control Officer will be able to better focus on public health and safety and the protection of people and animals by enforcing city, county, and/or state laws and ordinances.
3. Community members and the City of Imperial will have peace of mind in knowing animals are receiving optimal care.

Should you have any questions or concerns, please feel free to contact me directly at 760-604-5551.

Kind regards,

Devon P. Apodaca
Executive Director

Below is the total number of animals that were transferred from the City of Imperial to the Humane Society of Imperial County. From 2021 to 2022, there was a 42% increase in dogs that were transferred over. Being that the City of Imperial no longer has their own holding facility, a 50% increase in animals (mainly dogs) being taken to the Humane Society of Imperial County is anticipated.

	2021	2022	2023
Dogs	54	77 (42% increase from 2021)	115 (Projected 50% increase from 2022)
Cats	10	10	10

Breakdown of Costs

Preventative Costs:

DOGS:

\$10.00 for vaccines at two vaccines for dog = \$20.00

\$15 for flea and tick preventatives at 1 dose per dog = \$15.00

\$10 for oral dewormers at 1 dose per dog = \$10.00

Total preventative costs per dog: \$45.00

CATS:

\$5.00 for vaccines at two vaccines for cat = \$10.00

\$15 for flea and tick preventatives at 1 dose per cat = \$15.00

\$10 for oral dewormers at 1 dose per cat = \$10.00

Total preventative costs per cat: \$35.00

Projected intakes/costs for 2023 (at a 50% increase):

115 dogs X \$45 = \$5,175.00

10 cats X \$35 = \$350.00

Combined dog and cat preventative costs = \$5,525.00 in preventative costs for the year.

Food and Cleaning Supplies Costs:

\$166 a week X 52 weeks in a year = \$8,632.00 in food and cleaning supplies costs for the year.

Employee Costs:

115 dogs X 5 day holding period = 575 days X \$18 an hour X 2 hours = \$20,700.00 in employee costs for the year.

10 cats X 5 day holding period = 50 days X \$18 an hour X 2 hours = \$1,800.00 in employee costs for the year.

Combined dog and cat employee costs = \$22,500.00 in employee costs for the year.

Preventative Costs (\$5,525.00) + Food and Cleaning Supplies Costs (\$8,632.00) + Employee Costs (\$22,500.00) = \$36,657.00 for the year, divided by 12 months = \$3,054.75 a month.

**ACO
2022-23**

		FEES	CATS x \$20	AMOUNT	DOGS x \$40	AMOUNT	SUBTOTAL	RETURNS	AMOUNT		TOTAL
2022											
	Jan	\$ 300.00	0	\$ -	6	\$ 240.00	\$ 540.00				\$ 540.00
	Feb	\$ 300.00	0	\$ -	6	\$ 240.00	\$ 540.00				\$ 540.00
	Mar	\$ 300.00	0	\$ -	12	\$ 480.00	\$ 780.00				\$ 780.00
	Apr	\$ 300.00	0	\$ -	3	\$ 120.00	\$ 420.00				\$ 420.00
	May	\$ 300.00	1	\$ 20.00	6	\$ 240.00	\$ 560.00				\$ 560.00
	Jun	\$ 300.00	1	\$ 20.00	9	\$ 360.00	\$ 680.00				\$ 680.00
	Jul	\$ 300.00	1	\$ 20.00	9	\$ 360.00	\$ 680.00				\$ 680.00
	Aug	\$ 300.00	0	\$ -	1	\$ 40.00	\$ 340.00				\$ 340.00
	Sep	\$ 300.00	1	\$ 20.00	7	\$ 280.00	\$ 600.00				\$ 600.00
	Oct	\$ 300.00	0	\$ -	9	\$ 360.00	\$ 660.00	4 dogs	\$ (160.00)		\$ 500.00
	Nov	\$ 300.00	2	\$ 40.00	6	\$ 240.00	\$ 580.00	5 dogs 2 cats	\$ (240.00)		\$ 340.00
	Dec	\$ 300.00	0	\$ -	3	\$ 120.00	\$ 420.00	1 dog	\$ (40.00)		\$ 380.00
	TOTALS	\$ 3,600.00	6	\$ 120.00	77	\$ 3,080.00	\$ 6,800.00	10 dogs 2 cats	\$ (440.00)		\$ 6,360.00
2023											
	Jan	\$ 300.00	1	\$ 20.00	18	\$ 720.00	\$ 1,040.00	9 dogs	\$ (360.00)		\$ 680.00
	Feb	\$ 300.00	0	\$ -	6	\$ 240.00	\$ 540.00	3 dogs	\$ (120.00)		\$ 420.00
	Mar	\$ 300.00	0	\$ -	17	\$ 680.00	\$ 980.00	6 dogs	\$ (240.00)		\$ 740.00
	Apr	\$ 380.00	0	\$ -	7	\$ 280.00	\$ 660.00	6 dogs	\$ (320.00)		\$ 340.00
	May	\$ 300.00	1	\$ 20.00	3	\$ 120.00	\$ 440.00	2 dogs	\$ (80.00)		\$ 360.00
	Jun	\$ 300.00	3	\$ 60.00	15	\$ 600.00	\$ 960.00	6 dogs	\$ (240.00)		\$ 720.00
	Jul	\$ 300.00	0	\$ -	9	\$ 360.00	\$ 660.00	5 dogs	\$ (200.00)		\$ 460.00
	Aug	\$ 463.00	1	\$ 20.00	10	\$ 400.00	\$ 883.00	3 dogs	\$ (120.00)		\$ 763.00
	Sep	\$ 300.00	0	\$ -	7	\$ 280.00	\$ 580.00	2 dogs	\$ (80.00)		\$ 500.00
	TOTALS	\$ 2,943.00	6	\$ 120.00	92	\$ 3,680.00	\$ 6,743.00	42 dogs	\$ (1,760.00)		\$ 4,983.00

Post Storm Damage 2022 \$ 1,220.00
 2023 \$ 4,983.00

DATE SUBMITTED 10/12/2023
 SUBMITTED BY FINANCE
DIRECTOR
 DATE ACTION REQUIRED 10/18/2023

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

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: QUARTERLY BUDGET REPORT Q4 (4th Quarter Ending June 30, 2023).	
1. Receive and file the Q4 Quarterly Budget Report, which covers the "Budget vs Actual" transactions for the FY 2023 period July 1, 2022 through June 30, 2023.	
DEPARTMENT INVOLVED: FINANCE DEPARTMENT	
BACKGROUND/SUMMARY: See attached Staff Report.	
FISCAL IMPACT: N/A	ADMIN SERVICES SIGN INITIALS <u>DP</u>
STAFF RECOMMENDATION: Staff recommends that the City Council receive and file the FY 2023 Q4 Quarterly Budget Report for 4 th quarter ending June 30, 2023.	DEPT. INITIALS _____
CITY MANAGER'S RECOMMENDATION: <i>approve staff recommendation</i>	CITY MANAGER'S INITIALS <u>DTM</u>
MOTION: SECONDED: AYES: NAYES: ABSENT: APPROVED () DISAPPROVED () REFERRED TO: REJECTED () DEFERRED ()	



Staff Report

Agenda Item No.

To: City of Imperial City Council

From: John Herrera, Interim Finance Director / City Treasurer

Date: October 18, 2023

Subject: Q4 Quarterly Budget Report for Period Ending June 30, 2023 with 5-Year History

Summary:

Historically, the City Council reviews its adopted budget only "once a year", usually in January during the Mid-Year Budget Review. This practice is changing to achieve the fiscal stewardship goals of the Council; the Council continues to place greater emphasis on *transparency and accountability*, specifically with regard to the performance of the City budget and the audit and reporting of financial statements.

The Quarterly Budget Report that follows is a summary of the results of the "**Budget vs Actual**" for the **Q4** ending **June 30, 2023**. Since this is the 4th quarter of the FY 2023 Adopted Budget, it actually presents the performance of the budget "for the entire fiscal year", with a **5-year history added**.

This Q4 report has corollary value given that the City Council usually has to wait until January (or later) to receive audited financial statements. With the Q4 FY 2023 Budget report, Council is receiving budget results *several months in advance* of the FY 2023 audited financial statements.

The FY 2024 Q1 Quarterly Budget Report will be presented on the November 18, 2023 Council agenda. The following is the schedule for presenting the four Quarterly Budget Reports for FY 2024:

- **Q1** – 1st quarter budget update will be presented to Council on November 15, 2023.
- **Q2** – 2nd quarter budget update will be presented to Council on January 17, 2024.
- **Q3** – 3rd quarter budget update will be presented to Council on April 17, 2024.
- **Q4** – 4th quarter budget update will be presented to Council on September 18, 2024.

Background/Discussion and Analysis

As stated above, the Q4 report covers a full year of revenues and expenditures data, comparing the Council's adopted budget to the actual results of the budget at June 30th. The summary Q4 budget information that follows has not been audited yet, however, staff has completed all the year-end accounting and accruals and is confident the numbers presented will be reflected in the audited financial statements which will be presented to the City Council in January or February 2024.

This Q4 Quarterly Budget Report provides a summary of Budget vs Actual for the Major Funds of the City, as well as a "detailed" presentation (*see attached*) of Budget vs Actual for all City Departments for FY 2023 and going back five (5) years to the FY 2019 right before COVID is reflected in the budget.

GENERAL FUND:

The General Fund is the fund that accounts for all of the operating departments of the City, unless there is a legal or statutory requirement that expenditures be in a separate fund. During Q4 of FY 2023, staff discovered that the **\$3 million CFD program** was being "comingled" with the General Fund. As discussed below, CFD special taxes and bond debt service and related expenditures are required to be accounted for in their own fund(s). Staff has finished the cleanup work of the CFDs as of Q4 FY 2023.

Bottom line: The General Fund continues **"in the black"**, ending Q4 of FY 2023 with **positive** "net revenue" of **\$777,211**. The projected revenues in the General Fund was approved by Council at \$14,197,632 with actual revenues coming in at \$14,713,926. This means the revenue budget was "exceeded" by \$516,294. The estimated expenditures in the General Fund budget was adopted by Council at \$14,401,438 with actual expenditures coming in at \$13,936,715 at Q4 ending June 30, 2023. Expenditures were \$464,723 "below" budget.

Fund Balance Analysis of the General Fund

The fund balance in the General Fund for Q4 stands at **\$7,915,561** as of June 30, 2023. The General Fund spends an "average" of **\$1,635,233 monthly** for general government, public safety, public services, community development, library, parks and recreation, and related General Fund activities. Thus, the City has about 5 months of "liquid" reserves in the General Fund to provide these vital public services to the residents of Imperial. Put another way, the City's General Fund could continue to operate for up to 5 months without receiving "any" revenues and still be able to pay all of its bills.

The City as a whole has **\$48,904,713** in cash at Q4 ending June 30, 2023. Thus, on an "acid test" balance sheet test, the City potentially has significantly more than 5 months of liquidity should there be a serious fiscal emergency. Nevertheless, the \$48 million cash balance is not General Fund cash; yet it is part of a Citywide investment portfolio which is being "safely" invested in higher-yielding US government securities to enhance both the General Fund and all other funds of the City.

To provide a historical perspective, the General Fund has had "positive" net revenue for every year going back at least five (5) years as shown in the "actual" revenues and expenditures schedule below:

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019
Revenues	\$14,713,926	\$16,026,320	\$13,309,121	\$11,060,594	\$10,290,853
Expenditures	<u>\$13,936,715</u>	<u>\$12,879,857</u>	<u>\$10,741,075</u>	<u>\$10,074,941</u>	<u>\$ 9,298,001</u>
Net Revenue	<u>\$ 777,211</u>	<u>\$3,146,463</u>	<u>\$2,568,046</u>	<u>\$ 985,653</u>	<u>\$ 992,852</u>

The detailed Q4 FY 2023 report for Revenues and Expenditures, with Budget vs Actual numbers going back five years is attached to this staff report.

Note that the Q1 FY 2024 budget will be presented to Council next month, to compare the results of the City budget for the first three months of the fiscal year, from July 1, 2023 through September 30, 2023. Now that ***all accounting is caught and bank reconciliations are performed monthly***, staff is confident of the Quarterly Budget Reports presented to the City Council going forward.

ENTERPRISE FUNDS

The City of Imperial operates two different enterprise funds, the Water Fund and the Wastewater Fund. The following schedule shows the "actual" revenues vs expenditures for the last five fiscal years:

Water Fund

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019
Revenues	\$6,222,811	\$5,920,942	\$ 6,010,048	\$ 5,751,203	\$5,572,485
Expenditures	<u>\$5,647,902</u>	<u>\$6,097,604</u>	<u>\$ 4,807,007</u>	<u>\$ 4,603,147</u>	<u>\$4,658,984</u>
Net Revenue	<u>\$ 574,909</u>	<u>\$ 176,662</u>	<u>\$1,203,041</u>	<u>\$1,148,056</u>	<u>\$ 913,501</u>

The Q4 budget vs actual results for FY 2023 ending June 30, 2023 excludes "capital improvement" costs which total **\$1,410,048**. Historically, there have been inconsistencies in the classification of capital and operating expenditures within the Water Fund, which is why expenditures vary in some years.

Wastewater Fund

	FY 2023	FY 2022	FY 2021	FY 2020	FY 2019
Revenues	\$ 5,995,029	\$ 5,764,560	\$ 5,638,768	\$ 5,229,694	\$ 4,777,250
Expenditures	<u>\$ 3,851,757</u>	<u>\$ 2,446,940</u>	<u>\$ 8,954,695</u>	<u>\$ 3,766,194</u>	<u>\$ 3,541,388</u>
Net Revenue	<u>\$2,143,273</u>	<u>\$3,317,620</u>	<u>\$3,315,927</u>	<u>\$1,463,500</u>	<u>\$1,235,862</u>

Like the Water Fund, there are inconsistencies in the classification of capital vs operating expenditures in the Wastewater Fund. However, for Q4 of FY 2023, the amounts presented are only operating numbers.

Enterprise Funds – Balance Sheet and Cash Balances

The Enterprise Funds do not report fund balances, like the General Fund. No, Enterprise Funds of the City are operated more like a private business. Here we use accounting terms like "working capital" and "retained earnings". A detailed balance sheet analysis of the Water and Wastewater Funds is beyond the scope of the Q4 Quarterly Budget Report; however, we can consider the existing liquidity in these two funds to show the Council the possible "reserves" available for emergencies and for financing capital improvements on a "pay as you go" basis.

The Water Fund cash balance totals **\$6,507,152** at June 30, 2023. The Wastewater Fund cash balance stands at **\$11,434,052** for the same period ending June 30, 2023.

CFD FUNDS (COMMUNITY FACILITIES DISTRICTS)

The CFD's for six (6) different districts were established to finance the construction of tax-exempt financed infrastructure, with the ultimate goal of providing more affordable housing costs to residents moving into newly developed housing. Bonds were issued and, except for the Mayfield CFD, all CFDs have generated sufficient special taxes to pay for the bond debt service (facilities taxes) and the services related to the maintenance of related amenities. The CFD special taxes also pay for reimbursement of a minimum level of administrative costs incurred in the General Fund to manage the CFD program.

Since inception, the City erroneously accounted for the \$3 million annual program of Community Facilities Districts (CFDs) special taxes, bond debt service payments, and related CFD facilities and services costs, for all six (6) CFDs; CFD funds were incorrectly "comingled" with the General Fund. All CFD special taxes and CFD expenditures were accounted for through a **Deposits Payable** account **01-000-2300**. Due to accounting for the CFD program as a "trust fund", City has never even adopted a budget for the CFDs.

On April 11, 2023 staff completed a comprehensive financial accounting analysis to separate out the entire CFD special tax and bond program into six (6) separate funds in the budget. In FY 2024 and going forward, City staff and Council will be able to present a Quarterly Budget Report for the adopted budget for each CFD, and projecting out revenues and estimating expenditures in the City budget.

The following Q4 Quarterly Budget Report presents the results of financial operations for each of the six CFDs. However, because FY 2023 is the first year that revenue and expenditure detail exists for the CFD program at the City of Imperial, there is no 5-year historical comparison to provide. The FY 2023 financial results are presented below as of Q4 as follows:

Fund 61 – Bratton Paseo CFD

The Bratton Paseo CFD has a fund balance of **\$529,523** at end of Q4. Total revenues were **\$589,728** and expenditures are **\$491,940**, for a net revenue of **\$97,788** added to the total fund balance for the fiscal year ending June 30, 2023.

Fund 62 – Mayfield CFD

The Mayfield CFD has a fund balance of **\$234,781** as of June 30, 2023. Total revenues total **\$312,313** and expenditures total **\$290,067**, for a net revenue of **\$22,246** added to the total fund balance as of Q4 ending June 30, 2023.

Note: The Mayfield CFD has some fiscal matters and proceedings related to delinquent parcels with unpaid special taxes from prior years. The General Fund will benefit from potential reimbursement for prior-year “advances” made from the General Fund for the Mayfield CFD. Staff will update the Council on a “quarterly” basis on the Mayfield CFD fiscal matters as part of the budget vs actual presentations.

Fund 63 – Monterrey CFD

The Monterrey CFD has a fund balance of **\$555,814** at June 30, 2023. Total revenues are **\$652,004** and expenditures are **\$553,052**, for a net revenue of **\$98,952** added to the total fund balance as of FY ending Q4 on June 30, 2023.

Fund 71 – Savannah CFD

The Savannah CFD has a fund balance of **\$358,168** at June 30, 2023. Total revenues are **\$402,893** and expenditures ended the year at **\$337,278**, for a net revenue of **\$65,615** added to the total fund balance for Q4 of the fiscal year ended June 30, 2023.

Fund 73 – Springfield CFD

The Springfield CFD has a fund balance of **\$390,986** at end of Q4. Total revenues for Springfield totaled **\$497,555** and expenditures were **\$465,248**, for a net revenue of **\$32,307** added to the total fund balance for Q4 ending June 30, 2023.

Fund 74 – Victoria CFD

The Victoria CFD has a fund balance of **\$445,905** as of June 30, 2023. Total revenues were **\$565,220** and actual expenditures were **\$523,829**, for a net revenue of **\$41,391** added to the total fund balance for Q4 of the fiscal year ended June 30, 2023.

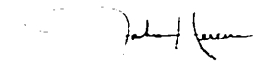
The Council will note that any fund balances remaining at the end of any fiscal year ending June 30th, is reserved for bond debt service (principal and interest) that matures every six months, shortly after the end of the fiscal year on June 30th of each year. CFD fund balances are "reserved" on June 30th for debt service in the 3125 Facilities account and the 3126 Services account as required under GAAP (generally accepted accounting principle).

As stated above, now that all CFDs have their own separate and distinct fund within the City's Fund Balance accounting system, the City Council will now be able to adopt an annual budget and prepare and include CFD activities within the independent audit performed each year. Also, a Quarterly Budget Report like this Q4 report, will be prepared every three months, with annual comparisons going forward.

Recommendation

Staff recommends receive and file this Q4 Quarterly Budget Report for quarter ending June 30, 2023, along with the attached detailed 5-Year History of General Fund Revenues and Expenditures.

Respectfully Submitted,



John Herrera, CPA
Interim Finance Director / City Treasurer

Attachments:

- Q4 Quarterly Budget Report ending June 30, 2023, with 5-Year History (by Department).

Q4 - QUARTER ENDING JUNE 30TH	FY 2023		FY 2022		FY 2021		FY 2020		FY 2019	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
CITY COUNCIL										
Salaries & Benefits	25,306	23,749	24,545	23,825	24,545	23,965	24,655	24,160	24,450	24,322
Maintenance & Operations	27,675	35,059	20,825	19,315	14,210	6,016	19,660	15,276	22,810	36,234
TOTAL CITY COUNCIL	52,981	58,808	45,370	43,140	38,755	29,981	44,315	39,436	47,260	60,556
CITY CLERK										
Salaries & Benefits	112,615	8,395	112,615	152,959	81,248	92,803	80,889	76,153	90,608	84,070
Maintenance & Operations	45,280	62,385	18,925	9,860	37,420	13,915	20,980	10,039	50,780	19,705
TOTAL CITY CLERK	157,895	70,780	131,540	162,819	118,668	106,718	101,869	86,192	141,388	103,774
CITY ATTORNEY										
Contract Attorney	115,000	64,000	135,000	100,663	160,000	70,242	120,000	223,198	120,000	85,002
Maintenance & Operations	1,650	372	-	-	-	125	-	-	-	-
TOTAL CITY ATTORNEY	116,650	64,372	135,000	100,663	160,000	70,368	120,000	223,198	120,000	85,002
CITY MANAGER										
Salaries & Benefits	482,745	399,372	539,094	500,098	221,513	233,696	230,937	177,694	169,494	187,086
Maintenance & Operations	164,978	155,931	154,738	157,621	131,408	99,134	163,498	279,553	174,903	183,139
TOTAL CITY MANAGER	647,723	555,303	693,832	657,720	352,921	332,831	394,435	457,247	344,397	370,224
ADMINISTRATIVE SERVICES/FINANCE										
Salaries & Benefits	255,155	257,685	451,611	411,641	146,135	169,350	137,994	135,512	115,089	115,202
Maintenance & Operations	89,520	106,691	77,733	41,111	64,208	71,278	68,765	54,233	103,500	98,763
TOTAL ADMINISTRATIVE SERVICES / FINANCE	344,675	364,376	529,344	452,752	210,343	240,628	206,759	189,745	218,589	213,965
INFORMATION TECHNOLOGY										
Salaries & Benefits	207,540	257,071	338,317	296,635	94,450	100,731	72,190	67,850	61,685	62,746
Maintenance & Operations	411,113	291,639	371,463	363,649	201,178	229,775	363,741	281,620	205,647	201,733
TOTAL INFORMATION TECHNOLOGY	618,653	548,710	709,780	660,284	295,628	330,506	435,931	349,470	267,332	264,479
HUMAN RESOURCES										
Salaries & Benefits	265,698	309,425	265,698	194,835	232,689	236,034	203,600	236,335	259,608	217,276
Maintenance & Operations	430,492	413,189	395,747	339,569	339,500	438,244	419,755	302,153	348,480	632,015
TOTAL HUMAN RESOURCES	696,190	722,614	661,445	534,404	572,189	674,278	623,355	538,488	608,088	849,292
GENERAL SERVICES (NON-DEPARTMENTAL)										
Salaries & Benefits	-	20,778	-	-	-	-	-	-	-	-
Maintenance & Operations	343,510	908,350	336,852	326,167	147,450	436,847	148,500	286,915	381,300	346,766
TOTAL GENERAL SERVICES (NON-DEPARTMENTAL)	343,510	929,128	336,852	326,167	147,450	436,847	148,500	286,915	381,300	346,766
SANITATION - SOLID WASTE MANAGEMENT										
Salaries & Benefits	1,594,200	1,781,310	1,415,246	1,539,334	1,124,880	1,381,686	1,124,880	1,261,127	1,060,000	1,192,471
Maintenance & Operations	41,300	47,799	41,100	39,619	36,439	32,478	37,300	35,515	30,200	33,190
TOTAL SANITATION - SOLID WASTE MANAGEMENT	1,635,500	1,829,109	1,456,346	1,578,953	1,161,319	1,414,164	1,162,180	1,296,642	1,090,200	1,225,661

Q4 - QUARTER ENDING JUNE 30TH	FY 2023		FY 2022		FY 2021		FY 2020		FY 2019	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
POLICE DEPARTMENT										
Salaries & Benefits	3,084,510	2,771,396	2,832,315	2,647,666	2,479,741	2,866,371	2,540,840	2,403,762	2,139,138	2,115,251
Maintenance & Operations	638,903	610,689	641,491	684,009	563,223	624,413	467,737	467,046	443,769	458,986
TOTAL POLICE DEPARTMENT	3,723,413	3,382,085	3,473,806	3,331,675	3,042,964	3,490,783	3,008,577	2,870,809	2,582,907	2,574,237
FIRE DEPARTMENT										
Salaries & Benefits	1,112,185	1,213,898	1,079,791	883,261	1,079,791	759,410	1,048,341	1,018,143	1,017,807	901,050
Maintenance & Operations	50,000	-	-	-	-	-	-	-	-	-
TOTAL FIRE DEPARTMENT	1,162,185	1,213,898	1,079,791	883,261	1,079,791	759,410	1,048,341	1,018,143	1,017,807	901,050
ANIMAL CONTROL										
Salaries & Benefits	81,080	77,281	79,758	69,467	63,370	66,329	70,513	62,519	64,381	62,291
Maintenance & Operations	17,043	13,201	15,578	18,313	11,108	12,530	11,650	9,117	14,600	11,317
TOTAL ANIMAL CONTROL	98,123	90,482	95,336	87,780	74,478	78,859	82,163	71,636	78,981	73,608
PUBLIC SERVICES MANAGEMENT										
Salaries & Benefits	199,213	262,720	532,282	495,309	75,854	95,029	73,160	80,312	62,582	70,175
Maintenance & Operations	-	-	-	-	-	-	-	-	-	-
TOTAL PUBLIC SERVICES MANAGEMENT	199,213	262,720	532,282	495,309	75,854	95,029	73,160	80,312	62,582	70,175
CODE ENFORCEMENT										
TOTAL CODE ENFORCEMENT	-	212	-	-	-	-	-	-	-	-
ENGINEERING										
Salaries & Benefits	244,664	240,687	240,920	248,494	195,372	155,287	130,844	116,414	85,622	141,261
Maintenance & Operations	28,232	11,765	15,026	5,294	7,120	4,275	6,600	3,009	41,090	4,880
TOTAL ENGINEERING	272,896	252,451	255,946	253,788	202,492	159,562	137,444	119,423	126,712	146,141
STREET MAINTENANCE										
Salaries & Benefits	193,502	244,576	254,495	233,709	207,567	207,352	226,071	173,263	257,215	203,139
Maintenance & Operations	927,710	546,403	738,797	429,007	529,096	512,238	569,400	415,808	329,500	230,373
TOTAL STREET MAINTENANCE	1,121,212	790,979	993,292	662,715	736,663	719,590	795,471	589,070	586,715	433,511
STORM DRAINS										
Salaries & Benefits	-	591	-	337	-	264	-	-	-	-
Maintenance & Operations	27,800	132,342	17,250	10,787	17,850	8,402	25,750	4,888	132,474	13,730
TOTAL STORM DRAINS	27,800	132,934	17,250	11,124	17,850	8,666	25,750	4,888	132,474	13,730
SHOP										
Salaries & Benefits	93,225	97,586	127,239	115,410	81,423	86,358	88,960	80,925	-	-
Maintenance & Operations	80,023	46,378	55,090	38,922	35,840	32,894	21,250	12,824	-	-
TOTAL SHOP	173,248	143,964	182,329	154,332	117,263	119,252	110,210	93,749	-	-
BUILDINGS & GROUNDS										
Salaries & Benefits	215,568	129,863	269,272	203,822	98,519	84,247	109,615	76,323	55,812	55,000
Maintenance & Operations	170,180	111,042	228,165	74,937	41,200	43,965	36,250	76,531	103,300	60,179
TOTAL BUILDING & GROUNDS	385,748	240,905	497,437	278,760	139,719	128,212	145,865	152,854	159,112	115,179

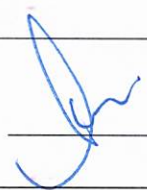
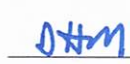
Q4 - QUARTER ENDING JUNE 30TH	FY 2023		FY 2022		FY 2021		FY 2020		FY 2019	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
COMMUNITY DEVELOPMENT										
Salaries & Benefits	206,382	202,019	357,851	223,380	293,204	377,167	377,240	349,775	207,485	202,346
Maintenance & Operations	62,965	72,606	13,220	109,126	56,770	28,448	42,405	17,177	119,020	34,232
TOTAL COMMUNITY DEVELOPMENT	269,347	274,625	371,071	332,506	349,974	405,616	419,645	366,952	326,505	236,578
BUILDING & SAFETY										
Salaries & Benefits	225,766	182,290	174,017	169,223	145,904	154,860	157,068	138,523	208,032	124,777
Maintenance & Operations	23,810	15,505	17,818	13,512	15,855	9,769	20,300	19,364	21,400	25,883
TOTAL BUILDING & SAFETY	249,576	197,795	191,835	182,735	161,759	164,629	177,368	157,887	229,432	150,660
LIBRARY SERVICES										
Salaries & Benefits	352,577	258,416	225,856	143,960	185,056	147,423	158,446	133,539	210,984	151,796
Maintenance & Operations	71,361	55,710	59,127	49,393	53,027	53,787	61,100	38,945	56,420	41,645
TOTAL LIBRARY SERVICES	423,938	314,126	284,983	193,353	238,083	201,210	219,546	172,484	267,404	193,440
COMMUNITY SERVICES MANAGEMENT										
Salaries & Benefits	156,930	136,757	156,629	158,379	148,208	159,279	161,241	143,147	134,059	135,748
Maintenance & Operations	5,350	3,187	7,001	8,395	3,775	4,114	14,240	17,543	13,070	12,477
TOTAL COMMUNITY SERVICES MANAGEMENT	162,280	139,944	163,630	166,775	151,983	163,393	175,481	160,690	147,129	148,225
PARKS MAINTENANCE SERVICES										
Salaries & Benefits	764,658	720,657	653,050	579,014	353,728	352,551	291,216	262,537	169,389	220,966
Maintenance & Operations	313,760	189,332	636,679	362,981	165,185	128,388	220,600	178,172	262,400	221,166
TOTAL PARKS MAINTENANCE SERVICES	1,078,418	909,989	1,289,729	941,994	518,913	480,938	511,816	440,709	431,789	442,132
RECREATIONAL PROGRAMS										
Salaries & Benefits	159,375	59,141	94,884	93,597	63,426	52,116	94,934	93,935	66,703	103,756
Maintenance & Operations	19,130	35,073	17,626	9,386	54,010	49,291	61,995	56,943	160,700	129,749
TOTAL RECREATIONAL PROGRAMS	178,505	94,213	112,510	102,983	117,436	101,407	156,929	150,878	227,403	233,505
POOL PROGRAMS										
Salaries & Benefits	28,713	38,519	28,713	27,770	8,972	3,469	28,863	24,958	28,564	37,202
Maintenance & Operations	11,450	7,435	10,800	8,697	3,775	3,573	10,800	2,911	11,100	8,906
TOTAL POOL PROGRAMS	40,163	45,954	39,513	36,466	12,747	7,042	39,663	27,869	39,664	46,108
SPECIAL EVENTS										
Salaries & Benefits	33,195	75,592	33,195	64,861	17,048	6,406	22,505	35,489	-	-
Maintenance & Operations	188,401	230,649	76,214	182,538	55,038	14,751	76,740	93,768	-	-
TOTAL SPECIAL EVENTS	221,596	306,240	109,409	247,399	72,086	21,157	99,245	129,257	-	-
GRAND TOTAL	14,401,438	13,936,715	14,389,658	12,879,857	10,167,328	10,741,075	10,464,018	10,074,941	9,635,170	9,298,001

TOP 10 REVENUES IN THE GENERAL FUND										
REVENUES	FY 2023		FY 2022		FY 2021		FY 2020		FY 2019	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Fund: 01 - GENERAL FUND										
PROPERTY TAXES	1,926,846	2,181,680	1,492,392	1,887,446	1,492,392	1,781,920	1,738,243	1,636,858	1,758,243	1,508,709
SALES TAXES	3,399,500	3,704,079	2,597,436	3,166,781	1,943,000	3,234,456	2,204,964	2,409,245	2,189,251	2,257,348
CANABIS TAX	750,000	532,578	484,000	746,547	368,000	948,963	-	367,544	-	-
FRANCHISE REVENUE	250,000	347,402	250,000	359,662	250,000	340,630	265,000	339,274	255,000	319,974
TOT HOTEL TAX	35,000	235,390	20,000	60,001	20,000	70,468	26,000	54,666	22,000	25,309
BUSINESS LICENSE TAXES	65,000	66,979	60,000	71,056	55,000	63,056	55,000	69,010	55,000	58,044
COMMUNITY DEVELOPMENT PERMITS & FEES	600,000	675,437	565,000	940,771	590,000	810,044	590,000	825,795	582,506	962,412
STATE MOTOR VEHICLE IN LIEU FEE	2,131,142	2,163,728	1,757,357	1,956,441	1,757,357	1,819,905	1,637,565	1,684,721	1,552,238	1,582,067
SOLID WASTE & RELATED REVENUES	1,817,000	1,858,077	1,537,004	1,516,069	1,244,880	1,769,748	1,244,880	1,438,037	1,266,490	1,331,465
PARKS & RECREATION FEES	36,800	57,909	36,500	71,640	36,500	39,417	68,000	42,554	67,000	32,954
01-000-4610 INTEREST EARNED	6,000	16,949	6,500	3,768	6,500	5,104	6,500	7,820	5,000	12,346
01-000-4910 OPERATING TRANSFERS IN	1,946,558	1,946,558	4,391,878	4,370,491	1,363,797	1,085,131	1,648,647	1,222,614	1,384,866	1,249,296
TOTAL REVENUES GENERAL FUND	14,241,120	14,713,926	14,087,588	16,026,320	10,149,367	13,309,121	10,312,690	11,060,594	10,109,933	10,290,853
TOP 5 REVENUES = 80% OF THE GENERAL FUND										
REVENUES	FY 2023		FY 2022		FY 2021		FY 2020		FY 2019	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
SALES TAXES	3,399,500	3,704,079	2,597,436	3,166,781	1,943,000	3,234,456	2,204,964	2,409,245	2,189,251	2,257,348
STATE MOTOR VEHICLE IN LIEU FEE	2,131,142	2,163,728	1,757,357	1,956,441	1,757,357	1,819,905	1,637,565	1,684,721	1,552,238	1,582,067
PROPERTY TAXES	1,926,846	2,181,680	1,492,392	1,887,446	1,492,392	1,781,920	1,738,243	1,636,858	1,758,243	1,508,709
OPERATING TRANSFERS IN	1,946,558	1,946,558	4,391,878	4,370,491	1,363,797	1,085,131	1,648,647	1,222,614	1,384,866	1,249,296
SANITATION / SOLID WASTE / RECYCLING	1,817,000	1,858,077	1,537,004	1,516,069	1,244,880	1,769,748	1,244,880	1,438,037	1,266,490	1,331,465
ALL OTHER GENERAL FUND REVENUES	3,020,074	2,859,803	2,311,521	3,129,091	2,347,941	3,617,961	1,838,391	2,669,118	1,958,845	2,361,969
TOTAL GENERAL FUND REVENUE:	14,241,120	14,713,926	14,087,588	16,026,320	10,149,367	13,309,121	10,312,690	11,060,594	10,109,933	10,290,853
Top 5 Revenues	11,221,046	11,854,123	11,776,067	12,897,229	7,801,426	9,691,160	8,474,299	8,391,476	8,151,088	7,928,885
		81%		80%		73%		76%		77%

DATE SUBMITTED 10/10/2023
 SUBMITTED BY R. Alejandro Estrada
 DATE ACTION REQUIRED 10/18/2023

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. APPROVAL OF THREE YEARS LEASE AGREEMENT BETWEEN THE CITY OF IMPERIAL AND DELL FINANCIAL SERVICES IN THE AMOUNT OF 37,657.20 AND DISBURSEMENT OF FUNDS FOR THE FIRST YEAR IN THE AMOUNT OF 12,552.40.	
DEPARTMENT INVOLVED: DEPARTMENT OF INFORMATION TECHNOLOGY	
BACKGROUND/SUMMARY: As part of the improvement to the Information Technology Infrastructure, we have included in the IT Budget for 2023-2024 the implementation of a Modular APC Battery Backup System for our main Data Center. We have received a quote from Dell Financial Services for a three-year lease agreement with the option to buy at 1.00 dollars at the end of the agreement in the amount of 37,657.20 (three payments of 12,552.40).	
FISCAL IMPACT: NOT TO EXCEED Fiscal Impact: \$12,552.40 As budgeted in the 2023-24 Municipal Budget: Account 01-144-5250	FINANCE INITIALS 
STAFF RECOMMENDATION: Its is staffs recommendation to approve the disbursement of funds.	DEPT. INITIALS 
MANAGER'S RECOMMENDATION: The City Manager agrees with staffs recomendation.	CITY MANAGER's INITIALS 
MOTION: SECONDED: AYES: NAYES: ABSENT: APPROVED () DISAPPROVED () REFERRED TO: REJECTED () DEFERRED ()	

October 9, 2023

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

Term	36
Option	TELP
Payments:	Annual
Consolidation:	Monthly
Payments Due:	Advance
Interim Rent:	None
	3
	Payments

Dell Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	Payments
3000162105563.3	SRYLKMBP-APC BY SCHNEIDER ELECTRIC APC Smart-UPS Modular Ultra External Battery Pack with 4 Battery	\$6,494.47	1	\$6,494.47	0.36312	\$2,358.27
	SRYLPD2-APC BY SCHNEIDER ELECTRIC APC Backplate Kit w/ Qty. 65-20R for Smart-UPS Modular Ultra SRYL	\$309.52	2	\$619.04	0.36312	\$224.79
	SRYLSBP20KP-APC BY SCHNEIDER ELECTRIC APC Service Bypass Unit for SRYL 200/208/230/240V 125A MBB	\$3,353.30	1	\$3,353.30	0.36312	\$1,217.65
	SRYL15K15RMXL1-APC BY SCHNEIDER ELECTRIC APC Smart-UPS Modular Ultra 15kW Scalable to 15kW N+1 Redun	\$24,101.37	1	\$24,101.37	0.36312	\$8,751.69
TOTALS				\$34,568.18		\$12,552.40

Proposal Expiration Date:
November 8, 2023

PLEASE NOTE: *Proposal excludes applicable taxes.*

Personal Property Taxes (PPT) do not apply to this lease.

Leasing and financing provided by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell and the Dell logo are trademarks of Dell Inc. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of financing. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation.

End of Term Options:

Tax Exempt Lease Purchase (TELP):

- Exercise the option to purchase the products for \$1.00.
- Return all products to lessor at the lessee's expense.

Joe Sarabia

Financial Sales | Public-West

Dell | Financial Services

737-270-9129

joe.sarabia@dell.com

Additional Information:

LEASE QUOTE: The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items which shall be for Lessee's account. Lessee will pay payments and all other amounts without set-off, abatement or reduction for any reason whatsoever. Additionally, Lessee shall declare and pay all sales, use and personal property taxes to the appropriate taxing authorities. **If you are sales tax exempt, please provide a copy of your Exemption Certificate with the Lease Contract.** If Lessee provides the appropriate tax exemption certificates to DFS, sales and use taxes will not be collected by DFS. However, if your taxing authority assesses a **personal property tax** on leased equipment, and if DFS pays that tax under your lease structure, **Lessee must reimburse DFS for that tax expense in connection with the Lessee's lease.**

PURCHASE ORDER: The Purchase Order must be made out to Dell Financial Services L.L.C., One Dell Way, RR8-23, Round Rock, TX 78682. The Purchase Order will need to include the quote number, quantity and description of the equipment. Please be sure to indicate that the PO is for a lease order and shows the type of lease, the term length, and payment frequency. The date of the lease quote referenced should be included. Please be sure to include any applicable shipping costs as a line item and include your address as the SHIP TO destination.

INSURANCE: The risk of loss on the equipment is borne solely by the Lessee. Lessee shall be required to purchase and maintain during the Term (i) comprehensive public liability insurance naming Lessor as additional insured; and (ii) "all-risk" physical damage insurance in a minimum amount of the Purchase Price, naming DFS as first loss payee.

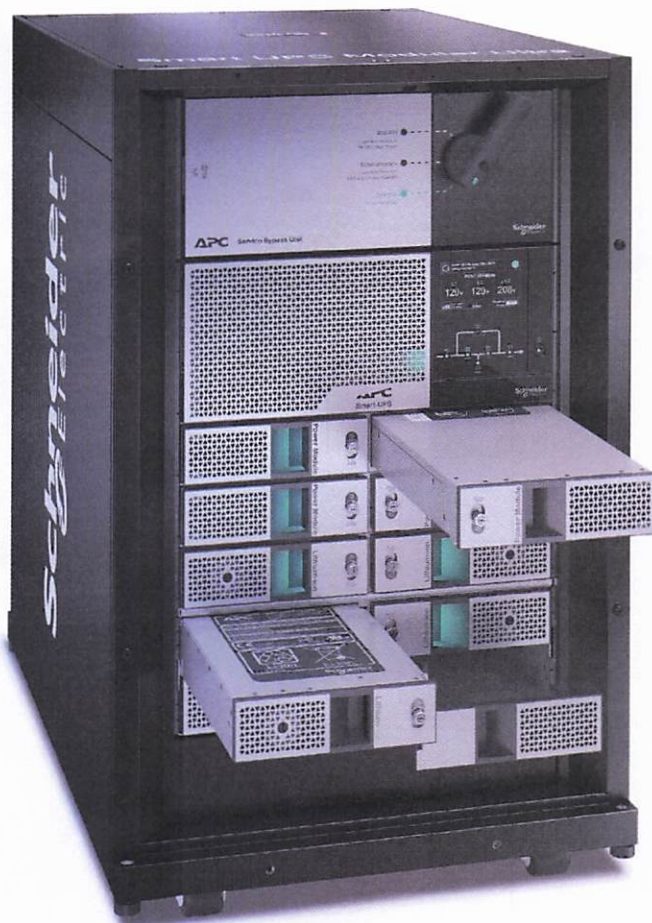
APPROPRIATION COVENANT: The Lease will contain an appropriation of funds clause. The Lessee will covenant that it shall do all things legally within its power to obtain and maintain funds from which the payments may be paid.

DOCUMENTATION: In addition to a duly executed Agreement, other documents as reasonably requested by DFS may be required, such as but not limited to, opinions of counsel, IRS tax exemption forms (if applicable), and audited financials.

PROPOSAL VALIDITY / APPROVALS: This is a proposal based upon market conditions and is valid for 30 days, is subject to final credit approval, review of the economics of the transaction, and execution of mutually acceptable documentation. Upon expiration, lease rates may be changed in the event that market rates change.

The most sustainable modular UPS of its kind

Best-in-class embedded carbon reduction, agile power & runtime scaling



50% smaller, 60% lighter, 2.5x more power

Next-gen semiconductor technology gives this UPS 2.5x more power in half the size.

Redundant displays

Touchscreen display with Start-up wizard, access to status and configuration menus & data, including serial number. One-line diagram with UPS status when display is in power saving mode.

Modular, scalable & redundant

Smart-UPS Modular Ultra features more redundancy: power, battery, displays and intelligence modules.

LED status indicators

At-a-glance UPS and module status.

Universal Bays

Module Bays within the 9U UPS chassis allow you to add power or battery modules based on your current needs.

EcoStruxure Ready

Connect to EcoStruxure™ IT via the embedded network port.

3x the battery life

Lithium-ion batteries last 8-10 years (3x VRLA), reducing Total Cost of Ownership.

DATE SUBMITTED October 6, 2023

SUBMITTED BY Human Resources

DATE ACTION REQUIRED October 18, 2023

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 and Adopt the Job Description for the Geographic Information Systems (GIS) Project Manager.
2. Authorization to Reclassify the Full-Time Allocation of GIS Coordinator, Salary Range 75 to GIS Project Manager, Salary Range 92.

BACKGROUND/SUMMARY:

On July 5, 2023, the City created the new position of Geographic Information Systems (GIS) Coordinator. The purpose of this position was to provide technical support and guidance on GIS matters to City staff and departments. However, after further review, it has been determined that a Geographic Information Systems Project Manager would be a better fit for the City's needs.

The GIS Project Manager would be responsible for the planning, development, and implementation of GIS projects. This includes overseeing the work of GIS contracts and staff assigned to GIS projects, as well as managing the project budget and timeline. The GIS Project Manager also has the skills and experience to move many of the City's priority projects forward within a shorter time period.

Proposed Changes:

- The City is requesting approval to adopt the following changes to the GIS position:
- Create and adopt the job description Geographic Information Systems Project Manager.
- The GIS Project Manager will be classified as an MSPC Unrepresented, FLSA Exempt position at salary range 92.
- The currently vacant full-time allocation of the Geographic Information Systems Coordinator position (salary range 75) will be reclassified to the position of Geographic Information Systems Project Manager (salary range 92).

Benefits of the Proposed Changes:

The proposed changes to the GIS position will provide the following benefits:-

- The City will be able to recruit and hire a more qualified and experienced individual to fill the position.
- The City will be able to move many of its priority projects forward within a shorter time period.
- The City will be able to better leverage GIS technology to improve its operations and services.

FISCAL IMPACT:

There will be no fiscal impact for this request. Though there is an increase in salary costs of approximately \$31,242.00 annually for this position, the cost this fiscal year will be funded by current salary savings due to not filling an allocated part-time vacancy that was funded, and the salary savings from not filling the GIS Project Coordinator during the first quarter of the year.

FINANCE
INITIALSDP**STAFF RECOMMENDATION:**

Recommendation to approve the GIS Project Manager job description and to re-classify the full-time allocation of GIS Coordinator to GIS Project Manager.

DEPT. INITIALS

KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY
MANAGER's
INITIALSJHM**MOTION:**

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

**CITY OF IMPERIAL
JOB DESCRIPTION**

GEOGRAPHIC INFORMATION SYSTEMS PROJECT MANAGER

Established: NEW CLASSIFICATION - DRAFT 08/28/23
Range 92 MSPC Unrepresented
Hourly: \$43.83 - \$68.00
Monthly: \$7,597.20 - \$11,786.67
Annual: \$91,166.40 - \$141,440.00

MSPC – FLSA – Exempt
Department: Information Technology

DEFINITION:

Under direction of the Information Technology Director, plans, organizes, manages and administers the City-wide Geographic Information Systems (GIS) program; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance and use of the GIS databases and applications; oversees all aspects of the program's structure and design for effective use, both within the City and in coordination with outside public, regulatory, and public safety agencies, and business organizations; ensures the expansion and maximization of GIS technology throughout many City departments; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisory or management personnel. Provides general direction to assigned staff and contract consultants on a program and project basis.

DISTINGUISHING CHARACTERISTICS:

This single-position class manages all Geographic Information Systems for the City within general policy and procedural guidelines and has the ability to adapt specific program procedures and activities to meet the needs of the City, other agencies and technological advances. Successful performance of the work requires skill in proactively planning, administering and evaluating program goals, objectives and budgets to define and integrate the requirements of various internal and external clients. This class is distinguished from other information services classes by the level of technical knowledge of and emphasis on GIS hardware and software applications, and GPS survey equipment and applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and administers the development and implementation of goals, objectives, policies, and procedures related to the City's Geographic Information System (GIS) program.
- Consults and facilitates teamwork with other City departments and data processing regarding department GIS needs and requirements, including identifying, designing and developing GIS applications and strategies and procedures for integrating the GIS program with existing City databases.
- Serves as a technical resource to all City departments, including providing assistance and training in the proper use of GIS data and systems, and recommending, troubleshooting and providing support for GIS software, databases and other related applications.
- Manages teams of internal and external project participants on GIS-related projects.

- Monitors GIS system utilization and recommends appropriate revisions to processes and procedures; prepares and monitors the annual GIS Program budget.
- Manages all aspects of GPS surveying, including training, troubleshooting, pre-plan, reconnaissance, conducting, processing and integrating into the GIS program, and field-based surveys.
- Prepares grant funding applications for identified city-wide GIS projects, including implementing, administering, monitoring and reporting grant funding activities according to applicable grant regulations.
- Creates and maintains a variety of maps and tabular data from a variety of sources; explains technical information to non-technical system users, including assisting them in accessing and interpreting GIS information; develops quality control procedures.
- Provides a variety of support for specialized applications throughout the City; establishes policies, procedures and standards to ensure City-wide consistency and carry-over of applications for multiple users.
- Performs a variety of professional-level work, including modeling applications, creating maps, databases, graphic and related materials for internal and external clients.
- Contributes to the overall quality of the Department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Supports a strategic approach focused on the City's overarching goals and objectives.
- Prepares a variety of written correspondence, reports, procedures and other materials.
- Maintains accurate records and files related to the GIS function.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades and implements changes after approval.
- Recommends system and process implementations or modifications that will maximize efficiency and/or achieve cost savings.
- Represents the City in inter-agency coordination activities relating to GIS.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to GIS and the City.
- Participates in the selection, training, supervision, work evaluation, and scheduling of assigned staff.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field, and two (2) years of professional experience in the development of geographic information systems, including responsibility for systems analysis and database development, with one (1) year in a public agency, and two (2) years of experience in field surveying, including GPS technology.

License:

- Valid California class C driver's license with satisfactory driving record.
- Certification as a GIS Professional is highly desirable.

Knowledge of:

- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- The function and role of the City in developing and coordinating a broad-based GIS program with applications for City departments, public agencies, private clients and the general public.
- Technology, hardware and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications and the most effective courses of action and implementing solutions.
- Equipment and instruments used in GPS surveying.
- Basic budgetary and contract administration principles and practices in a public agency.
- Applicable Federal, State, and local laws, codes and regulations.
- Basic principles of employee supervision and training.
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies and procedures related to the City's Geographic Information System (GIS) program.
- Develop and administer a broad-based Geographic Information System (GIS) program that includes effective database development, management and accessibility through internal local area network and the City's GIS website for a variety of City departments and public and private clients.
- Assess user needs and recommend appropriate hardware, software and systems to meet these needs.
- Perform complex modeling, mapping, database maintenance and other GIS professional level tasks.
- Develop documentation and informational materials and train users in GIS applications.
- Interpret, apply and explain technical materials to non-technical users.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Effectively communicate GIS program matters to collaborators and stakeholders throughout the organizational hierarchy.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, policies, procedures and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

- Monitor projects to ensure completion in accordance with scope and targets.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Work Environment:

- Indoor/office and outdoor environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.
-

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials, up to 30 pounds.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

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

City of Imperial
Classification and Compensation Schedule

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems Project Manager	Unrepresented MSPC	92

City of Imperial
Classification and Compensation Schedule

CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2023-2024

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	17.58	18.46	19.38	20.35	21.37	22.44	23.56	24.74	25.97	27.27
56	18.02	18.92	19.87	20.86	21.90	23.00	24.15	25.36	26.62	27.95
57	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.28	28.65
58	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
59	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
60	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
61	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
62	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
63	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
64	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
65	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
66	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
67	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
68	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.80	37.60
69	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
70	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
71	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
72	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
73	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
74	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
75	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
76	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
77	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
78	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
79	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
80	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
81	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
82	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
83	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
84	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
85	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
86	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
87	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
88	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
89	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
90	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
91	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
92	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
93	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
94	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
95	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
96	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
97	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
98	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
99	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
100	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
101	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
102	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05