Imperial City Council

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

AGENDA

Regular Meeting of the Imperial City Council

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

August 6, 2025
Closed Session at 06:00 pm
Open Session at 07:00 pm

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

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

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

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

6:00 P.M. CLOSED SESSION

ROLL CALL

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

CITY COUNCIL ADJOURNS INTO CLOSED SESSION

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation - G.C §54956.9 (d)(2)
Number of Cases: 2

CONFERENCE WITH LABOR NEGOTIATORS – G.C. 54957.6

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

7:00 P.M. REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

CITY ATTORNEY REPORT ON CLOSED SESSION

PUBLIC COMMENT: If you wish to address the City Council concerning any item within the City Council's jurisdiction, please raise your hand and be acknowledged by the Mayor. At that time, state your name and address for the record. The Mayor reserves the right to place a time limit of three (3) minutes on each person's presentation.

A. PRESENTATION:

A-1. Recognition for outgoing Planning Commission board member Rebecca Terrazas-Baxter.

A-2. Imperial Police Department Cadet Program presentation by Officer Carmen Fierro.

A-3. Imperial Valley Transit Ride Modifications presentation by ICTC Executive Director David Aguirre.

B. INFORMATIONAL (NO ACTION)

B-1. Planning Commission Appointment by Mayor Pro-Tem Obeso-Martinez.

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

C-1. Approval of Warrants Report.
C-2. Approval of City Council Regular Meeting minutes for July 16, 2025.
C-3. Award RFP 2025-11 to Southstar Engineering & Consulting Inc. for labor compliance services for the Aten Blvd Sidewalk Installation project between Progress Trail and Old SR-86.
C-4. Approve a professional services agreement with 2K Tower Services, LLC for an additional one-year term.
C-5. Approve a professional services agreement with Code Exxperts for an additional one-year term.
C-6. Approve Community Facilities District partial fund disbursement Request No. 1-2018 from Bratton CFD 2004-3.
C-7. Approve Community Facilities District partial fund disbursement Request No. 1-2018 from Monterrey Park CFD 2006-1.
C-8. Authorization to reject claim CW File No. CJP-3054536 J. Velazco as recommended by Carl Warren.

D. ACTION ITEMS (DISCUSSION/ACTION):

D-1. Adopt Resolution No. 2025-46, approving the purchase of a 2024 Pierce Enforcer Fire Engine.

Presenter: Victor Manriquez, Administrative Services Director
Recommendation: Approve the purchase of a fire engine and adopt Resolution No. 2025-46, A RESOLUTION APPROVING THE FINANCING FOR A NEW FIRE ENGINE DURING FISCAL YEAR ENDING JUNE 30, 2026.

D-2. Approve expenditure plan and resolutions accepting the 2023-2024 State Citizen's Option for Public Safety (COPS) allocation funding.

Presenter: Aaron Reel, Police Chief
Recommendation:
1. Adopt Resolution No. 2025-43, APPROVING THE ACCEPTANCE OF STATE CITIZENS OPTIONS FOR PUBLIC SAFETY (COPS) PROGRAM FUNDING FOR FISCAL YEAR 2023-2024.
2. Adopt Resolution No. 2025-44, APPROVING THE ACCEPTANCE OF STATE CITIZENS OPTIONS FOR PUBLIC SAFETY (COPS) PROGRAM FUNDING FISCAL YEAR 2023-2024 (GROWTH)

D-3. Approve and adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description.

Presenter: Kristen Smith, Human Resources Manager
Recommendation: Approve and adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description.

D-4. Approve and adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description.

Presenter: Kristen Smith, Human Resources Manager
Recommendation: Approve and adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description.

D-5. Authorization to delete one (1) vacant full-time allocation and job classification for Project Manager and approve a budget amendment to add and fund one (1) full-time Community Development Project Manager.

Presenter: Kristen Smith, Human Resources Manager
Recommendation:
1. Authorization to delete one (1) vacant full-time allocation and job classification for Project Manager
2. Approve and adopt the job description for Community Development Project Manager.
3. Approve a budget amendment to add and fund one (1) full-time allocation for Community Development Project Manager.

D-6. Authorization to delete one (1) vacant full-time allocation for Police Services Officer I and approve a budget amendment to add and fund one (1) full-time allocation of Animal Control Officer.

Presenter: Kristen Smith, Human Resources Manager
Recommendation:
1. Authorization to delete one (1) vacant full-time allocation for Police Services Officer I.
2. Approve and adopt the job description for Animal Control Coordinator.
3. Approve a budget amendment to add and f5und one (1) full-time allocation for Animal Control Officer.

E. REPORTS:

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

ADJOURNMENT: The next regular meeting of the Imperial City Council will be held on Wednesday, August 20, 2025.

C-1

Check Register Report

Date: 07/30/2025
Time: 8:51 am
Page: 1

CITY OF IMPERIAL BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
126351	07/10/25	Reconciled		07/21/25	735	ACADEMI AWARDS & TROPHIES	8563 82796	101.76
126352	07/10/25	Reconciled		07/22/25	3709	ACCESS VG,LLC	INV-801197 83337	2,100.00
126353	07/10/25	Reconciled		07/23/25	5201	AIR MED CARE NETWORK	5882-2025625 83333	8,100.00
126354	07/10/25	Printed			023	AIRWAVE COMMUNICATIONS	450914 82277	8,267.21
126355	07/10/25	Reconciled		07/21/25	2880	ALLIANT INSURANCE SERVICES	3137619 83344	2,475.00
126356	07/10/25	Printed			4400	BABCOCK LABORATORIES, INC.	CG50051-8203 84144	1,462.85
126357	07/10/25	Reconciled		07/21/25	7158	BLUETARP FINANCIAL, INC.	I62279 83897	273.83
126358	07/10/25	Reconciled		07/24/25	8747	BLUETRITON BRANDS INC.	05G8730277585	426.43
126359	07/10/25	Reconciled		07/21/25	674	BRENNTAG	BPI529964 84151	3,032.94
126360	07/10/25	Reconciled		07/17/25	251	CALIFORNIA JPIA	PROP00044 83671	1,215,989.00
126361	07/10/25	Reconciled		07/21/25	455	CALIFORNIA STATE DISBURSEMENT	7/11/25	1,594.13
126362	07/10/25	Reconciled		07/21/25	7803	CIVICPLUS, LLC	336404 83221	10,917.27
126363	07/10/25	Reconciled		07/28/25	4229	CSULB FOUNDATION	3529 83133	397.00
126364	07/10/25	Reconciled		07/28/25	6776	DIANA RAMOS	9966-1905/125 W BARIONI#216	77.36
126365	07/10/25	Printed			8247	FUSION LEARNING PARTNERS	062518 83770	1,000.00
126366	07/10/25	Reconciled		07/23/25	8748	GRANT WRITING USA	H7MW5BFVXDZ M. SHEFFIELD 83732	990.00
126367	07/10/25	Reconciled		07/17/25	8224	HEALTH AND HUMAN RESOURCE	E0348438 AUG 2025 83336	144.44
126368	07/10/25	Reconciled		07/22/25	2041	ICMA	1239273 T. LOPEZ 84013	200.00
126369	07/10/25	Reconciled		07/16/25	8040	IDA OBESO-MARTINEZ	7/16/25 - 7/18/25	347.60
126370	07/10/25	Printed			480	IMPERIAL COUNTY ASSESSOR.	2512 83776	218.31
126371	07/10/25	Printed			3822	IMPERIAL COUNTY WORK TRAINING	9927-0067/471 SORREL	47.78
126372	07/10/25	Printed			102	IMPERIAL POLICE OFFICERS ASSN.	7/11/25	1,217.50
126373	07/10/25	Reconciled		07/21/25	8746	IVETTHE ZEINEDDINE	9620-0117/2309 MONTECITO	137.85
126374	07/10/25	Reconciled		07/16/25	7685	JAMES W. MAIGA	183- DEPOSIT 83886	200.00
126375	07/10/25	Printed			7685	JAMES W. MAIGA	183-1 BALANCE 83887	200.00
126376	07/10/25	Reconciled		07/21/25	8753	JE ELECTRICAL ENGINEERING LLC	CA23-25 (50%) 84057	3,900.00
126377	07/10/25	Reconciled		07/21/25	8644	JESSICA HURTADO	7/11/25	394.62
126378	07/10/25	Reconciled		07/25/25	868	K-C WELDING & RENTALS, INC.	215114 84146	235.50
126379	07/10/25	Reconciled		07/17/25	1647	LA BRUCHERIE IRRIGATION SUPPLY	306070C 83896	127.68
126380	07/10/25	Reconciled		07/21/25	101	LINCOLN LIFE	7/11/25	742.00
126381	07/10/25	Printed			8742	MIGUEL SOTO	8720-0276/184 SAMPSON	113.53
126382	07/10/25	Reconciled		07/21/25	1190	MISSIONSQUARE - 304257	7/11/25	526.40
126383	07/10/25	Reconciled		07/14/25	8617	MOISES M. MURILLO	7/21/25 - 7/24/25 FIREARM SPEC ACADEMY	301.00
126384	07/10/25	Reconciled		07/21/25	8669	NAPA AUTO PARTS	568100 84145	4,834.20
126385	07/10/25	Reconciled		07/21/25	8633	NC CHILD SUPPORT CENTRALIZED	7/11/25	264.00
126386	07/10/25	Printed			8745	OSCAR LOPEZ	9998-0702/450 WALL	140.96
126387	07/10/25	Reconciled		07/21/25	8091	POOL & ELECTRICAL PRODUCTS,	0021853956-001 84015	22.89
126388	07/10/25	Printed			6710	PREMIER RENTALS	POOL BASH-BALANCE 83890	1,113.57
126389	07/10/25	Reconciled		07/21/25	6710	PREMIER RENTALS	POOL BASH-DEPOSIT 83889	1,113.57
126390	07/10/25	Reconciled		07/21/25	8749	PRIMAL RESPONSE TRAINING	000022 83731	1,500.00
126391	07/10/25	Reconciled		07/21/25	2782	PRINCIPAL LIFE INSURANCE COMP	1044724-10001 JULY 2025 83673	6,419.32
126392	07/10/25	Printed			8576	RAMIRO RAMOS	7/14/25 - 7/17/25 ESRI USER CONF.	267.25
126393	07/10/25	Reconciled		07/17/25	3526	RSD	3345438-00 84143	398.73
126394	07/10/25	Reconciled		07/21/25	957	SC FUELS	IN-0000157345 84154	1,602.81
126395	07/10/25	Reconciled		07/17/25	3262	SIMNSA HEALTH PLAN	140339 JULY 2025 83669	11,768.02

CITY OF IMPERIAL BANK: US BANK

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US BANK Checks								
126396	07/10/25	Reconciled		07/22/25	275	UNDERGROUND SERVICE ALERT OF	24-254292 83674	230.80
126397	07/10/25	Printed			944	UNITED WAY OF IMPERIAL COUNTY	7/11/25	6.00
126427	07/22/25	Printed			023	AIRWAVE COMMUNICATIONS	450862 80227	26,284.47
126429	07/22/25	Reconciled		07/28/25	5956	AMAZON CAPITAL SERVICES	1YLR-RTF1-JXN3 81792	2,188.50
126430	07/22/25	Printed			4400	BABCOCK LABORATORIES, INC.	CF50587-8203 84158	815.03
126431	07/22/25	Reconciled		07/28/25	732	BAKER & TAYLOR BOOKS	2038909113 REISSUED 81763	386.42
126432	07/22/25	Reconciled		07/28/25	7158	BLUETARP FINANCIAL, INC.	I60400 84170	752.22
126433	07/22/25	Reconciled		07/25/25	8296	BRAWLEY ANALYTICAL, INC.	001269 84160	109.50
126434	07/22/25	Printed			6286	BURKE, WILLIAMS & SORENSEN, LL	345278 83343	5,607.50
126435	07/22/25	Printed			3329	CI SOLUTIONS	00027312 83236	81.65
126436	07/22/25	Printed			514	CORE & MAIN LP	X259201 84176	100.54
126437	07/22/25	Printed			1573	DEPARTMENT OF JUSTICE	829854 83347	96.00
126438	07/22/25	Printed			517	DYNAMIC CONSULTING ENGINEERS	392724.01 84192	95,250.00
126439	07/22/25	Reconciled		07/23/25	2191	EMBER HALLER	REIMB- TEMU SUPPLIES 81482	181.15
126440	07/22/25	Printed			8764	EMPATHY STUDIOS LLC	6038539000021617597 83558	849.00
126441	07/22/25	Printed			7506	GLADWELL GOVERNMENTAL SERVICES	5840 84205	9,990.00
126442	07/22/25	Reconciled		07/28/25	710	GRAINGER	9559038568 83987	768.72
126443	07/22/25	Printed			7720	GREEN RUBBER-KENNEDY AG	I-107824 84177	185.27
126444	07/22/25	Reconciled		07/28/25	8762	HYDROCORP LLC	INV00335 84181	8,499.00
126445	07/22/25	Printed			8505	ILLINOIS LIBRARY ASSOCIATION	317637 83592	363.04
126446	07/22/25	Reconciled		07/28/25	4264	IMPERIAL IRRIGATION DISTRICT	3139598 7/14/25	6,732.00
126447	07/22/25	Reconciled		07/28/25	1336	IMPERIAL LANDFILL- 4136	4136-000022477 Sludge 6/17-30 84159	1,527.30
126448	07/22/25	Printed			3187	IMPERIAL TRUSS & LUMBER CO.	B76252 84171	19.59
126449	07/22/25	Reconciled		07/28/25	2099	IMPERIAL VALLEY OCCUPATIONAL M	4720 83348	90.00
126450	07/22/25	Printed			3980	IMS INFRASTRUCTURE MANAGEMENT	250630-40 84059	3,190.80
126451	07/22/25	Printed			788	LIEBERT CASSIDY WHITMORE	300193 83349	3,712.00
126452	07/22/25	Reconciled		07/28/25	8314	MOTION INDUSTRIES, INC	CA05-01143677 84161	732.59
126453	07/22/25	Reconciled		07/28/25	8669	NAPA AUTO PARTS	568126 84173	46.48
126454	07/22/25	Printed			4481	O'REILLY	2687-150932 83724	237.19
126455	07/22/25	Reconciled		07/28/25	079	ONE SOURCE DISTRIBUTORS	S007914424.003 84156	370.57
126456	07/22/25	Printed			8682	PAUL LONGORIA	JUNE 2025 84250	2,572.50
126457	07/22/25	Reconciled		07/28/25	957	SC FUELS	IN-0000164793 84172	3,749.30
126458	07/22/25	Reconciled		07/28/25	979	SELLERS PETROLEUM	CL45424	15,312.37
126459	07/22/25	Reconciled		07/28/25	5706	SHI INTERNATIONAL CORP	B19933354 83244	484.56
126460	07/22/25	Reconciled		07/28/25	8721	SOUTHSTAR ENGINEERING &	457 84060	596.00
126461	07/22/25	Reconciled		07/28/25	6193	STRADLING YOCCA CARLSON&RAUTH,	421808 84206	1,056.00
126462	07/22/25	Reconciled		07/28/25	1934	TYLER TECHNOLOGIES, INC.	045-522059 83799	66,309.60
126467	07/22/25	Reconciled		07/23/25	5837	U.S. BANK	CUSTOM 6/23/25 83924	4,194.80
126468	07/22/25	Reconciled		07/28/25	1100	USA BLUEBOOK	INV00736013 83833	6,687.27
126469	07/22/25	Reconciled		07/28/25	8519	VAN DERMYDEN MAKUS LAW	34475 83346	10,943.57
126631	07/24/25	Printed			250	BLUE SHIELD OF CALIFORNIA	251950204903 AUG 2025 83689	127,211.10
126638	07/29/25	Printed			5217	ALBERT HERNANDEZ	8/10/25 - 8/15/25 TRAFFIC COLLISION INV	473.00
126639	07/29/25	Printed			1119	ALBERT VALENZUELA	8/10/25 - 8/15/25	473.00
126641	07/29/25	Printed			5956	AMAZON CAPITAL SERVICES	1LFR-PPTW-FCKL 84256	7,830.78
126642	07/29/25	Printed			6306	AMERICAN FIDELITY ASSURANCE	D868913 JULY 2025 83691	6,131.46
126643	07/29/25	Printed			6984	ANA AMAYA	8/10/25 - 8/15/25 TRAFFIC COLLISION INV	473.00

CITY OF IMPERIAL BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
126644	07/29/25	Printed			8593	ANTHONY MERCADO	8/3/25 - 8/8/25 TRI-STATE SEMINAR	473.00
126645	07/29/25	Printed			8755	APPLIED DIVING SERVICES, INC	25-183 83975	10,500.00
126646	07/29/25	Printed			8756	ARTURO ROJO	9911-0087/615 LILAC	114.76
126647	07/29/25	Printed			8751	ASHLEY LYTLE	8221-0166/141 SANTA ROSA	292.16
126648	07/29/25	Printed			1066	AT & T	23737182	454.32
126649	07/29/25	Printed			1851	AT&T LONG DISTANCE	338-371-6557 7/17/25	113.59
126650	07/29/25	Printed			5994	AUTOZONE INC.	04187943978 83747	5.22
126651	07/29/25	Printed			4400	BABCOCK LABORATORIES, INC.	CG50483-8203 84199	953.76
126653	07/29/25	Printed			7158	BLUETARP FINANCIAL, INC.	I71976 84260	425.89
126655	07/29/25	Printed			7808	BOOT BARN HOLDINGS	180342 A. CARDENAS 84004	5,240.67
126656	07/29/25	Printed			8758	BRAULIO PAZ	9972-0650/719 S F	102.87
126657	07/29/25	Printed			8296	BRAWLEY ANALYTICAL, INC.	001288 84189	1,004.50
126658	07/29/25	Printed			674	BRENNTAG	BPI533590 84452	9,144.36
126659	07/29/25	Printed			8765	BRIAN MOLINA	9920-0616/2382 JAMES	58.85
126660	07/29/25	Printed			455	CALIFORNIA STATE DISBURSEMENT	7/25/25	1,617.20
126661	07/29/25	Printed			3669	CANON U.S.A. INC	41488239 83688	3,358.15
126662	07/29/25	Printed			4138	CHRISTOPHER KEMP	8/3/25 - 8/8/25 TRI-STATE SEMINAR	473.00
126663	07/29/25	Printed			3029	CLAIREMONT EQUIPMENT	RA33265-01 84464	169.47
126664	07/29/25	Printed			8104	CLIFFORD SCHNEIDER IV	8/3/25 - 8/8/25 TRI-STATE SEMINAR	473.00
126665	07/29/25	Printed			6222	CODE EXXPERTS, LLC	2025-0013 84262	950.00
126666	07/29/25	Printed			1154	COMPUTERSHARE TRUST COMPANY	2461176 BRATTON 83690	5,000.00
126667	07/29/25	Printed			1154	COMPUTERSHARE TRUST COMPANY	8461177 VICTORIA 83690	5,000.00
126668	07/29/25	Printed			1154	COMPUTERSHARE TRUST COMPANY	2461180 STRB 2016A 83690	5,000.00
126669	07/29/25	Printed			1154	COMPUTERSHARE TRUST COMPANY	2461178 SPRINGFIELD 83690	5,000.00
126670	07/29/25	Printed			784	CONTROL PARTS	202508558 84024	233.01
126671	07/29/25	Printed			514	CORE & MAIN LP	X419384 84467	827.66
126672	07/29/25	Printed			8763	CORINA MARQUEZ & FERNANDO	9820-0640/2390 ALEXA	82.74
126673	07/29/25	Printed			132	COSTCO WHOLESALE	47127 83735	791.36
126674	07/29/25	Printed			3150	CPCA	13029 83745	750.00
126675	07/29/25	Printed			1302	DAVID TURCH & ASSOCIATES	JULY 2025	5,000.00
126676	07/29/25	Printed			7442	DEANNA CALDWELL	8/3/25 - 8/6/25 IA INVESTIGATION	301.00
126677	07/29/25	Printed			6105	DELL FINANCIAL SERVICES	4399344 84270	18,611.29
126678	07/29/25	Printed			1056	DELL MARKETING L.P.	10825954988 83752	13,344.27
126679	07/29/25	Printed			1287	DEMCO, INC.	7673304 83943	190.97
126680	07/29/25	Printed			8769	DUSTIN D WESTER	8/10/25 - 8/15/25 TRAFFIC COLLISION INV	473.00
126681	07/29/25	Printed			207	EL CENTRO MOTORS	5237452 84175	567.09
126682	07/29/25	Printed			8064	ENTERPRISE FLEET MANAGEMENT,	575205A-070325 83685	13,278.81
126683	07/29/25	Printed			5132	ESRI	900054973 83789	29,300.00
126684	07/29/25	Printed			8767	EVANGELINA AVITIA	WASTE MGMT REIMBURSEMENT 84061	500.00
126685	07/29/25	Printed			7145	FERGUSON WATERWORKS #1083	0884165 84174	815.63
126686	07/29/25	Printed			8740	FERNANDO RUIZ, INC.	170813 84168	7,500.00
126687	07/29/25	Printed			8771	FRANK GONZALEZ	8/4/25 - 8/8/25 TRI-STATE SEMINAR	387.00
126688	07/29/25	Printed			6545	GISSELL FRAZIER	8/3/25 - 8/5/25 GRANT WRITING	215.00
126689	07/29/25	Printed			4456	GRAFFIK SCREEN PRINTING	4408 84036	780.29
126690	07/29/25	Printed			8770	GRANT MANAGEMENT USA	ARBMM-072025-2520 TSNH756GQX3 83746	1,785.00
126691	07/29/25	Printed			7092	HELENA AGRI-ENTERPRISES, LLC	229124390 84031	323.25
126693	07/29/25	Printed			2096	HOME DEPOT CREDIT SERVICES	6111108 84454	2,631.04

CITY OF IMPERIAL BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
126694	07/29/25	Printed			8759	HOMOBONO MENDEZ	9423-0028/2678 JADE TREE	71.41
126695	07/29/25	Printed			3841	IB TERAN	8/12/25 - 8/15/25 ARMORER COURSE	301.00
126696	07/29/25	Printed			8040	IDA OBESO-MARTINEZ	7/16/25 -7/18/25 PARKING & TAXI	74.48
126697	07/29/25	Printed			2136	IID	CPS 92997487 84028	7,092.25
126698	07/29/25	Printed			2333	IMPERIAL COUNTY PUBLIC HEALTH	INV0044221 84035	163.00
126699	07/29/25	Printed			3822	IMPERIAL COUNTY WORK TRAINING	9927-0069/474 SORREL	165.85
126700	07/29/25	Printed			028	IMPERIAL IRRIGATION DISTRICT	JULY 28, 2025	10,451.05
126701	07/29/25	Printed			1336	IMPERIAL LANDFILL- 4136	4136-000022506 84468	1,296.91
126702	07/29/25	Printed			102	IMPERIAL POLICE OFFICERS ASSN.	7/25/25	1,167.50
126703	07/29/25	Printed			3187	IMPERIAL TRUSS & LUMBER CO.	B77462 84472	458.70
126704	07/29/25	Printed			1315	IMPERIAL VALLEY RESOURCE	2526-0014 84208	53,414.29
126705	07/29/25	Printed			1927	IV TELECOMMUNICATIONS	INV26-00001 83782	40,553.00
126706	07/29/25	Printed			8750	IYANNA ARREOLA	9968-0914/2300 MYRTLE#17	62.62
126707	07/29/25	Printed			8257	JAVIER RENTERIA	8/4/25 - 8/8/25 TRI-STATE SEMINAR	387.00
126708	07/29/25	Printed			7119	JEREMY SCHAFFER	8/10/25 - 8/15/25 TRAFFIC COLLISION INV	473.00
126709	07/29/25	Printed			7119	JEREMY SCHAFFER	REIMB. DUNKIN #6935 83749	45.44
126710	07/29/25	Printed			7119	JEREMY SCHAFFER	REIMB. DUNKIN #7260 83749	45.44
126711	07/29/25	Printed			8644	JESSICA HURTADO	7/25/25	394.62
126712	07/29/25	Printed			8761	JON ROONEY & KAROL CORTEZ	8821-0032/1331 SABOBA	86.37
126713	07/29/25	Printed			5501	JORDEN TUCKER	REIMB- CAPACITY FEES 84063	4,058.60
126714	07/29/25	Printed			3726	JORGE RUIZ	8/3/25 - 8/8/25 TRI-STATE SEMINAR	473.00
126717	07/29/25	Printed			868	K-C WELDING & RENTALS, INC.	H09254 R. ARGUELLEZ 84196	5,901.00
126718	07/29/25	Printed			5919	KPS INVESTMENTS LLC	9973-0995/604 S IMPERIAL	134.54
126719	07/29/25	Printed			8760	KRISTA BYRD	9425-0133/642 W BREWER #112	119.35
126720	07/29/25	Printed			1647	LA BRUCHERIE IRRIGATION SUPPLY	306839C 84470	1,825.35
126721	07/29/25	Printed			1996	LEE TIRE CO.	406296 84465	1,174.56
126722	07/29/25	Printed			101	LINCOLN LIFE	7/25/25	742.00
126723	07/29/25	Printed			260	MALLORY SAFETY AND SUPPLY LLC	6209216 84032	705.45
126724	07/29/25	Printed			7607	MARK JANOSZ	8/12/25 - 8/15/25 ARMORER COURSE	301.00
126725	07/29/25	Printed			2689	MAX SHEFFIELD	8/3/25 - 8/5/25 GRANT WRITING	215.00
126726	07/29/25	Printed			8768	MELISSA GONZALEZ GUZMAN	9514-1469/275 ROSARITO	42.85
126727	07/29/25	Printed			8435	MICHAEL CORTEZ	8/10/25 - 8/15/25 TRAFFIC COLLISION INV	473.00
126728	07/29/25	Printed			7254	MICHAEL LANKFORD	8/4/25 - 8/8/25 TRI-STATE SEMINAR	387.00
126729	07/29/25	Printed			8752	MIKAL CLARK	9910-0762/672 SAGEBRUSH	116.42
126730	07/29/25	Printed			1190	MISSIONSQUARE - 304257	7/25/25	526.40
126731	07/29/25	Printed			7458	MUHAMMAD NASIR	9625-0016/636 COSTA AZUL	163.31
126733	07/29/25	Printed			8669	NAPA AUTO PARTS	568394 84261	252.85
126734	07/29/25	Printed			8633	NC CHILD SUPPORT CENTRALIZED	7/25/25	264.00
126735	07/29/25	Printed			3574	NEOGOV	INV-140373 83798	5,503.26
126736	07/29/25	Printed			2295	NEW BORDER TACTICAL, INC	A217406 83740	208.38
126737	07/29/25	Printed			8754	OFFICE DYNAMICS INTERNATIONAL	2275 84018	1,995.00
126738	07/29/25	Printed			079	ONE SOURCE DISTRIBUTORS	S007974011.001 84169	276.57
126739	07/29/25	Printed			219	PADRE USA	16032451 84039	548.18
126740	07/29/25	Printed			4562	PET WASTE ELIMINATOR	43439812 84037	172.40
126741	07/29/25	Printed			084	PITNEY BOWES BANK INS	1027826479 83687	496.83
126742	07/29/25	Printed			8576	RAMIRO RAMOS	REIMB. HARD ROCK #35399870 84258	1,262.85
126743	07/29/25	Printed			8757	ROBEN REAL ESTATE	9626-0023/516 QUAIL	119.39

Check Register Report

CITY OF IMPERIAL BANK: US BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
US BANK Checks								
126744	07/29/25	Printed			7343	ROVE ENGINEERING INC	7202 84064	979.03
126745	07/29/25	Printed			3526	RSD	3346216-00 84041	241.99
126746	07/29/25	Printed			8766	SANTIAGO DE LA TORRE	9976-1950/122 W 9TH APT#101	119.40
126747	07/29/25	Printed			281	SERRA COOPERATIVE	226 83944	1,664.00
126748	07/29/25	Printed			1239	SHERWIN-WILLIAMS	0595-0 84456	802.97
126749	07/29/25	Printed			5706	SHI INTERNATIONAL CORP	B200003108 83780	34,885.21
126750	07/29/25	Printed			6406	SHINE REAL ESTATE	9726/0021/514 QUAIL	141.22
126751	07/29/25	Printed			3262	SIMNSA HEALTH PLAN	141203 AUG 2025 83686	10,190.09
126752	07/29/25	Printed			135	SOCALGAS	420 S IMPERIAL 6/10-7/10/25 84469	87.28
126753	07/29/25	Printed			6416	SUN DATA SUPPLY	INV0298330 84062	571.06
126754	07/29/25	Printed			1265	SUPERIOR READY MIX CONCRETE LP	2507-005767 84462	649.42
126755	07/29/25	Printed			3570	SWANK MOTION PICTURES, INC	4014671 84030	510.00
126756	07/29/25	Printed			104	TEAMSTERS, LOCAL 542	7/25/25	2,215.50
126757	07/29/25	Printed			095	TERMINIX OF IMPERIAL VALLEY	10021933 RENEWAL 2025 83684	781.00
126758	07/29/25	Printed			7443	TEXAS LIFE INSURANCE COMPANY	7/25/25	1,213.16
126759	07/29/25	Printed			7708	TUCKER MINI STORAGE	AUGUST 2025-UNIT 358 83942	125.00
126760	07/29/25	Printed			6883	ULINE	195202284 84191	1,267.81
126761	07/29/25	Printed			2008	UNITED PARCEL SERVICE	Y00924295 7/28/25	135.98
126762	07/29/25	Printed			944	UNITED WAY OF IMPERIAL COUNTY	7/25/25	6.00
126763	07/29/25	Printed			7467	V & V MANUFACTURING, INC.	62761 83748	210.39
126766	07/29/25	Printed			615	VALLEY PEST SERVICES, INC	14352084	1,365.00
126767	07/29/25	Printed			611	VERIZON WIRELESS	6117838404	1,847.32
126768	07/29/25	Printed			5674	WAGEWORKS, INC	INV8062464 JULY 2025 83350	155.80
126769	07/29/25	Printed			1715	WAXIE SANITARY SUPPLY	83381104 84460	696.97
126770	07/29/25	Printed			1827	WILKINSON REAL ESTATE	8810-0270/661 DESERT WILLOW	87.75
126771	07/29/25	Printed			7695	WINNCOM TECHNOLOGIES CORP	90005045 83788	13,344.90
126772	07/29/25	Printed			487	XPRESS LUBE	217138 84188	122.97

Total Checks: 212 **Checks Total (excluding void checks): 2,093,798.82**

Total Payments: 212 **Bank Total (excluding void checks): 2,093,798.82**

Total Payments: 212 **Grand Total (excluding void checks): 2,093,798.82**

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

MINUTES

Regular Meeting of the Imperial City Council

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

July 16, 2025
Closed Session at 06:00 pm
Open Session at 07:00 pm

6:00 P.M. CLOSED SESSION

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

ROLL CALL: Council Members Amparano, Burnworth, Mendoza, Mayor Tucker, City Manager Morita, Assistant to the City Manager Garcia, and Attorney Turner.

ABSENT: Mayor Pro Tem Obeso-Martinez

PUBLIC COMMENT FOR CLOSED SESSION ITEMS ONLY: None

CONFERENCE WITH LEGAL COUNSEL:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION – (G.C § 54957(b)(1))
Title of Position: City Manager

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation - G.C §54956.9 (d)(2)
Number of Cases: 2

7:00 P.M. REGULAR MEETING

CALL TO ORDER: Mayor Tucker called the meeting to order at 7:08 p.m.

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

ABSENT: Mayor Pro Tem Obeso-Martinez

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Robert Shields.

ADJUSTMENTS TO THE AGENDA: None

CITY ATTORNEY REPORT ON CLOSED SESSION: The City Attorney, Turner, stated that the council met to discuss the city manager's Employee Performance Evaluation. Turner also said that they would return to closed session after the regular meeting.

PUBLIC COMMENT: None

A. PRESENTATION:

A-1. Mr. Zinn presented the IV 9/11 Stair Climb Committee Presentation.

B. CONSENT AGENDA:

B-1. Approval of Warrants Report.
B-2. Approval of City Council Regular Meeting minutes for July 2, 2025, and Special Meeting minutes for July 7, 2025.
B-3. Authorize destruction of personnel files from 1959-2017 per the record retention policy.
*City Attorney stated that she approves the destruction of personnel files.
B-4. Approve the FY2024 Operation Stonegarden Memorandum of Understanding
B-5. Award Labor Compliance Contract RFP 2025-13 to Labor Compliance Consultants of Southern California for the Manhole and Lift Station Rehabilitation and New Manhole Installation.
B-6. Award Labor Compliance Contract RFP 2025-14 to Labor Compliance Consultants of Southern California for the Aten Rd Sewer Line Replacement Project Phase II.

Moved by Amparano, seconded by Mendoza, to approve the Consent Agenda.
AYES: Amparano, Burnworth, Mendoza, and Tucker
NOES: None
ABSTAIN: None
ABSENT: Obeso-Martinez
MOTION CARRIES: 4-0

C. ACTION ITEMS (DISCUSSION/ACTION):

C-1. Approve the purchase of a street sweeper for in-house street sweeping services.

Presenter: David Dale, Public Services Director
Recommendation: Approve the purchase of the Tymco Model 600 Sweeper and authorize the transition from contracted street sweeping to in-house operations.

Moved by Burnworth, seconded by Mendoza, to approve the purchase of the Tymco Model 600 Sweeper and authorize the transition from contracted street sweeping to in-house operations.
AYES: Amparano, Burnworth, Mendoza, and Tucker
NOES: None
ABSTAIN: None
ABSENT: Obeso-Martinez
MOTION CARRIES: 4-0

C-2. Approve Resolution No. 2025-42, designating two (2) parcels/areas of land as surplus land.

Presenter: Dennis H. Morita, City Manager
Recommendation: Approve Resolution No. 2025-42, RESOLUTION DECLARING CERTAIN PROPERTY AS SURPLUS LAND UNDER THE SURPLUS LAND ACT, designating two (2) subject parcels as excess land.

Moved by Amparano, seconded by Burnworth, to approve Resolution No. 2025-42.
AYES: Amparano, Burnworth, Mendoza, and Tucker
NOES: None
ABSTAIN: None
ABSENT: Obeso-Martinez
MOTION CARRIES: 4-0

D. REPORTS:

D-1. Departments reported on their activities since the last city council meeting.
D-2. City Manager Report: None
D-3. The mayor and council members have reported on their activities since the last city council meeting and upcoming events.

ADJOURNMENT:

Seeing no further business before the Council, Mayor Tucker ended this meeting at 7:50 p.m. and adjourned back into closed session.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the city of Imperial, California, this 6th day of August 2025.

KRISTINA SHIELDS
City Clerk

Agenda Item No. C-3

DATE SUBMITTED	07/30/2025	COUNCIL ACTION	(x)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	COMMUNITY DEVELOPMENT DIRECTOR	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	08/06/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

LABOR COMPLIANCE CONSULTING SERVICES FOR
ATEN BLVD SIDEWALK INSTALLATION PROJECT BETWEEN PROGRESS TR AND OLD SR-86 CML-5134(031) CIP 824
(RFP No. P2025-11)

1. Award contract for labor compliance consulting services to "SOUTHSTAR ENGINEERING & CONSULTING, INC."

DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT DEPARTMENT

BACKGROUND/SUMMARY:

The Community Development Department was directed by City Council to conduct a competitive BID process for the construction of *Aten Blvd Sidewalk Installation Project Between Progress Tr and Old Sr-86 (CIP 824)*.

The construction is funded from Congestion Mitigation and Air Quality (CMAQ) Program & LTA Measure "D" Funds.

This labor compliance consulting services contract is to monitor and enforce compliance with federal and/or State prevailing wage laws on public works projects.

In addition to publishing an RFP in the City Website, staff sent out the document to numerous qualified and experienced labor compliance consultants inviting them to submit their proposals.

The City received the following two (2) proposals:

1. Labor Compliance Consultants of Southern California LLC..... $6,000.00
2. Southstar Engineering & Consulting, Inc. $4,826.00

See attached Exhibit 1 ("RFP Opening Act") dated 07/24/2025 for details.

Staff recommends awarding Labor Compliance Services Contract to "Southstar Engineering & Consulting, Inc." per their proposal dated July 24, 2025 as they were found to be the lowest responsive and responsible bidder with a proposal amount of $4,826.00. See Exhibit 2 attached herewith for details.

FISCAL IMPACT: 4,826.00 from LTA Measure "D" (CIP 824)	ADMIN SERVICES SIGN INITIALS VMS
STAFF RECOMMENDATION: Staff recommends City Council award a contract for labor compliance consulting services to "Southstar Engineering & Consulting, Inc." in the amount of $4,826.00 per Exhibit 2 (CIP 824).	DEPT. INITIALS OM
MANAGER'S RECOMMENDATION: approve	CITY MANAGER's INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

RFP Opening Act

RFP P2025-11

ATEN BLVD. SIDEWALK INSTALLATION PROJECT
BETWEEN PROGRESS TRAIL AND OLD SR-86
CML-5134(031)

RFP's
~~Bids~~ received by: Aimee Osuna, Public Records ~~Analyst~~

Were opened at Community Development Dept on 07/24/2025

By: Fernando Williams

Witnessed by: Signature

Company	Bid Amount	Bid Bond
Southstar		
Labor Compliance Consultants of S.Cal		

Bids were given to Fernando Williams for study and recommendation for City Council.

07/24/2025
Date

JULY 24, 2025

RFP P2025-11

Southstar | DCCM

CITY OF IMPERIAL

LABOR COMPLIANCE SERVICES FOR ATEN BLVD SIDEWALK INSTALLATION PHASE 1 BETWEEN PROGRESS TRAIL & OLD SR-86 CML-5134(031)

Engineering Trust Into Every Project

ORIGINAL

July 24, 2025

City of Imperial
Community Development Department
400 S. Imperial Avenue, Suite 101
Imperial, CA 92251
Attn: Jesus Villegas, Project Manager

Southstar | DCCM

RE: RFP P2025-11 Labor Compliance Services for Aten Blvd Sidewalk Installation Phase 1 Between Progress Trail & Old SR-86 CML-5134(031)

Dear Mr. Villegas and Selection Committee:

Southstar | DCCM (DCCM) greatly appreciates the City of Imperial (City) for granting us the opportunity to submit this proposal. The DCCM team is prepared to work under the direction of the City's Public Works Staff on the Aten Blvd Sidewalk Installation Project by providing Labor Compliance services for the duration of the project.

DCCM is the team to deliver the quality, responsiveness, innovation, and value that the City of expects. This proposal will demonstrate the turn-key benefits of working with a professional labor compliance team with unparalleled qualifications and experience, especially when it comes to our depth of knowledge regarding Public Works CIP projects in Southern California. DCCM intends to surpass your expectations through dedication to quality, professional integrity, and service excellence. Selecting DCCM for this contract will result in successfully completed projects, on time and in compliance.

Depth of Experience | For 19 years, Southstar | DCCM has provided top-notch project management and construction support services like labor compliance for a variety of municipalities throughout Southern California including Caltrans, the Counties of San Bernardino, Riverside, and Los Angeles and the cities of Imperial, Rialto, Bellflower, Huntington Park, Palm Springs, La Quinta, Palm Desert, Indio, Corona, Riverside, Murrieta, Temecula, Santa Fe Springs, South Gate, Downey, Norwalk, La Mirada, San Dimas, Ontario and Palmdale. The DCCM team has extensive experience working with these agencies to verify compliance on federally funded and/or state/ locally funded public works projects.

Benefits to the City of Imperial | DCCM has provided labor compliance services to many municipalities across Southern California so there will be no learning curve required for our staff. Our proposed team brings over 20 years of labor compliance experience to this role. This experience has given us an understanding of the unique challenges and requirements for completing Public Works construction projects in Southern California. Our expertise and familiarity with the labor compliance regulations make us well-equipped to handle the demands of any project. **Our labor compliance officer, Ramon Carlos, has worked with the City of Imperial on previous projects including the Aten Boulevard Rehabilitation Project Between Vilore Way and Old SR-86 and Aten Blvd Class II Bike Lane From Vilore Way to Austin Road.**

Miscellaneous | DCCM has no exceptions and will adhere to the provisions described in the RFP and Attachment C without modification. DCCM understands that the proposal and pricing shall remain valid for a period of no less than Ninety (90) days from the date of submittal. Additionally, DCCM will carry any and all necessary insurance requirements. DCCM attests that all information submitted with this proposal is true and correct.

As Southstar | DCCM's COO, I have the authority to bind the company in a contractual agreement with the City of Imperial. Again, we appreciate the opportunity to submit our qualifications to you. If you have any questions, please feel free to contact me via the information in our firm profile on the following page.

Sincerely,

Southstar | DCCM
Amr Abuelhassan, PE, MS, QSD
COO / Principal-in-Charge

Southstar

DCCM

LEGAL FIRM NAME
Southstar Engineering & Consulting, Inc.

PARENT COMPANY
DCCM North America, LLC (DCCM)

ORGANIZATIONAL STRUCTURE
C-Corporation

DATE OF INCORPORATION
September 7th, 2006

REGISTRATIONS
DIR No: 100017294
EIN No: 20-5648626

HEADQUARTERS
1945 Chicago Avenue, Suite C-2
Riverside, California 92507
951.342.3120

CONTACT
Amr Abuelhassan, MS, PE, QSD
COO/Principal-in-Charge
(909) 262-7858
aabuelhassan@dccm.com

NATIONWIDE PERSONNEL
1200+

CALIFORNIA PERSONNEL
100+

Southstar.DCCM.com
DCCM.com

HISTORY OF THE FIRM

Since 2006, Southstar | DCCM has become a beacon of engineering innovation in Southern and Central California, committed to advancing the area's public works and transportation frameworks. Our expertise spans the gamut of infrastructure development and management, including bridges, transit systems, and local projects, underscored by a keen focus on sustainability, planning, and comprehensive design.

Our reputation for flexibility and ingenuity allows us to offer bespoke solutions that precisely fit each project's demands, guided by our core values of **Quality, Value, Innovation, Responsiveness, and Trust**. DCCM champions diversity, equity, and inclusiveness, drawing exceptional talent committed to not just professional excellence but also to fostering significant community values. With the backing of our fellow DCCM divisions, Southstar | DCCM has access to an immense depth of addition resources, allowing us to be trusted partners in progress, ensuring the timely and budget-conscious completion of projects, and making a lasting impact on the communities we serve.

DCCM clients can be assured of the quality and professionalism of DCCM's growing staff of 25+ employees, with extensive in-house local resources highly regarded within the infrastructure industry. DCCM project/construction managers and inspectors have assisted over 45 public agencies in the successful delivery of projects of all sizes.

DCCM team members make a difference to clients and the community by continually providing superior service with the highest level of integrity. Providing client-focused services to many state and local agencies in Southern California, DCCM professionals know the critical questions to ask, and the corresponding solutions to offer. By blending innovative problem-solving skills, exceptional depth of experience, and quality supervision and inspection services, DCCM consistently completes the construction of large-scale infrastructure projects on time, within budget, and with no claims. The DCCM team has the ability to resolve challenges by offering their clients innovative solutions that are custom tailored to each project.

OUR SERVICES

- Construction Engineering Management
- Program/Project Management
- PA/ED and PS&E for water, wastewater, power, and transportation projects
- **Labor Compliance**
- Vertical planning/design and plan checking
- Urban planning and design
- Community Outreach
- Critical Path Schedule Development
- Project Budget Development & Tracking
- Program Planning
- Utility Relocation Management
- Local Agency Coordination
- Traffic Engineering
- Federal Funding Expertise
- Right-of-Way Delivery
- GIS / Survey Mapping
- Construction Inspection
- FAA Section 107 GPS Drone Photogrammetry

SPECIALIZED TRAINING

The tables below highlight the specialized training, experience, professional competence, and certifications that our proposed Labor Compliance Officer, Mr. Ramon Carlos, has that are directly related to this RFP.

Labor Compliance Experience	
LABOR COMPLIANCE TASK	YEARS OF EXPERIENCE
State Prevailing Wage Rates	23 Years
Federal Davis-Bacon	20 Years
Apprentice Tracking	23 Years
Wage Cases	15 Years
Payroll Analysis	23 Years
Skilled Trained Workforce	5 Years
In-person Training	10 Years
Withholdings	20 Years
Audits – Source Document Reviews	20 Years
Conducting Employee Interviews	15 Years
EEO Reporting	12 Years
SB/DVBE/DBE tracking	17 Years
DBE Goal Setting	10 Years
GFE Evaluation Reviews	6 Years
Conducting Pre-Construction Meetings	20 Years

Labor Compliance Training	
LABOR COMPLIANCE TRAINING	YEAR OF TRAINING/ CERTIFICATION
CCC PW Seminar	November 2024
DIR PW System Workshop	October 2024
LLMC Public Works Seminar	August 2024
DIR and Davis Bacon Seminar	February 2024
AGC DIR Wage Training	July 2023
AGC Davis Bacon Training	March 2021
CCC and DIR Training	September 2019
DOL Seminar	August 2019
Caltrans Public Works Course	May 2019
DIR SB 854 Training	July 2015
DIR Public Works Training	August 2012
Ongoing Annual Training - Caltrans	July 2001 - June 2010

Southstar

DCCM

REFERENCES

References from agencies DCCM is currently or has previously consulted for and completed work similar to that in scope of work contained in this RFP can be found below:

I-215 / HOLLAND ROAD OVERCROSSING (Menifee, CA)	
Dates of Service	2022 - 2025 (Completed)
Agency/Client	City of Menifee
Contact	Nick Fidler Public Works Director 29844 Haun Road Menifee, CA 92586
Phone	951.672.6777
Email	nfidler@cityofmenifee.us
LA MIRADA CREEK PARK VEHICLE BRIDGE (La Mirada, CA)	
Dates of Service	2024 - 2025 (Completed)
Agency/Client	City of La Mirada
Contact	Eric Villagracia - Project Manager 13700 La Mirada Blvd La Mirada, CA 90638
Phone	562.902.2385
Email address	Evillagracia@cityoflamirada.org
RURAL COMMUNITY ASSISTANCE CORPORATION ON-CALL LABOR COMPLIANCE (Sacramento, CA)	
Dates of Service	2024 - Present (Ongoing)
Agency/Client	RCAC
Contact	Beatriz Smith - Contract Manager 3120 Freeboard Drive, Suite 201 Sacramento, CA 95691
Phone	916.594.5298
Email	Beatriz.smith@rcac.org

RELEVANT LABOR COMPLIANCE PROJECT EXPERIENCE

DCCM brings nearly 19 years of expertise in project management and labor compliance for public works projects across California. We have extensive experience working with agencies such as Caltrans and multiple counties and cities, ensuring compliance with federally and locally funded infrastructure projects.

Our team includes seasoned professionals, notably Amr Abuelhassan, PE, MS, QSD, who serves as Principal-in-Charge. With over 30 years of experience in project and construction management, Mr. Abuelhassan has previously worked with Caltrans and dozens of municipalities throughout California. **Our Labor Compliance Officer, Ramon Carlos, has 23 years of labor compliance experience, specializing in state and federal wage regulations, payroll analysis, audits, and employee interviews.**

DCCM's qualifications include deep knowledge of labor laws, wage compliance, and project oversight, making us highly capable of providing labor compliance monitoring services for the City. **Below are examples of our recent relevant project experience:**

LA MIRADA CREEK PARK VEHICLE BRIDGE

CITY OF LA MIRADA | LA MIRADA, CA | 2024-2025

The DCCM Labor Compliance Team was responsible for enforcing prevailing wage requirements consisting of reviewing payrolls for prime and approximately eight subcontractors. **Additionally, they enforced Labor Code 1720-1815 and interacted with contractors to address deficiencies and correct them in a timely and efficient manner.** This Project for the City of La Mirada consisted of approximately 135 employees. Our Labor Compliance Officer provided monthly reports to all stakeholders to address potential findings.

RURAL COMMUNITY ASSISTANCE CORPORATION ON-CALL LABOR COMPLIANCE

RCAC | SACRAMENTO, CA | 2024-ONGOING

For this On-call contract, Mr. Carlos is responsible for providing all Labor Compliance required services in accordance with Local, State, and Federal Ordinances, Laws, and Regulations for various Task Orders when assigned. Projects for this contract typically involve the installation of drinking fountains in underserved schools. He regularly interacts with the awarding body prior to award to ensure language. He communicates with contractors and discusses all requirements, including, but not limited to projects funded in whole or in part by Proposition 84 (Safe Drinking Water, Water Quality and Supply). He works in conjunction with the Department of Industrial Relations (DIR) to create profiles and projects.

ATEN BLVD REHABILITATION PROJECT (VILORE WAY & OLD SR-86)

CITY OF IMPERIAL | IMPERIAL, CA | 2025-ONGOING

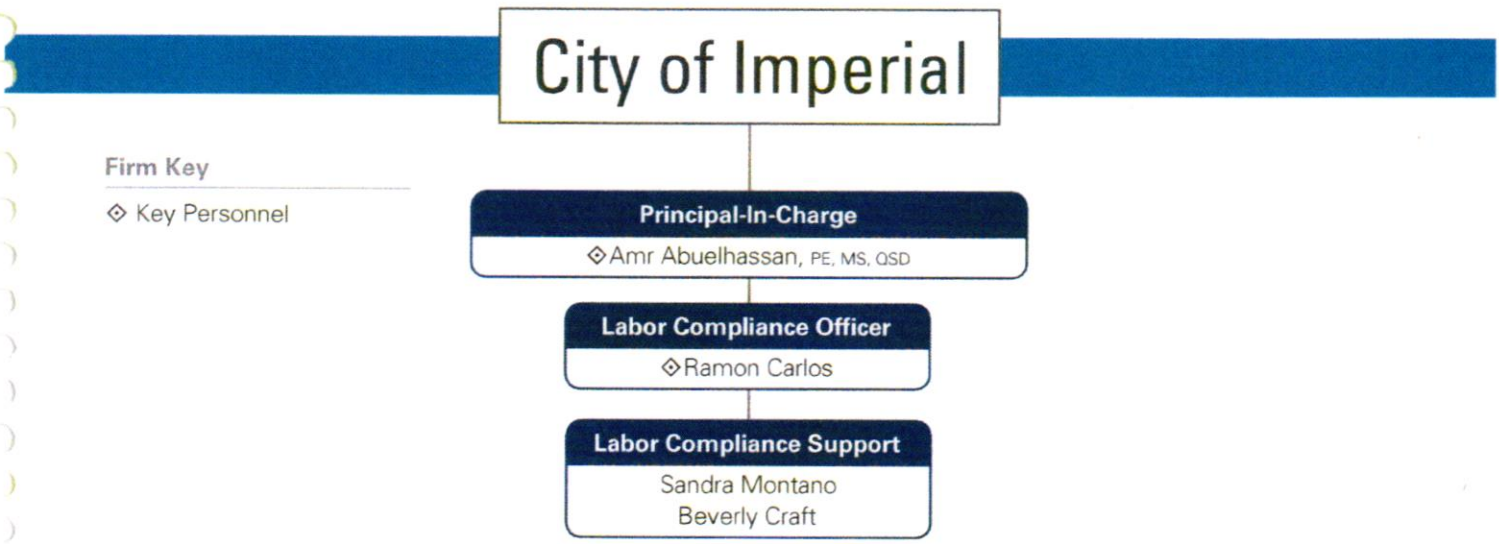
On this Street Rehabilitation project for the City of Imperial, Mr. Carlos enforced prevailing wage requirements on a project that consist of about twelve different contractors performing work. He attended pre-construction meetings to provide contractors and their subcontractors with informational materials and requirements regarding labor compliance standards and to review the labor compliance standards applicable to each project. Additionally, he ensured that their licenses are current and active with the California State Contractor's License Board, and they are not on a federal debarment list. He conducted employee Interviews at jobsite, provided Payroll Analysis with different funding sources, cross-checked payrolls with Diaries ensuring classifications and hours are correct, notified the State of delinquent or inadequate payrolls, ensured SB854 uploads to Department of Industrial Relations, prepared and submited all monthly, semi-annual and final reports, apprentice certification and tracking per DAS Requirements, verifies Union deposits, and training fees to California Apprenticeship Council.

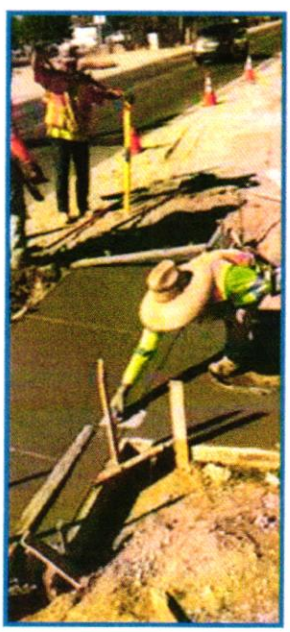
NON-DISCRIMINATION PLAN

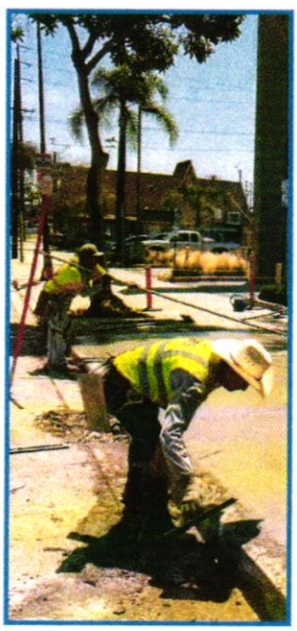
Southstar | DCCM does not discriminate and follows state and federal regulations regarding affirmative action.

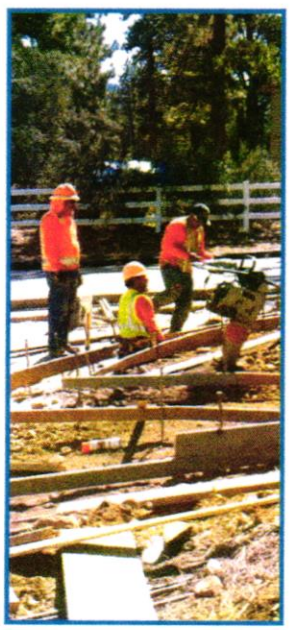
ORGANIZATION CHART

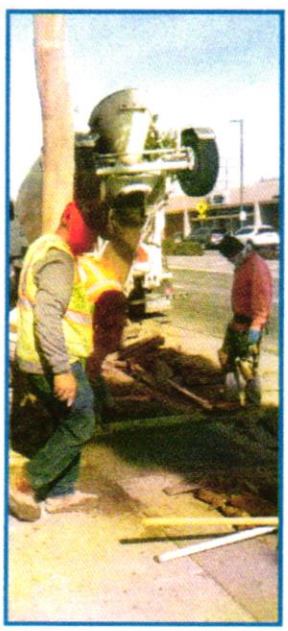
Below is a roster of available staff for the City to select, as needed and specific to the project. DCCM is happy to meet with the City to determine the unique needs of the project and provide recommendations from the available roster with regard to both technical expertise and availability as well as cost considerations. DCCM understands that those designated as key personnel will be available to the extent proposed for the duration of the required services and acknowledges that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City.











AMR **ABUELHASSAN, MS, PE, QSD**

PRINCIPAL-IN-CHARGE

Available: As Needed

FIRM
Southstar | DCCM

EXPERIENCE
30+ years in Industry
15 years with the Firm

EDUCATION
MS, Civil Engineering – California State University, Fullerton

BS, Civil Engineering – California State Polytechnic University, Pomona

Caltrans RE Academy

LICENSES/REGISTRATIONS
Professional Engineer, California No. C57817
Qualified SWPPP Developer (QSD), California No. 23428

BACKGROUND
Mr. Abuelhassan has over 30+ years of experience in project management, construction management, and civil engineering. His extensive construction management and administration experience and knowledge provides a solid foundation for the delivery of projects from inception to completion of construction. Mr. Abuelhassan's experience includes working for Caltrans District 8 delivering projects on various routes within the District as a Project Manager and as a Resident Engineer. Mr. Abuelhassan's experience also includes working for the County of San Bernardino Department of Public Works as a Resident Engineer where he performed the duties of construction manager on several successful projects.

I-215 HOLLAND ROAD OVERCROSSING

CITY OF MENIFEE | MENIFEE, CA | RESIDENT ENGINEER

Mr. Abuelhassan is responsible for overseeing construction management activities for this project. Project scope consists of constructing roadway approaches and I-215 overcrossing at Holland Road in the City of Menifee. The bridge is a 328 foot, 3-span, cast in place, post tensioned box girder bridge. It will provide 2 lanes of traffic, a bicycle path, and sidewalk in each direction. Decorative barrier rail and bridge lighting will match the recently constructed bridges at Newport and Scott Roads. Future utilities will be accommodated with 2- 18" EMWD water lines and 6- 5" SCE conduits within the bridge, and electrical and communication conduits in the sidewalks. The bridge will be founded on 36" Cast in Drilled Hole, (CIDH) piles.

RIVERSIDE AVENUE SOUTH STREET RECONSTRUCTION PROJECT

CITY OF RIALTO | RIALTO, CA | RESIDENT ENGINEER

Mr. Abuelhassan was responsible for overseeing all construction activities along with performing all schedule preparation, review, and task analysis. Major tasks performed included Scoping, Cost Estimating, Scheduling, Budget Management, Preparation and tracking of monthly invoicing to the City and vendors involved. This project was Phase 2 of the 3 phase vision for Riverside Avenue and continued to overlay and reconstruct Riverside Avenue (South) between Interstate 10 (I-10) to Santa Ana River. Project included upgrades of existing and construction of new ADA-compliant curb ramps, and reconstruction of sidewalks, sidewalks, driveways, curbs, and gutters. At the request of the City of Rialto, DCCM designed and added two right turn lanes at Santa Ana Avenue and Resource Drive. Underground utilities were also adjusted to new roadway surface grades. The majority of work was performed at night because Riverside Avenue is a heavy truck traffic roadway.

PROJECT MANAGEMENT SERVICES FOR VARIOUS CAPITAL IMPROVEMENT PROJECTS

CITY OF FONTANA | FONTANA, CA | PROJECT MANAGER

Mr. Abuelhassan provided the City of Fontana with project management and value engineering services for various City projects on a time and materials basis as augmented staff. He reviewed plans, specifications, shop drawings and all other contract and construction related documents. He conducted pre-construction and projects meetings and addressed special concerns, reviewed traffic control plans and enforced the same in the field. Records were maintained in the form of daily inspection reports, photographs, videos, daily reports. Mr. Abuelhassan also evaluated the contractor's operation and production with respect to quality and progress, coordinated and monitored activities between contractor, subcontractors, utility companies, survey and geotechnical consultants on the project, closely monitored testing results and required contractor to take corrective actions if results are unsatisfactory. He ensured contractor and sub-contractors complied with the requirements of contract documents and perform all the work in accordance to plans and specifications and reviewed progress payments for quantity verification according to field progress.

RAMON **CARLOS**
LABOR COMPLIANCE OFFICER

Available: As Needed up to 100%

FIRM
Southstar | DCCM

EXPERIENCE
23 years in Industry
13 years with the Firm

SKIILS
Bilingual – Spanish
Contract Administration

BACKGROUND
Mr. Carlos has been a labor compliance officer since 2002 to present with the public sector as well as private sector. He served as a Labor Compliance officer with Caltrans from 2002-2010. From 2010-2016 he served as the Disadvantaged Business Enterprise Program Manager for Caltrans where he oversaw the goal setting of Federal contracts and participated in good faith effort review committee. He takes on highly challenging positions and projects, and with his energy, initiative, and ability to implement and administer programs, delivers successful assignments that have built his reputation in our industry as one of the best labor compliance officers in the Inland Empire.

ATEN BLVD REHABILITATION PROJECT (VILORE WAY & OLD SR86)
CITY OF IMPERIAL | IMPERIAL, CA | LABOR COMPLIANCE OFFICER

Enforcing prevailing wage on project that consist of about twelve different contractors performing work. Attended pre-construction meetings to provide contractors and their subcontractors with informational materials and requirements regarding labor compliance standards and to review the labor compliance standards applicable to each project. Ensures that their licenses are current and active with the California State Contractor's License Board, and they are not on a federal debarment list. Conducts Employee Interviews at jobsite, provides Payroll Analysis with different funding sources, cross-checks payrolls with Diaries ensuring classifications and hours are correct, notify the State of delinquent or inadequate payrolls, ensures SB854 uploads to Department of Industrial Relations, prepare and submit all monthly, semi-annual and final reports, apprentice certification and tracking per DAS Requirements, verifies Union deposits, and training fees to California Apprenticeship Council.

I-215 HOLLAND RD OVERCROSSING AND CENTRAL PARK AMPHITHEATRE PROJECTS
CITY OF MENIFEE | MENIFEE, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer responsible for managing labor compliance effort, evaluates, monitors, and enforces prevailing wage requirements on various construction projects. Conducted onsite interviews to determine wages paid to workers and prevailing wage compliance orientations with subcontractors being monitored on the awarded task order, to ensure their understanding of prevailing wage requirements and their prevailing wage obligation. Maintained all labor compliance records, helped field personnel and Contractors, conducted field interviews and investigations.

CREEK PARK VEHICLE BRIDGE
CITY OF LA MIRADA | LA MIRADA, CA | LABOR COMPLIANCE OFFICER

Enforcing prevailing wage requirements consisting of reviewing payrolls for prime and approximately eight subcontractors. Enforcing Labor Code 1720-1815. Interact with contractors, addressing deficiencies and correcting in a timely and efficient manner. Project consist of approximately 135 employees. I provide monthly reports to all stakeholders addressing potential findings.

RIVERSIDE AVE. SOUTH RECONSTRUCTION
CITY OF RIALTO | RIALTO, CA | LABOR COMPLIANCE OFFICER

Responsible for providing all Labor Compliance required services in accordance with State, and Federal Ordinances, Laws, and Regulations through the Department of Public Works (DPW), including, but not limited to projects funded in whole or in part by Federal funds and worked in conjunction with the Department of Industrial Relations (DIR) on all SB-854 effected project. I reviewed documents submitted from all contractors which included: payroll, fringe benefits, apprentice requirements, DBE utilization. Collected final affidavits to closeout. Projects consisted of about 20+ contractors and approximately 32000-man hours.

RAMON **CARLOS**
LABOR COMPLIANCE OFFICER

ON-CALL CDBG LABOR COMPLIANCE MONITORING SERVICES
CITY OF RIVERSIDE DEPARTMENT OF PUBLIC WORKS | RIVERSIDE, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer responsible for managing labor compliance effort, evaluates, monitors, and enforces prevailing wage requirements on various construction projects. Conducted onsite interviews to determine wages paid to workers and prevailing wage compliance orientations with subcontractors being monitored on the awarded task order, to ensure their understanding of prevailing wage requirements and their prevailing wage obligation. Responsible for maintaining all labor compliance records, aided field personnel and Contractors, conducted field interviews and investigations. Conduct training to agency staff to also be familiar with prevailing wage requirements.

RCAC – WATER FILTRATION IMPROVEMENTS
VARIOUS SCHOOL LOCATIONS | CA STATEWIDE | LABOR COMPLIANCE OFFICER

Labor Compliance Officer. Responsible for providing all Labor Compliance required services in accordance with Local, State, and Federal Ordinances, Laws, and Regulations. Interact with awarding body prior to award to ensure language. Communicate with contractors and discuss all requirements, including, but not limited to projects funded in whole or in part by Proposition 84 (Safe Drinking Water, Water Quality and Supply; worked in conjunction with the Department of Industrial Relations (DIR) and creating profiles and projects.

I-15 CONGESTION RELIEF IMPROVEMENT PROJECT
CITY OF TEMECULA | TEMECULA, CA | LABOR COMPLIANCE OFFICER

The Labor Compliance task consists of reviewing payrolls for prime and subcontractors. Enforcing Prevailing wage and Labor Code 1720-1815. Interact with prime on addressing deficiencies and correcting. Project consist of up to twenty different contractors, working crews of approximately 120 employees. I provide monthly reports to all stakeholders addressing potential findings.

AS-NEEDED LABOR COMPLIANCE CONSULTANT SERVICES
CALIFORNIA DEPARTMENT OF WATER RESOURCES | STATEWIDE, CA | LABOR COMPLIANCE OFFICER

Labor Compliance Officer responsible for assisting the State with activities needed to ensure that workers employed by States contractors and their subcontractors are hired and paid in compliance with all applicable labor standards Duties includes attending pre-construction meetings to provide contractors and their subcontractors with informational materials and requirements regarding labor compliance standards and to review the labor compliance standards applicable to each project. Ensures that their licenses are current and active with the California State Contractor's License Board, and they are not on a federal debarment list. Conducts Employee Interviews at jobsite, provides Payroll Analysis with different funding sources, cross-checks payrolls with Diaries ensuring classifications and hours are correct, notify the State of delinquent or inadequate payrolls, ensures SB854 uploads to Department of Industrial Relations, prepare and submit all monthly, semi-annual and final reports, apprentice certification and tracking per DAS Requirements, verifies Union deposits, and training fees to California Apprenticeship Council. Also tracked Skilled and Trained Workforce (STW).

OTHER PROJECTS WITH SIMILAR RESPONSIBILITIES HAVE BEEN:

City of La Quinta, Complete Streets Project, La Quinta, CA. Project Cost - $13.5M (6 contractors, approx. 2500-man hours)

City of Corona, I-15 / Cajalco Road Interchange Project, Corona, CA. Project Cost - $50M (13 contractors, 3400-man hours)

City of Indio, I-10 / Jefferson Street Interchange Project, Indio, CA. Project Cost - $45M (11 contractors, 3000-man hours)

City of Murrieta, Los Alamos Bridge, I-15, Murrieta, CA. Project Cost -$30M (17 contractors, 4200-man hours)

91/215/60 Interchange, Riverside, CA. Project Cost - $190M (26 contractors, 8300-man hours)

LABOR COMPLIANCE UNDERSTANDING AND EXPERIENCE

UNDERSTANDING OF LAWS, REGULATIONS AND POLICIES

DCCM understands the various methodologies and approaches to best address the nuances, opportunities, and challenges of working in California. We understand how to streamline the collection, review, monitor and report certified payrolls to verify compliance with all Davis-Bacon, ARRA, state prevailing wage and labor law provisions. Our team members provided Labor Compliance and DBE monitoring services in accordance with Local, State, and Federal Ordinances, Laws, and Regulations. We understand how to streamline the collection, review, monitoring and reporting of certified payrolls to verify compliance with the California Labor Code 1770, Prop 84, SB 854, Davis Bacon, HUD, CDBG, state prevailing wage and labor law provisions, based on the following regulations:

- Department of Industrial Relations (DIR)
- Federal Highway Administration (FHWA)
- Caltrans Local Assistance Procedures Manual (LAPM)
- California Department of Housing and Community Development (HCD)
- Community Development Block Grant (CDBG) Program
- US Department of Commerce-Economic Development Administration (EDA)
- State Water Resources Control Board-Clean Water State Revolving Fund (CWSRF)
- Water Infrastructure Finance and Innovation Act (WIFIA)
- Title 49 Code of Federal Regulations, Part 26
- Disadvantaged Business Enterprise in Department of Transportation (DOT)

PROPOSER'S QUALIFICATIONS, CAPABILITIES & ORGANIZATIONAL CAPACITY

DCCM understands Public Works requires qualified labor compliance services to certify payroll report analysis and audit projects under the Community Development Block Grant (CDBG) Program. Southstar | DCCM has successfully monitored and enforced labor compliance in many California cities and Caltrans Districts. Our proposed team has been responsible for educating personnel, assisting them in monitoring, and enforcing prevailing wage requirements of applicable labor laws to verify all contractors working on government projects are in compliance with state and federal prevailing wage statutes and regulations.

Our team's labor compliance staff have dealt with all types of jobs and funding including Prop 1, Prop 84, CDBG, ARRA, HUD, federal and state dollars. All necessary documentation is submitted throughout the project. Our Lead Labor Compliance Manager has been audited on several projects. Currently, Ramon is also performing Labor Compliance Services for all types of funded projects from the state and federal government and third parties. Have been audited by agencies and all Audits have passed with no issues or concerns.

DCCM provides labor compliance services for the Community Development Block Grant (CDBG) Program funded by U.S. Department of Housing and Urban Development (HUD) administered by State of California Housing and Community Development (HCD) Department.

DCCM also monitors labor compliance with US. Department of Commerce-Economic Development Administration (EDA), and State Water Resources Control Board-Clean Water State Revolving Fund (CWSRF) funding sources.

DCCM monitors construction project documentation and practices to ensure compliance with State and Federal Davis-Bacon Act prevailing wage laws; and facilitates wage corrections caused by misclassifications, underreporting of man-hours, and other labor compliance errors.

DCCM's team members conduct labor compliance audits; submit annual reports to all appropriate Federal, State, and local agencies; and monitor prevailing wage compliance.

DCCM collects, stores, reviews, investigates, analyzes, verifies, and audits Certified Payroll Records, Fringe Benefit Statements, Trustee Reports, prevailing wage claims, employer training contributions, and apprenticeship paperwork to documentation and with applicable rules and regulations; issues requests for missing and revised documentation, and corresponds Prevailing Wage Compliance.

Our team of labor compliance professionals provide Labor Compliance services including compliance for Federal Highway Administration (FHWA) and Caltrans Local Assistance Procedures Manual (LAPM) projects; and implements, monitors, and enforce Davis-Bacon and Related Acts, California Labor Code, and California Code of Regulations (CCR).

DCCM conducts payroll records audits checking for payroll irregularities and employee compliance. We collect labor compliance affidavits prior to project close-out for release of final payments to contractors; conduct monthly jobsite interviews; collect and review supporting documents, including but not limited to inspector logs, job logs, timesheets, and sign-in sheets to reconcile craft work data.

Our team monitors apprentice ratios and issues notice to rectify as necessary; and notifies the contractor of missing or delinquent documents and corrective actions required. Our team understands how to streamline the collection, review, monitor and reporting of certified payrolls to verify

compliance with all Davis-Bacon, ARRA, CDBG state prevailing wage and Public Works labor law provisions. Responsiveness to Project Requirements DCCM is always proactive from the beginning of each project. Prior to the pre-construction meeting we are involved and throughout the contract we maintain open communication with the contractor to be up to date and in compliance. We work together, as a team, to keep everything moving smoothly and in compliance with and in accordance with the prevailing wage laws.

Our team has experience in the following:

- Prevailing Wage
- FHWA Funding
- State Funded
- LAPM Requirements
- Department of Housing and Urban Development (HUD)
- Davis-Bacon Requirements
- SB854 Enforcement
- Certified Payroll Analysis
- LCP Tracker
- Source Document Review (Audits)
- Employee Interviews
- AB 219 Prop 84
- State and Local Compliance
- Apprenticeship Tracking
- Discrepancies, Restitution Cases
- Local Agency Compliance
- Wage Reporting
- Compliance Monitoring Unit (CMM)
- Labor Compliance Meetings
- Collaborating with Agencies
- Department of Labor (DOL)
- Local Unions
- Division of Labor Standards and Enforcement (DLSE)
- Department of Industrial Relations (DIR)
- Division of Apprenticeship Standards (DAS)
- Labor Compliance Team Experience

EXPERIENCE PROVIDING LABOR COMPLIANCE / PREVAILING WAGE SERVICES.

DCCM is experienced in labor compliance services related to the administration, monitoring, and enforcement of labor standards for diverse types of projects. These include, but are not limited to FHWA, State, HUD and CDBG funded improvement projects. Southstar is involved from the start of a project to the end. Southstar starts by helping ensure that the bid packages and construction contracts include any language and documentation forms that is required for specifically funded projects. The Labor Compliance Manager attends the preconstruction meeting and informs contractors and subcontractors of all requirements to stay in compliance with state and federal provisions. Throughout the project, the Labor Compliance Manager collects, reviews, and analyzes certified payrolls to make certain that the correct prevailing wage rates are being paid. Certified payrolls are also crosschecked with inspector's dailies to help ensure that hours match the certified payrolls. Apprentices are also tracked throughout the project. We also verify that all guidelines by the Division of Apprenticeship Standards (DAS) are being met. Employee interviews are conducted on the site on a regular basis. These interviews are submitted as part of project documents. If discrepancies are found, we calculate restitution and informs the Contractor in writing of what is owed and needed to be in compliance.

DCCM's Labor Compliance Officer brings the expertise, skills, and knowledge gained from our team members successfully performing labor compliance services on over 40 projects during the past 12 years with the firm. Our team members have provided labor compliance program services in compliance with labor codes and applicable California Department of Industrial (DIR) regulations for public works contracts for more than 50 clients throughout California on various infrastructure projects.

The DCCM team ensures that our services meet, if not exceed, the City's compliance needs. Our team brings expertise in contract administration, labor relations and general administration. Our team of labor compliance professionals provides Labor Compliance services including compliance for Federal Highway Administration (FHWA) and Caltrans Local Assistance Procedures Manual (LAPM) projects.

Our staff is experienced with, but not limited to the following tasks:

- Review & Audit Certified Payroll Reports
- Attend Preconstruction Meetings
- Inform Contractors of all Labor Provisions
- Enforce SB854 Laws
- Prepare Restitution Cases
- Reconcile Inspector's Daily Work Reports to Certified Payroll
- Work with Outside Labor Compliance Agencies
- Payroll Field Audits / Employee Interviews
- Apprentice Requirements
- Prepare Federal and/or State Audits for Labor Compliance
- Maintain Labor Compliance Files
- Conduct In-house Training and Technical assistance

LABOR COMPLIANCE SERVICES

DCCM has experience managing a wide range of small, medium, and large-scale infrastructure projects, which include labor compliance services such as, Labor Code enforcement, Davis-bacon, Skilled and Trained Workforce and Disadvantage Business Enterprise tracking and monitoring.

Our Labor Compliance Officer will also review, respond to, and make recommendations based on established City standards and relevant expertise on reports, plans and Specifications.

The services provided will include Labor Compliance and all prevailing wage requirements for State and Federally funded projects: interact with contractors and awarding body, attend pre-con meeting, set expectations via checklist, review payrolls, verify wage determinations, confirm PW-100, verify apprentice usage, conduct employee interviews, monitor special participation such as DVBE/DBE, provide monthly reports to all stakeholders, prepare violation sheets if applicable, review any additional reports needed to comply with other agencies. They will also communicate and incorporate field operational needs; administer all contracts associated with assigned projects including managing budgets and schedules; assist with the development of future project budgets.

IN-HOUSE LABOR COMPLIANCE PHILOSOPHY

In general, a good Labor Compliance Officer should identify any findings before they become an issue. Educate all on expectations throughout the project to reduce and or eliminate any confusion about how contractors are expected to comply with Labor Code requirements.

QUALITY CONTROL.

The Labor Compliance Officers key to getting things done is staying organized. Every project has its own unique set of challenges. That is why creating an effective Labor Compliance team can be extremely helpful in managing all the different tasks of the project.

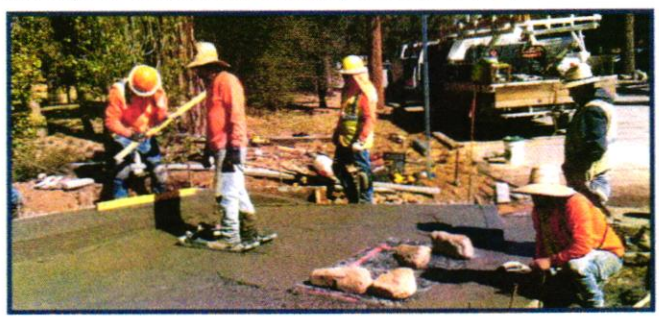
These tasks include, but are not limited to:

- Defining the scopes objectives
- Establishing a plan for success
- Managing risks
- Motivating and consistently communicating with the stakeholders
- Coordinating with contractors and awarding body
- Review payrolls and wages
- Interview employees monthly
- Making sure compliance is performed to the highest standard
- Dealing with wage determination changes
- Provide monthly and closeout reports
- Maintaining cheerful outlook
- Monitoring progress, changes, and issues related to prevailing wage
- Auditing services when deficiencies are found
- Reaching project milestones

The Labor Compliance Officer will make sure that they are always available for their stakeholders for questions, training, advice, support, etc. Having monthly status meetings is also particularly important. These are necessary to discuss compliance and findings, etc. The Labor Compliance Officer will always be available for his team members during these meetings as well.

Making sure that everyone understands the expectations, goals and how they plan to achieve them is a key component of developing DCCM's Labor Compliance philosophy. This communication not only helps get all necessary tasks done on time but also allows us to collect feedback from all stakeholders.

Even with a project plan that is both detailed and thorough, there can still be unexpected changes or problems. Once an issue arises, the Labor Compliance Officer will re-evaluate the expectations to successfully overcome the problem.



DAVIS-BACON

We understand the importance of accurate cost estimating for the planning and budgeting purposes of any agency.

All our proposed Labor Compliance team have decades of experience in the enforcement of Labor Code and Davis-Bacon projects. They have performed countless successful projects and have negotiated hundreds of deficiencies for the benefit of many construction workers. Due to their current involvement in active construction projects, our Labor Compliance team have up to date and extensive information of Labor Code and Davis Bacon requirements. Our staff are ready and available to support the city in any type of project.

TOOLS AND PROCESSES

Our Team is well versed in Labor Code and Davis-Bacon requirements and processes, as well as experts in the Caltrans LAPM. We can understand and recommend solutions for any of the issues that may affect a city's scope requirements, budget, and/or schedule and efficiently implement the approved solution.

DEMONSTRATED COMMITMENT

Our past performance on our successfully completed projects is an indicator of our Team's ability to respond to the City's needs at a moment's notice and to provide continuous and stable staff support.

IDENTIFYING KEY AND/OR CRITICAL ISSUES BASED ON EXPERIENCE

In response to the City of Imperial's request for identifying key or critical issues based on our firm's prior experiences, we have outlined five crucial areas that we believe may be encountered during the project management process. Drawing from our 18 years of experience in managing transportation and infrastructure projects large and small,

We have learned valuable lessons that the city can take advantage of by hiring DCCM. **To ensure the successful delivery of services, we propose the following steps to address and mitigate the risk posed by these potential issues:**

Stakeholder Communication: Effective communication with all stakeholders is critical to ensure everyone is aligned and informed. We have learned that regular, transparent, and structured communication channels help in preempting misunderstandings and conflicts. To ensure this, we will implement a comprehensive communication plan, including regular meetings, updates, and a clear escalation process for issues.

Quality Control: Maintaining high-quality standards is essential for the successful delivery of any project. We have established rigorous quality control procedures, including regular inspections, audits, and corrective action plans, to ensure that all project deliverables meet the required standards. We will continue to enforce these practices to ensure the project's success.

The key determining factors of performing labor compliance on a project is not if it has 5 employees vs 30 employees. The key factors are 1 trade vs. 30 different trades because you have to track: wages, increases, minor footnotes to each wage for each trade. It is also important to determine if laborers are Journeyman or an apprentice and if they are meeting the ratios. During projects of any size it is critical to ensure if the contractor familiar with the local rates vs. from another county and not familiar with wages. Other factors that impact compliance are the existence of a subsistence area and special program participation, tracking and substitution possibilities.

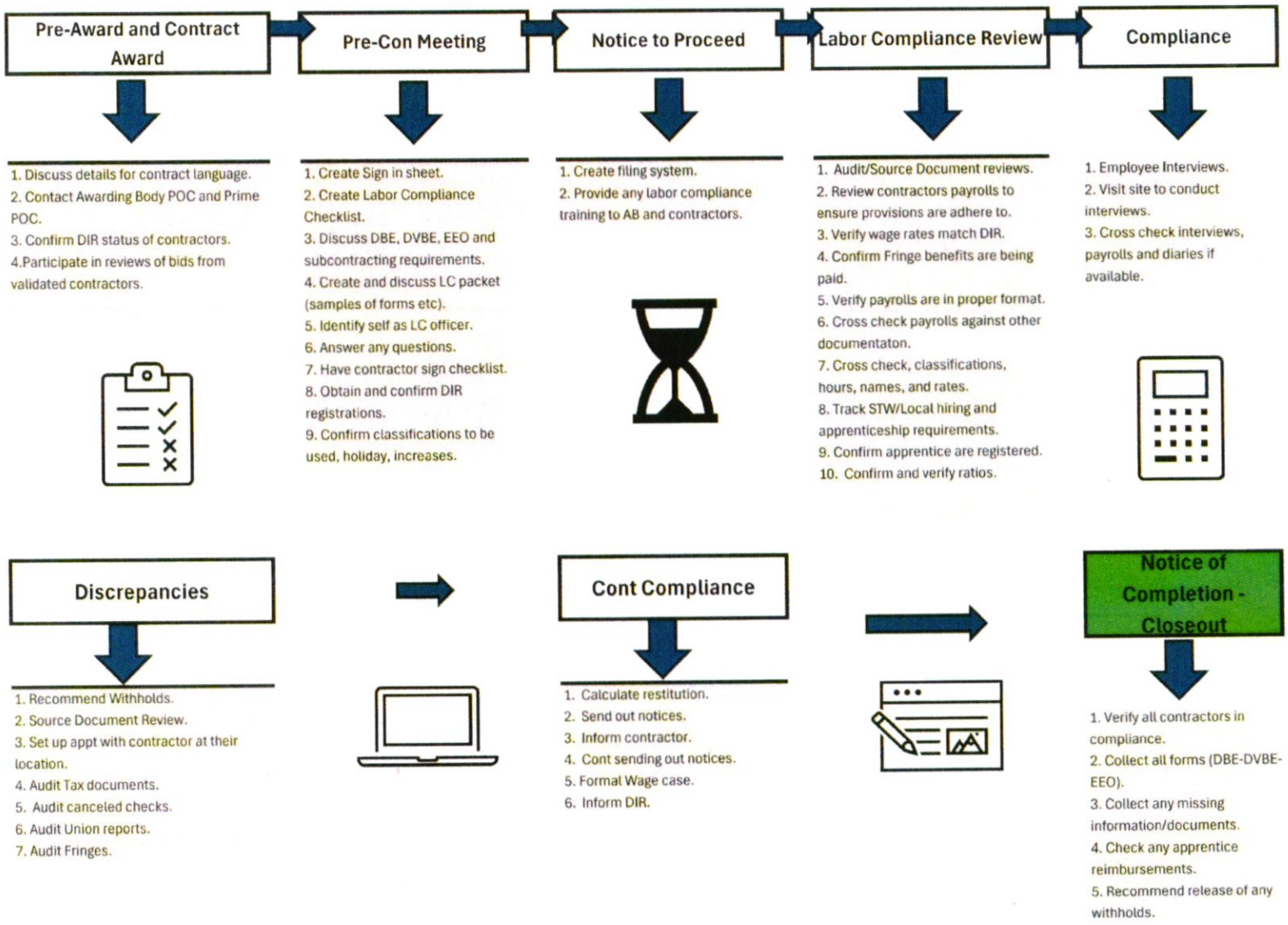
LABOR COMPLIANCE TASK BREAKDOWN

Our Labor Compliance Officer, Mr. Ramon Carlos will provide the proposed labor compliance services requested for this contract. **He has provided these services to dozens of agencies across California over the past 20 years.** The most recent project he has worked on is the Creek Park Vehicle Bridge project for the City of La Mirada in conjunction with the DCCM Construction Management team that is currently overseeing the construction of the project. **The Labor Compliance tasks consist of:**

- Initial review of contract language to ensure funding type and knowledge of expected contractors.
- Verifying expected wage determination to be used and provide to agency along with potential contractors.
- Preparing and attending pre-construction meeting to discuss requirements and expectations via checklist.
- Enforcing Prevailing wage and Labor Code 1720-1815.
- Reviewing payrolls from prime contractors and all subcontractors performing work. Interact with prime on addressing deficiencies while providing technical assistance and solutions to correct findings.
- Attending other meetings as necessary to ensure all parties are aware of requirements, conducts required monthly employee interviews, provide weekly Payroll Analysis vs DIR wage determinations submitted documents to make sure proper wages are being paid to employees, cross-checks interviews, payrolls, and diaries (if applicable) ensuring all required information matches.
- Ensuring employee information complies with labor code requirements.
- Notifying the State of delinquent or inadequate payrolls, ensure uploads to Department of Industrial Relations to comply with SB854, preparing and submitting monthly reports (to keep all stakeholders aware of deficiencies), apprentice certification and tracking per DAS Requirements (if any, to comply with bonified programs), verifying payments made on behalf of employees such as Union deposits, and training fees to California Apprenticeship Council.
- Performing more thorough review of documents on site of contractor's office location.
- Payroll review tasks will be performed each time documents are submitted for any size project.

LABOR COMPLIANCE SERVICE FLOW CHART

The below graphic demonstrates Southstar | DCCM's Labor Compliance workflow:



COST PROPOSAL

Southstar | DCCM's cost proposal for Labor Compliance services for the **Aten Blvd Sidewalk Installation Phase 1 Between Progress Trail & Old SR-86 Project** can be seen below. It is understood that the term of the Agreement for Services will be for the duration of the project which is anticipated to be completed within forty-five (45) business days. These rates are fully burdened rates and include all overhead, benefits, etc.

Southstar | DCCM: Cost Proposal - City of Imperial Labor Compliance Services for Aten Blvd Sidewalk Installation Phase 1 Between Progress Trail & Old SR-86					
Name	**Role**	**Weeks***	**Total Project Hours**	**Hourly Rate**	**Total Cost**
Amr Abuelhassan, PE, MS, QSD	Prinicpal-In-Charge**	9	9	$ 245.00	$ -
Ramon Carlos***	Labor Compliance Officer	9	24	$ 149.00	$ 3,576.00
Beverly Craft	Labor Compliance Support	9	5	$ 125.00	$ 625.00
Sandra Montano	Labor Compliance Support	9	5	$ 125.00	$ 625.00
				Total	**$ 4,826.00**
				Total Project	**$ 4,826.00**

Notes/Assumptions:

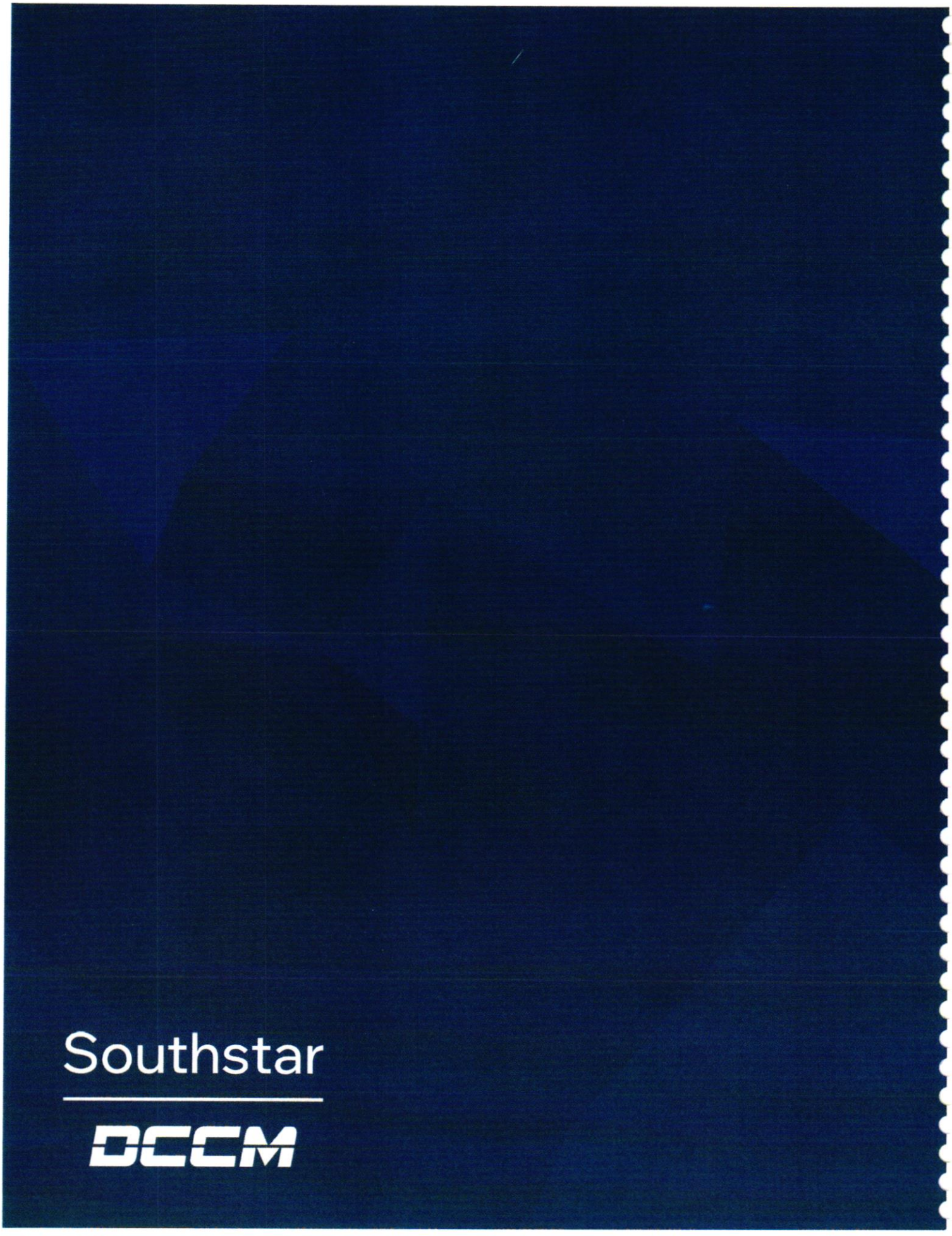
*Assuming 45 business days per the RFP is 9 weeks to complete project.

**Principal-in-charge hours will be as-needed at no cost to the City (savings of $2,205.00).

***Estimated LC hours to complete: (12hrs/mo) 24hrs, initial setup, reviews, interviews and closeout.

Southstar

DCCM


Southstar
DCCM

Agenda Item No. C-4

DATE SUBMITTED	07/22/2025
SUBMITTED BY	R. ALEJANDRO ESTRADA
DATE ACTION REQUIRED	8/6/25

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. APPROVAL OF AGREEMENT BETWEEN THE CITY OF IMPERIAL AND 2K TOWER SERVICES, LLC FOR PROFESSIONAL SERVICES FOR THE TERM OF ONE (1) YEAR TO NOT EXCEED THE ANNUAL AMOUNT OF $20,000.00

DEPARTMENT INVOLVED: DEPARTMENT OF INNOVATION & TECHNOLOGY

BACKGROUND/SUMMARY:

In an effort to maintain the City's towers and upcoming tower projects, the City has contracted 2K Tower Services, LLC. Included in this packet, you will find a professional services agreement for the City Council's review and approval.

FISCAL IMPACT: NOT TO EXCEED

FISCAL IMPACT: $20,000.00

Contracted budgeted in the 2025-2026 Municipal Budget;

Account 19-147-5210

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

Staff recommends approval of the attached Professional Services Agreement.

DEPT. INITIALS:

MANAGER'S RECOMMENDATION: approve

CITY MANAGER's INITIALS: OHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

AGREEMENT FOR PROFESSIONAL SERVICES

This PROFESSIONAL SERVICE AGREEMENT ("AGREEMENT"), is made and entered by and between the City of Imperial, a municipal corporation of the State of California ("Agency") and 2K Tower Services, LLC ("CONSULTANT").

RECITALS

WHEREAS, Agency desires to engage Consultant to perform certain professional services, as provided herein; and

WHEREAS, the Consultant is qualified and desires to accept such engagement; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on the sixth (6th) day of August 2025 and shall remain and continue in effect until tasks described herein are completed, but in no event later than the sixth (6th) day of August 2026, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full "TASKS". To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing. In the event that there is a conflict between AGREEMENT and Exhibit A, AGREEMENT shall prevail.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. AGENCY MANAGEMENT

AGENCY's Manager, or his/her designee, shall represent AGENCY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT. AGENCY's Manager, or his/her designee, shall be authorized to act on AGENCY's behalf and to execute all necessary

documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section V.

V. PAYMENT

A. The AGENCY agrees to pay CONSULTANT monthly, in accordance with the payment rates and terms and the schedule of payment, incorporated herein as set forth by Exhibit B by this reference as though set forth in full. CONSULTANT invoices shall reflect date of work, time spent and project title for tracking and verification purposes. This amount shall not exceed twenty thousand dollars ($20,000.00) for the total term of the AGREEMENT unless additional payment is approved by the AGENCY Manager, in writing.

B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Agency Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by Agency Manager and CONSULTANT at the time AGENCY's written authorization is given to CONSULTANT for the performance of said services. The Agency Manager may approve additional work but in no event shall the total amount to be paid pursuant to this AGREEMENT exceed ten-thousand dollars ($10,000.00) more than the initial amount set forth in Section V.B. without prior approval by the Agency City Council.

C. CONSULTANT will submit invoices monthly for actual services performed. Invoice shall be submitted on or about the first (1st) business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The AGENCY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least thirty (30) days prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise.

B. In the event this AGREEMENT is terminated pursuant to this Section, the AGENCY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed

is of value to the AGENCY. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the AGENCY pursuant to Section V.

C. In the event this AGREEMENT is terminated pursuant to this Section, CONSULTANT shall render all passwords, codes and all other applicable access data to the Information Technology Director.

VII. DEFAULT OF CONSULTANT

A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, AGENCY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.

B. If the City Manager, or his designee, determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time, the AGENCY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AGENCY that relate to the performance of services under this AGREEMENT. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this

AGREEMENT shall become the sole property of the AGENCY and may be used, reused, or otherwise disposed of by the AGENCY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the AGENCY, at the CONSULTANT's office and upon reasonable written request by the AGENCY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to AGENCY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless AGENCY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any agency or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless AGENCY shall not extend to the AGENCY's sole or active negligence.

B. Duty to defend

In the event the AGENCY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by AGENCY, CONSULTANT shall defend the AGENCY at CONSULTANT's cost or at AGENCY's option, to reimburse AGENCY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by AGENCY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and AGENCY, as to whether liability arises from the sole or active negligence of the AGENCY or its officers, employees, or agents, CONSULTANT will be obligated to pay for AGENCY's defense until such time as a final judgment has been entered adjudicating the AGENCY as solely or actively negligent. CONSULTANT will not be entitled in the absence of such a determination to any

reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit B attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

A. CONSULTANT is and shall at all times remain as to the AGENCY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither AGENCY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the AGENCY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against AGENCY, or bind AGENCY in any manner.

B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, AGENCY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for AGENCY. AGENCY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The AGENCY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the AGENCY in connection with the award, terms or implementation of this AGREEMENT,

including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the AGENCY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the AGENCY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of AGENCY, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without AGENCY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the Agency Manager or unless requested by the Agency Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the AGENCY. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives AGENCY notice of such court order or subpoena.

B. CONSULTANT shall promptly notify AGENCY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the AGENCY, unless the AGENCY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing the AGENCY of such Discovery. AGENCY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless AGENCY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with AGENCY and to provide the opportunity to review any response to

discovery requests provided by CONSULTANT. However, AGENCY's right to review any such response does not imply or mean the right by AGENCY to control, direct, or rewrite said response.

XVI. NOTICES

Any notices which either party may desire to give to the other party under this AGREEMENT must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To AGENCY:
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251
Attention: City Manager's Office

To CONSULTANT:
2K Tower Services, LLC
4031 S. Boxwood Ave.
Yuma, AZ 85365
Attention: Jose Hector Garcia

XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the AGENCY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Jose Hector Garcia may use assistants, under his direct supervision, to perform some of the services under this AGREEMENT. CONSULTANT shall provide AGENCY thirty (30) days' notice prior to the departure of Jose Hector Garcia from CONSULTANT's employ. Should he leave CONSULTANT's employ, the AGENCY shall have the option to immediately terminate this AGREEMENT, within three (3) days of the close of said notice period. Upon termination of this Agreement, CONSULTANT's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the CONSULTANT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide AGENCY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include and indemnity provision similar to the one provided herein and identifying AGENCY as an indemnified party, or an incorporation of the

indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from AGENCY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The AGENCY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the AGENCY.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

2K Tower Services, LLC

By:_____

Jose Hector Garcia
President

City of Imperial
A Municipal Corporation

By:_____

Dennis H. Morita
City Manager

ATTEST:

_____
Kristina Shields, City Clerk

APPROVED AS TO FORM:

By: _____
Katherine Turner, City Attorney

Attachments:	Exhibit A	Scope of Work
	Exhibit B	Payment Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A
SCOPE OF WORK

Prelude:
The following tasks will serve as the scope of work for "CONSULTANT" with regards to the Professional Services performed on behalf of the City of Imperial for the duration of the AGREEMENT set forth herein:
2K Tower, LLC shall perform the following tasks:

I. **Tower and Antennas Installation and maintenance**

II. **Tension and plumb of guyed towers**

III. **Tower painting**

IV. **Tower mapping and inspection with engineering**

V. **Microwave path alignment**

EXHIBIT B

PAYMENT SCHEDULE

The AGENCY agrees to pay CONSULTANT at the following rate per hour of service: $150.00 per hour of service

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of AGENCY, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to AGENCY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

CONSULTANT shall submit to AGENCY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of AGENCY, its officers, agents, employees and volunteers.

Umbrella or excess liability insurance. [Optional depending on limits required]. CONSULTANT shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including

commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. CONSULTANT shall provide certificates of insurance to AGENCY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with AGENCY at all times during the term of this contract. AGENCY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by AGENCY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of AGENCY before the AGENCY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, AGENCY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by AGENCY will be promptly reimbursed by CONSULTANT or AGENCY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, AGENCY may cancel this AGREEMENT.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an

assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against AGENCY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against AGENCY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the AGENCY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the AGENCY.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to AGENCY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that AGENCY and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to AGENCY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each

insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to AGENCY for review.

Self-insured retentions. Any self-insured retentions must be declared to and approved by AGENCY. AGENCY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by AGENCY.

Timely notice of claims. CONSULTANT shall give AGENCY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies. Notice to Agency not to exceed ten (10) days.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Agenda Item No. C-5

DATE SUBMITTED	07/22/2025
SUBMITTED BY	R. ALEJANDRO ESTRADA
DATE ACTION REQUIRED	8/6/25

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. APPROVAL OF AGREEMENT BETWEEN THE CITY OF IMPERIAL AND CODE EXXPERTS FOR WEB DEVELOPMENT SERVICES FOR THE TERM OF ONE (1) YEAR IN THE ANNUAL AMOUNT OF $22, 800.00.

DEPARTMENT INVOLVED: DEPARTMENT OF INNOVATION & TECHNOLOGY

BACKGROUND/SUMMARY:

In an effort to maintain the City's current Website and Payments Online System, the City has contracted with Code Exxperts. The City maintains all rights and licensing for our website and server systems. Included in this packet, you will find a professional services agreement and attachments for Council's review and approval.

FISCAL IMPACT: NOT TO EXCEED

FISCAL IMPACT: $22,800.00

Contracted budgeted in the 2025-2026 Municipal Budget;

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

It is staffs recommendation to approve the disbursement of funds for the maintenance of the City's Website.

DEPT. INITIALS:

MANAGER'S RECOMMENDATION: approve

CITY MANAGER's INITIALS: DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

AGREEMENT FOR PROFESSIONAL SERVICES

This PROFESSIONAL SERVICE AGREEMENT ("AGREEMENT"), is made and entered by and between the City of Imperial, a municipal corporation of the State of California ("AGENCY") and Code Exxperts, LLC ("CONSULTANT").

RECITALS

Whereas, Agency desires to engage Consultant to perform certain professional services, as provided herein; and

WHEREAS, the Consultant is qualified and desires to accept such engagement

Now, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on the sixth (6th) day of August 2025 and shall remain and continue in effect until tasks described herein are completed, but in no event later than the sixth (6th) day of August, 2026, unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full "TASKS". To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing. In the event that there is a conflict between AGREEMENT and Exhibit A, AGREEMENT shall prevail.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. AGENCY MANAGEMENT

AGENCY's Manager, or his/her designee, shall represent AGENCY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT. AGENCY's Manager, or his/her designee, shall be authorized to act on AGENCY's behalf and to execute all necessary

documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section V.

V. PAYMENT

A. The AGENCY agrees to pay CONSULTANT on a semi-monthly basis upon receipt of invoice, Payment Schedule shall proceed every 1st and 16th of each month in the amount of nine hundred fifty dollars, no cents ($950.00). CONSULTANT Invoice shall reflect date of work, time spent and project title for tracking and verification purposes. This annual amount shall not exceed twenty-two thousand eight hundred dollars, no cents ($22,800.00) for the total term of the AGREEMENT unless additional payment is approved by the AGENCY Manager.

B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Agency Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by Agency Manager and CONSULTANT at the time AGENCY's written authorization is given to CONSULTANT for the performance of said services. The Agency Manager may approve additional work but in no event shall the total amount to be paid pursuant to this AGREEMENT exceed ten-thousand dollars ($10,000.00) more than the initial amount set forth in Section V.B. without prior approval by the Agency City Council.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The AGENCY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least thirty (30) days prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise.

B. In the event this AGREEMENT is terminated pursuant to this Section, the AGENCY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed is of value to the AGENCY. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the AGENCY pursuant to Section V.

C. In the event this AGREEMENT is terminated pursuant to this Section, CONSULTANT shall render all passwords, codes and all other applicable access data to the Information Technology Director.

VII. DEFAULT OF CONSULTANT

A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, AGENCY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.

B. If the City Manager, or his designee, determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time, the AGENCY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AGENCY that relate to the performance of services under this AGREEMENT. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the AGENCY and may be used, reused, or otherwise disposed of by the AGENCY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the AGENCY, at the CONSULTANT's office and upon reasonable written request by the AGENCY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files.

CONSULTANT hereby grants to AGENCY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless AGENCY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any agency or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless AGENCY shall not extend to the AGENCY's sole or active negligence.

B. Duty to defend

In the event the AGENCY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by AGENCY, CONSULTANT shall defend the AGENCY at CONSULTANT's cost or at AGENCY's option, to reimburse AGENCY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by AGENCY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and AGENCY, as to whether liability arises from the sole or active negligence of the AGENCY or its officers, employees, or agents, CONSULTANT will be obligated to pay for AGENCY's defense until such time as a final judgment has been entered adjudicating the AGENCY as solely or actively negligent. CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit C attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

A. CONSULTANT is and shall at all times remain as to the AGENCY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither AGENCY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the AGENCY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against AGENCY, or bind AGENCY in any manner.

B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Only contractual fees paid to CONSULTANT as provided in the AGREEMENT shall be paid. In no case shall payment include salaries, wages, or other compensation to CONSULTANT for performing services hereunder for AGENCY. AGENCY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of all local laws, rules and regulations, State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The AGENCY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the AGENCY in connection with the award, terms or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the AGENCY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the AGENCY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of AGENCY, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without AGENCY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the Agency Manager or unless requested by the Agency Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the AGENCY. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives AGENCY notice of such court order or subpoena.

B. CONSULTANT shall promptly notify AGENCY should CONSULTANT, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the AGENCY, unless the AGENCY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law from informing the AGENCY of such Discovery. AGENCY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless AGENCY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with AGENCY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, AGENCY's right to review any such response does not imply or mean the right by AGENCY to control, direct, or rewrite said response.

XVI. NOTICES

Any notices which either party may desire to give to the other party under this AGREEMENT must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To AGENCY:
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251
Attention: City Manager's Office

To CONSULTANT:
Code Exxperts, LLC
233 Paulin Avenue, Apt. 8214
Calexico, CA 92231
Attention: Ricardo Hernandez

XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the AGENCY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. Ricardo Hernandez may use assistants, under his direct supervision, to perform some of the services under this AGREEMENT. CONSULTANT shall provide AGENCY thirty (30) days' notice prior to the departure of Ricard Hernandez from CONSULTANT's employ. Should he leave CONSULTANT's employment, the AGENCY shall have the option to immediately terminate this AGREEMENT, within three (3) days of the close of said notice period. Upon termination of this Agreement, CONSULTANT's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the CONSULTANT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide AGENCY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include and indemnity provision similar to the one provided herein and identifying AGENCY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from AGENCY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The AGENCY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the AGENCY.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

Code Exxperts, LLC

By:_____

Ricardo Hernandez
President

City of Imperial
A Municipal Corporation

By:_____

Dennis H. Morita
City Manager

ATTEST:

_____
Kristina Shields, City Clerk

APPROVED AS TO FORM:

By: _____
Katherine Turner, City Attorney

Attachments:	Exhibit A	Scope of Work
	Exhibit B	Insurance Requirements

EXHIBIT A
SCOPE OF WORK

Prelude:
The following tasks will serve as the scope of work for "CONSULTANT" with regards to the Professional Services performed on behalf of the City of Imperial for the duration of the agreement set forth herein:
Code Exxperts, LLC shall perform the following tasks:

1. **Website.-**

I. Hosting Server administration

a) Oversee webserver integrity
b) Configure services
c) Database maintenance
d) Server folder structure and forwarding
e) Hosting Migration, Setup, Republishing

II. ADA content and code level compliance

a) Siteimprove reports monitoring and processing
b) Code level verification and compliance

III. System integrity, security and backup

a) Updating system code and monitor current and foreseen threats
b) Periodic database and system code backup and secure storage
c) Monitoring user, content, mail, access denied, page not found and search string events
d) Link checking
e) Contact form abuse prevention

IV. Content publication/facilitation

a) RPF/BID
b) City Council, Planning Commission, Library Board, Oversight Board, Successor Agency Agenda(s)
c) Front-page Public Notices
d) Public Library events
e) State of the City Address
f) Primary/Secondary Menu Structure
g) Building Permit Reports
h) Special notices

V. Newsletter publication and distribution

a) Mass email subscribing/unsubscribing
b) Subscriber administration
c) Template design
d) General newsletter distribution assistance

Services performed outside of this Agreement shall require de prior authorization by the City Manager. Such services include but are not limited to:

1. **Website.-**
    I. Custom programming / development
    II. Functionality not currently available or stemming from external changes/needs. Including but not limited to:
        a) RFP/BID User profile Registration
        b) RFP/BID User Subscription
        c) Water/Sewer rate calculation
        d) Template and/or Graphic User Interface generation and/or modifications
        e) Bulk content updates for external compliance
        f) Widgets and other display elements

2. **Mobile App Development (iOS / Android / Hybrid)**
3. **Social Media Development / Deployment / Strategy**
4. **Original Artwork / Theme / Template Development**
5. **Original or Custom Animations**
6. **Text/image translation**
7. **Subtitling and multimedia modifications**

EXHIBIT B

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of AGENCY, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to AGENCY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

CONSULTANT shall submit to AGENCY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of AGENCY, its officers, agents, employees and volunteers.

Umbrella or excess liability insurance. [Optional depending on limits required]. CONSULTANT shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including

commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. CONSULTANT shall provide certificates of insurance to AGENCY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with AGENCY at all times during the term of this contract. AGENCY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by AGENCY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of AGENCY before the AGENCY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, AGENCY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by AGENCY will be promptly reimbursed by CONSULTANT or AGENCY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, AGENCY may cancel this AGREEMENT.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an

assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against AGENCY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against AGENCY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the AGENCY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the AGENCY.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to AGENCY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that AGENCY and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to AGENCY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each

insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to AGENCY for review.

Self-insured retentions. Any self-insured retentions must be declared to and approved by AGENCY. AGENCY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by AGENCY.

Timely notice of claims. CONSULTANT shall give AGENCY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies. Notice to Agency not to exceed ten (10) days.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Agenda Item No. C-4

DATE SUBMITTED	07/25/2025	COUNCIL ACTION	(X)
SUBMITTED BY	Administrative Services Department	PUBLIC HEARING REQUIRED	( )
		RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	08/06/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT:
DISCUSSION/ ACTION; APPROVAL OF COMMUNITY FACILITIES DISTRICT (CFD) PARTIAL DISBURSEMENT OF FUNDS FOR REQUEST NO. 1-2018 FROM BRATTON CFD 2004-3.

- APPROVE 6TH PAYMENT IN THE AMOUNT OF $40,000 TO IMPERIAL BRATTON, LP.

DEPARTMENT INVOLVED: ADMINISTRATIVE SERVICES.

BACKGROUND/SUMMARY:

On July 18, 2018 the City approved CFD Disbursement Payment request 1-2018 from Bratton CFD 2004-3 to Imperial Bratton, LP, or Successor, totaling $1,652,338.69 for construction, engineering and related costs incurred by the developer.

Five payments totaling $742,338.69 have already been disbursed leaving a remaining balance of $910,000. The end of fiscal year 2025 allows for a partial payment of $40,000, leaving monies available for debt service and proposed budgeted projects for the area in fiscal year ending 2026.

FISCAL IMPACT: $40,000 from Bratton CFD.	FINANCE INITIALS VMG
STAFF RECOMMENDATION: Council approval of the payment to Imperial Bratton, LP as presented.	DEPT. INITIALS DR
CITY MANAGER'S RECOMMENDATION: approve	CM INITIALS Otm

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

City of Imperial

CITY COUNCIL
James Tucker – Mayor
Geoff Cable – Mayor Pro Tem
Robert Amparano – Councilmember
Darrell Pecnik – Councilmember
Betty Sampson – Councilmember

CITY CLERK
Debra Jackson

CITY TREASURER
Stacy Cox

CITY ATTORNEY
Dennis Morita

CITY MANAGER
Stefan T. Chatwin

CFD Disbursement Approval Procedure

CFD 2004-3 (Bratton)

Payment Request No. 1-2018

Date Requested: May, 11 2018

Request Information: Payment Request No. 2-2017 is for construction, engineering and related costs incurred for an Acquisition Agreement Exhibit "A" facilities/fees as shown in Attachment 1. The request is to reimburse the advanced amount as follows: $1,652,338.69

Actions required and steps taken in approving this request:

1. ***Special Tax Consultant:*** *Confirms that the facilities/fees are per the Acquisition Agreement dated April 18, 2005, includes confirmation of three (3) bids, contracts to perform the work, invoices or cancelled checks, and lien releases.*
   Special Tax Consultant Recommendations: To submit to the City Manager the request to pay as requested from Surplus Funds. The Request lists the facilities/fees and meets the requirements for reimbursement that include the submittal of support documents in the form of contracts, invoices, cancelled checks, and lien releases, so that it can be processed for submission to the City Finance Director for payment under the Acquisition Agreement. This request should be paid from **Surplus Funds** (less retention if applicable) as drawdowns as funds become available to not exceed the following:

   $1,652,338.69 representing fee reimburesements.

   Scott Kapsak

   City Special Tax Consultant Approval

2. ***City Public Works Director:*** *Confirm that the improvements have been completed, inspected, and meet the conditions set out in the Acquisition Agreement. Sign the original copy of the request and below.*

   City Public Works Director Approval

City of Imperial

CITY COUNCIL
James Tucker – Mayor
Geoff Dale – Mayor Pro Tem
Robert Amparano – Councilmember
Darrell Beale – Councilmember
Betty Sampson – Councilmember

CITY CLERK
Debra Jackson

CITY TREASURER
Stacy Cox

CITY ATTORNEY
Dennis Morita

CITY MANAGER
Stefan E. Chatwin

3. ***City Manager:*** *Review, submit to Council if appropriate, and approve the request for disbursement.*

City Manager Approval

4. ***City Finance Department:*** *Please prepare and send payments.*

From: **Surplus Funds** in drawdowns as funds become available (with 0% retention of 0.00 to be held) $1,652,338.69.

Bratton 2004 - 3 CFD Reimbursement

7/18/2018	Consent - . Approval of the 1-2018	1,652,338.69	
7/18/2018	Request 1st payment of reimbursement 1-2018	*450,000.00*	CK# 82907
		1,202,338.69	Remaining balance
4/9/2020	REQUEST 2ND PAYMENT OF REIMBURSEMENT 1-2020	102,338.69	CK# 92857
		1,100,000.00	Remaining balance
7/6/2022	REQUEST 3rd PAYMENT OF REIMBURSEMENT 1-2022	100,000.00	CK#105740
		1,000,000.00	Remaining balance
1/3/2024	REQUEST 4th PAYMENT OF REIMBURSEMENT 1-2024	40,000.00	CK#115213
		960,000.00	Remaining balance
8/21/2024	REQUEST 5th PAYMENT OF REIMBURSEMENT 2-2024	50,000.00	CK#120432
		910,000.00	Remaining balance
8/6/2025	REQUEST 6th PAYMENT OF REIMBURSEMENT 2-2024	40,000.00	
		870,000.00	Remaining balance

Agenda Item No. C-7

DATE SUBMITTED	07/25/2025	COUNCIL ACTION	(X)
SUBMITTED BY	Administrative Services Department	PUBLIC HEARING REQUIRED	( )
		RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	08/06/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT:
DISCUSSION/ACTION; APPROVAL OF COMMUNITY FACILITIES DISTRICT (CFD) PARTIAL DISBURSEMENT OF FUNDS AS REQUESTED BY MONTERREY PARK (CFD 2006-1)

- APPROVE 10TH PAYMENT IN THE AMOUNT OF $70,000 TO JUPITER VENTURES I, LP.

DEPARTMENT INVOLVED: ADMINISTRATIVE SERVICES

BACKGROUND/SUMMARY:

On June 6, 2018 reimbursement payment 1-2018 was approved totaling $4,206,490.88 (Payment Request No. 1-2018 is attached). Cost submitted was for construction, engineering and related costs incurred by the developer. Reimbursement payments are made as surplus funds become available.

The end of fiscal year 2025 allows for a partial payment of $70,000, leaving monies available for debt service and proposed budgeted projects for the area in fiscal year ending 2026. After this request, there will still be a remaining balance of $2,209,000.

FISCAL IMPACT: $70,000 from Monterrey CFD.	FINANCE INITIALS VMS
STAFF RECOMMENDATION: Council approval of the payment to Jupiter Ventures I, LP. as presented.	DEPT. INITIALS DLR
CITY MANAGER'S RECOMMENDATION: Dennis H. Morita	CM INITIALS DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

D-3

City of Imperial

CITY COUNCIL
James Tucker - Mayor
Geoff Dale - Mayor Pro Tem
Robert Amparano - Councilmember
Darrell Pechtl - Councilmember
Betty Sampson - Councilmember

CITY CLERK
Debra Jackson

CITY TREASURER
Stacy Cox

CITY ATTORNEY
Dennis Morita

CITY MANAGER
Stefan T. Chatwin

CFD Disbursement Approval Procedure

CFD 2006-1 (Monterrey Park)

Payment Request No. 1-2018

Date Requested: February 21, 2018

Request Information: Payment Request No. 2-2017 is for construction, engineering and related costs incurred for an Acquisition Agreement Exhibit "A" facilities/fees as shown in Attachment 1. The request is to reimburse the advanced amount as follows: **$4,206,490.88**

Actions required and steps taken in approving this request:

1. ***Special Tax Consultant:*** *Confirms that the facilities/fees are per the Acquisition Agreement dated November 1, 2005, includes confirmation of three (3) bids, contracts to perform the work, invoices or cancelled checks, and lien releases.*
   Special Tax Consultant Recommendations: To submit to the City Manager the request to pay as requested from Surplus Funds. The Request lists the facilities/fees and meets the requirements for reimbursement that include the submittal of support documents in the form of contracts, invoices, cancelled checks, and lien releases, so that it can be processed for submission to the City Finance Director for payment under the Acquisition Agreement. This request should be paid from **Surplus Funds** (less retention if applicable) as drawdowns as funds become available to not exceed the following:

   $4,206,490.88 representing infrastructure items.

Scott Kapael

City Special Tax Consultant Approval

2. ***Community Development Director:*** *Confirm that the improvements have been completed, inspected, and meet the conditions set out in the Acquisition Agreement. Sign the original copy of the request and below.*

City Community Development Director Approval

City of Imperial

CITY COUNCIL
James Tucker - Mayor
Geoff Dule - Mayor Pro Tem
Robert Amparano - Councilmember
Darrell Pechtl - Councilmember
Betty Sampson - Councilmember

CITY CLERK
Debra Jackson

CITY TREASURER
Stacy Cox

CITY ATTORNEY
Dennis Morita

CITY MANAGER
Stefan T. Chatwin

3. ***City Manager:*** *Review, submit to Council if appropriate, and approve the request for disbursement.*

City Manager Approval

4. ***City Administrative Service Department:*** *Please prepare and send these payments (wire instructions on file):*

Wells Fargo Bank
32881 Temecula PKWY
Temecula, CA 92592

Juniper Ventures I, LP
Routing No.
Account No.

5. Funds will be disbursed to the Developer as surplus funds become available.

From: Surplus Funds in drawdowns as funds become available (with 0% retention of 0.00 to be held) **$4,206,490.88**

Monterrey Park CFD Reimbursement

6/6/2018	Consent - E-2. Approval of the 1-2018	4,206,490.88	
6/20/2018	Request 1st payment of reimbursement 1-2018	*500,000.00*	ck# 82467
		3,706,490.88	Remaining Balance
9/5/2018	Request 2nd payment of reimbursement 1-2018	*270,000.00*	ck# 83644
		3,436,490.88	Remaining Balance
2/20/2019	Request 3rd payment of reimbursement 1-2018 (payment 2019-01)	*336,490.88*	CK# 86307
		3,100,000.00	Remaining balance
9/4/2019	Request 4th payment of reimbursement 1-2018 (payment 2019-02)	*250,000.00*	CK# 87656
		2,850,000.00	Remaining balance
	Reduce Payment by this amount transferred to park impact fees for Horizonte Park Cost:	*-102,164.00*	*1/21/2020*
		2,747,836.00	
2/19/2020	Request 5th payment of reimbursement 1-2018 (payment 2020-02)	*147,836.00*	ck# 92523
		2,600,000.00	Remaining balance
5/27/2021	Request 6th payment of reimbursement 1-2018 (payment 2021-01)	70,000.00	ck# 98799
		2,530,000.00	Remaining balance
7/6/2022	Request 7th payment of reimbursement 1-2018 (payment 2022-01)	100,000.00	CK#105743
		2,430,000.00	Remaining balance
1/3/2024	Request 8th payment of reimbursement 1-2018 (payment 2024-01)	70,000.00	CK#115215
		2,360,000.00	Remaining balance
8/21/2024	Request 9th payment of reimbursement 1-2018 (payment 2024-02)	81,000.00	CK#120450
		2,279,000.00	Remaining balance
8/6/2025	Request 10th payment of reimbursement 1-2018 (payment 2025-01)	70,000.00	
		2,209,000.00	Remaining balance

Agenda Item No. C-8

DATE SUBMITTED	07/29/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	08/06/2025

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Authorization to reject claim CW File Number CJP-3054536 as recommended by Carl Warren & Company.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

Recommendation from Carl Warren & Company to reject claim CW File Number CJP-3054536 submitted by Jaseyny Velazco on July 22, 2025.

FISCAL IMPACT: NOT TO EXCEED

There is no fiscal impact associated with this action.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

Staff recommends approval to reject claim.

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

Agenda Item No. D-1

DATE SUBMITTED	07/30/2025	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	ADMIN SERVICES	RESOLUTION	(X)
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	08/06/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: Fire Engine Truck

1. Approval to purchase a new 2024 Pierce Enforcer Fire Engine, which will expand the City of Imperial fleet through the Imperial County Fire Department.
2. Approval of **Resolution 2025-46**, for a 10-year finance agreement with PNC Bank to acquire the Fire Engine described in Attachment in the amount of $937,355.52

DEPARTMENT INVOLVED: ADMINISTRATION SERVICES

BACKGROUND/SUMMARY:

Due to the continued expansion of the city's residential population, there has been a corresponding increase in demand for emergency services. The current fleet of fire engines, while historically reliable, includes apparatus that have exceeded their recommended service life according to national standards and manufacturer guidelines. This aging equipment is increasingly costly to maintain and less reliable in responding to modern emergency demands.

To ensure the safety of both residents and firefighters, the city must invest in a new fire engine that meets current performance, safety, and emission standards. The new apparatus will enhance the fire department's ability to respond effectively to emergencies across a growing service area. The existing engine, while no longer suitable for front-line service, will be retained and repurposed as a reserve unit. This will provide additional support during major incidents or when primary vehicles are out of service for maintenance.

The recommendation by the County of Imperial Fire Department is to purchase Fire Engine Apparatus from South Coast Fire Equipment, as described in the Attachment.

FISCAL IMPACT: The **$937,355.52** will be financed through a 10-year 5.01% lease agreement with PNC Bank. The yearly lease payments of $121,450.79 will be covered through Fire Impact fees and General Fund monies.	ADMIN SERVICES SIGN INITIALS VMS
STAFF RECOMMENDATION: Staff recommends that the City Council approve authorization to purchase Pierce Enforcer Fire Engine, and adopt **Resolution** 2025-46 for fire engine purchase lease agreement.	DEPT. INITIALS VMS

CITY MANAGER'S RECOMMENDATION: approve	CITY MANAGER'S INITIALS

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

RESOLUTION NO. 2025-46

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

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

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

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

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more Master Lease-Purchase Agreements of $937,355.52 in the principal amount not exceeding the amount stated for the purpose of acquiring the property 2024 Pierce Fire Engine Truck to be described in the Leases is appropriate and necessary to the functions and operations of the City of Imperial; and

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED by the City Council of the City of Imperial on the 6th day of August, 2025

JAMES TUCKER,
Mayor

ATTEST:

KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-46 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 6th day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, on August 6, 2025.

KRISTINA SHIELDS,
City Clerk

Pierce Financing Options

SOUTH COAST
FIRE EQUIPMENT

Adrian Beyer

Pierce
Saber Engine

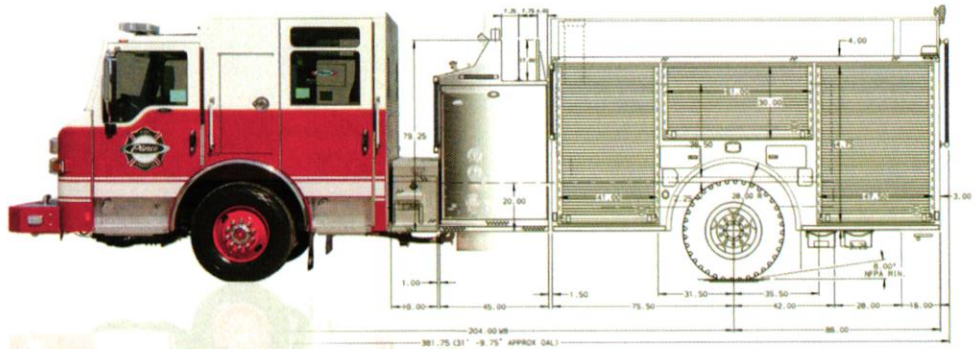
Imperial County
Fire Department

PNC BANK

All kinds of plans for all kinds of departments

- The same logic behind our custom chassis applies to our financial services: Tailor the product to the department, not the other way around.
- Through the Pierce Financial Solutions program, PNC Bank provides the industry's most extensive line of lease plans for fleet replacement. With industry-leading tax-exempt rates, zero documentation fees, flexible payment plans and quick approvals that can bypass voter referendums, we make it easy to get behind the wheel of your new Pierce.
- Pierce and PNC Bank partner to provide a tax-exempt municipal leasing program that has financed > $1.5 Billion in Pierce Apparatus!

Customized Financing



For a One-of-a-Kind Customized Apparatus.

The Pierce
Program Advantage

- Financing from PNC Bank (4th largest bank-owned leasing company in U.S.)
- Flexible payment structures to meet your budget requirements
- Deferred payment option to simplify budgeting
- Industry's most extensive lines of lease plans for fleet replacement
- Prepay program to lower payments and eliminate interest rate risk
- 100% Financing with no documentation fees
- Highly Competitive tax-exempt interest rates
- Dedicated Account Executive to assist you through the entire financing process

PNC BANK

Finance Program Options

Lease Purchase Plan

With a lease purchase plan, you can purchase the apparatus gradually over time. This allows you to use available capital for operations or other needs. At the end of the lease, you can purchase the apparatus for just $1. Terms for this plan range from 2 to 15 years (10 years for apparatus with commercial chassis).

Choose a lease purchase if:

You prefer ownership of the apparatus and need to spread capital costs over time.

Turn-In Lease Plan

The turn-in lease plan contains a "balloon payment" for the estimated resale value of the apparatus at the end of the lease. A department has two options at lease term:

1. Purchase the apparatus by paying off or refinancing the "balloon payment."
2. Return the apparatus to Pierce and lease a new Pierce apparatus (Pierce pays off the balloon payment).

Terms for this plan range from 2 to 10 years of use. This lease contains mileage and apparatus condition provisions, with 10,000 and 15,000 annual mileage options available.

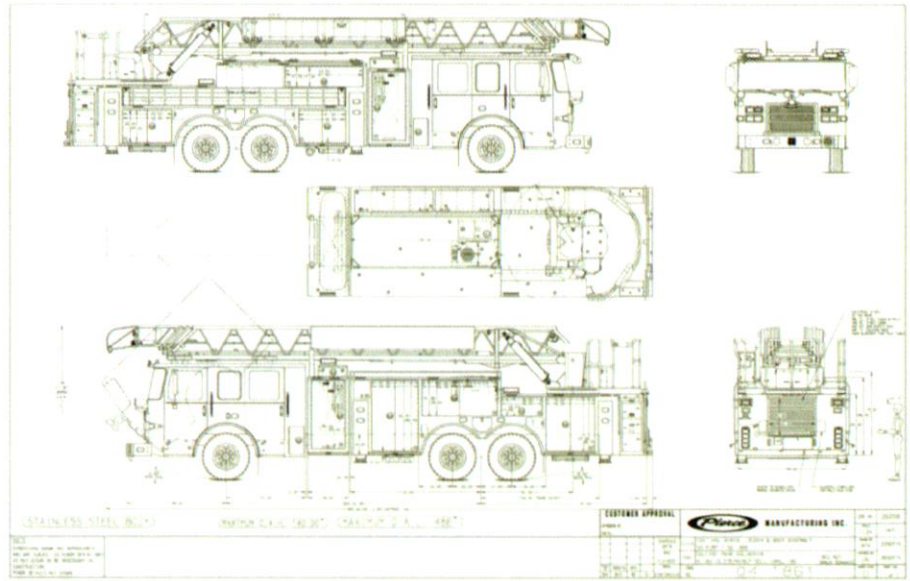
Choose a turn-in lease if:

You want to pay for the use of the apparatus over the lease term and need a flexible, cost-effective fleet management program.

PNC BANK

Lease Start Options

- Imperial County Fire can start the financing at *any time from the date of order to the date of delivery*
- Imperial County Fire *will receive all remaining Pierce prepay discounts from the financing start date to the date of delivery.*



PUMPER

BODY
Medium Galvanneal 2nd Gen Pumper

CHASSIS
Enforcer Chassis

ELECTRICAL SYSTEM
MUX

CHASSIS

AXLE,FRONT,CUSTOM
20,000 Lb Steertek Axle

AXLE,REAR
24,000 Lb Meritor Axle

ENGINE
455 HP Cummins X12 Engine

TRANSMISSION
Allison 6th Gen, 3000 EVS P

BUMPER
16" Extended Stainless Steel

CAB
6000 Enforcer Cab

BODY

TOTAL TANK CAPACITY
525 Gallon New York Style Poly Tank

WATER CAPACITY
500 Gallons of Water

FOAM CELL CAPACITY
25 Gallon Foam Cell

COMPT,PUMPER,REAR
30.75" FF Lap Rear Compt

COMPT,PUMPER,LEFT SIDE
152" Rollup Full Height Front & Rear

COMPT,PUMPER,RIGHT SIDE
152" Rollup Full Height Front & Rear FOLER

FIRE SUPPRESSION

PUMPHOUSE
48" Control Zone Side Mount

PUMP
1500 GPM Hale Qmax

CROSSLAYS,1.50"
(2) 1.50" Standard Capacity

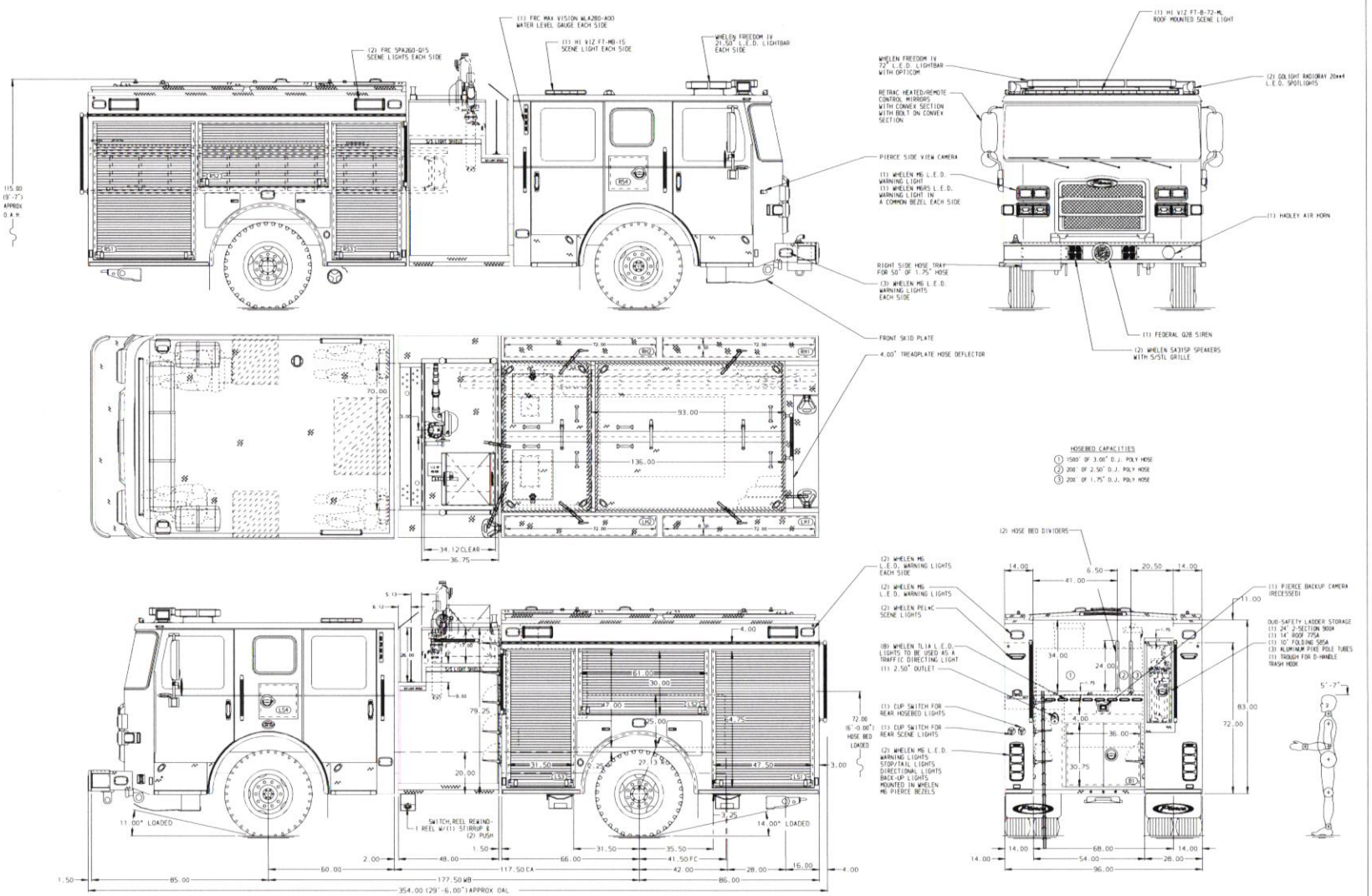
CROSSLAYS,2.50"
2.50" Crosslay Not Required

SPEEDLAYS
Speedlays Not Required

GENERATOR
Generator Not Required

FOAM SYSTEM
Foam Pro 2001 Single Agent Foam System

SAFETY



CUSTOMER APPROVAL							
APPROVED BY:							
DATE:							
						CHASSIS DATA	
						MAKE	PIERCE
						MODEL	ENFORCER
REV	-	-	-	DATE	BY	CH	

Pierce MANUFACTURING INC.

TITLE	Pierce Pumper Approval Drawing
	-
FOR	South Coast Fire Equipment
	-
DWG NO.	41052AD-SH1

JOB NO.	41052 01-03
SCALE	1:24
DATE	17APR25
DRAWN BY	LST
CHECKED BY	-
SHEET SIZE	D
SHEET NO.	1 OF 2

NOTE
DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION.
MINOR DETAILS NOT SHOWN.

1. ONE 1.50 OUTLET WITH 2.00 PIPING AND SWIVEL LOCATED ON TOP OF THE RIGHT SIDE OF THE BUMPER
2. SHORELINE RECEPTACLE WITH BLUE SEA SURE EJECT ON THE DRIVER'S SIDE CAB CORNER
3. AIR INLET WITH DISCONNECT COUPLING IN THE DRIVER SIDE STEPWELL
4. HANNAY MODEL SREF 20-25-26-12 BOOSTER REEL FOR 200' OF 1.00" NIEDNER REEL TEK HOSE IN THE DRIVER'S SIDE OF THE CARGO AREA OVER THE PUMP
5. AIR OUTLET ON THE PASSENGER'S SIDE PUMP PANEL

Making Lease Payments Prior To Delivery

Lease payments made prior to delivery have *two* layers of protection:

1. Pierce Performance Bond

Ensures that the customer will receive the apparatus in accordance with the terms of the contract agreement. Guarantees one year warranty will be performed.

2. PNC "Four Party Agreement" in lease contract

If Pierce fails to deliver Equipment, then Pierce shall pay to Lessee the Lessee's payments and the amount owed to PNC (the lease is refunded).

Program Contacts

Tom Whitmer
Director, Customer Finance
twhitmer@piercemfg.com
920.267.1256

Matthew Titel
Manager, Customer Finance
mtitel@piercemfg.com
920.810.9343

Kim Simon
Vice President – Account Executive
kim.simon@pnc.com
614.670.3994

FINANCIAL SOLUTIONS

PNC EQUIPMENT FINANCE

Tax Exempt Lease Purchase

SALES ORGANIZATION:	**South Coast - Adrian**
LESSEE:	City of Imperial
TYPE OF EQUIPMENT:	One (1) Pierce Saber pumper
EQUIPMENT COST:	$937,355.52 after discounts
CUSTOMER DOWNPAYMENT:	$0.00
TRADE-IN:	$0.00
DELIVERY TIME:	Per Contract
PAYMENT MODE:	Annual In Arrears
FIRST PAYMENT DUE DATE:	1 year after lease commencement
LEASE COMMENCEMENT DATE:	Upon contract signing with Pierce

6/26/2025

Contact information:
Kim Simon
Locator: B4-B230-06-07
155 East Broad St
Columbus, OH 43215
Ph: 614-670-3994
Fax (866) 852-3101
Kim.simon@pnc.com

Term	5 years	7 years	10 years
Number of Payments	5 Annual	7 Annual	10 Annual
Payment Amount	$212,748.83	$159,769.87	$121,450.79
Interest rate:	4.37%	4.62%	5.01%

NOTE: All lease documents must be fully executed within 7 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce Manufacturing or financed by PNC Equipment Finance as part of the transaction

ESCROW FUNDING OPTION: At lease closing, if all of the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The escrow agent will assess a $250.00 account set up fee payable at closing.
TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a $1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.
BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than $10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.
LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with PNC Equipment Finance perfecting a first security interest
AUTHORIZED SIGNORS: The lessee's governing board shall provide PNC Equipment Finance with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.
LEGAL OPINION: The lessee's counsel shall furnish PNC Equipment Finance with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to PNC Equipment Finance.
VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.
This proposal will be valid for Seven Days (7) from the above date and is subject to final credit approval by PNC Equipment Finance and approval of the lease documents in PNC Equipment Finance's sole discretion. To render a credit decision, lessee shall provide PNC Equipment Finance with their most recent three years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by:_____ Proposal submitted by Kim Simon

Agenda Item No. D-2

DATE SUBMITTED	07/30/2025	COUNCIL ACTION	(X)
		PUBLIC HEARING REQUIRED	( )
SUBMITTED BY	Police Department	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
DATE ACTION REQUIRED	08/06/2025	ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

EXPENDITURE PLAN AND RESOLUTION ACCEPTING THE 2023/2024, STATE CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS) ALLOCATION FUNDING.

1. APPROVAL OF RESOLUTION 2025-43 APPROVING THE ACCEPTANCE OF STATE COPS PROGRAM FUNDING FOR FISCAL YEAR 2023/2024.
2. APPROVAL OF RESOLUTION 2025-44 APPROVING THE ACCEPTANCE OF STATE COPS PROGRAM FUNDING FOR FISCAL YEAR 2023/2024 GROWTH

DEPARTMENT INVOLVED: POLICE DEPARTMENT

BACKGROUND/SUMMARY:

The County of Imperial Administration Office has allocated $100,000.00 for FY 2023/2024, and $106,695.99 for FY 2023/2024 Growth. The below expenditure plan was developed in connection to the grant requirements. To accept this grant funding, the City is required to adopt a resolution accepting the funds and an expenditure plan outlining the use for those funds. (See Resolution 2025-43 and 2025-44) Contingency funding added to costs due to fluctuating prices, and shipping costs.

Expenditure plan outlines the following Public Safety expenditures.

1. $6,661.97: UrbanSDK
   - Traffic data program which will provide real-time data in areas of concern to the public or City
2. $121,421.97: Axon In-Car Camera system
   - In-Car camera system for 11 patrol units, which will be fully integrated with the Axon body-camera system.
3. $28,568.55: Stalker Radar and Lidar Equipment
   - (1) Stalker MC360 Message Trailer, which will provide speed data and traffic count data.
     (1) DSR 2X Radar w/ Fast Lock Remote which will be mounted and hard wired into an existing patrol unit
     (2) Stalker Lidar XLR hand held Lidars
4. $37,125.52: Motorola APX6000
   - (5) Hand- held radios for Police Officers,
5. $12,911.97: Dell Laptops
   - (6) Dell laptops to be issued out to officers while attending trainings, or conducting interviews. One laptop will be dedicated to the Stalker MC360 Message Trailer.

FISCAL IMPACT: NONE	FINANCE INITIALS VMS
STAFF RECOMMENDATION: The Department is requesting approval to use COPS funds as outlined in the supporting documents.	DEPT. INITIALS

MANAGER'S RECOMMENDATION: approve	CITY MANAGER's INITIALS DM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

APPROVED ( )
DISAPPROVED ( )

REJECTED ( )
DEFERRED ( )

REFERRED TO:

RESOLUTION NO. 2025-43

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL APPROVING THE ACCEPTANCE OF STATE CITIZENS OPTIONS FOR PUBLIC SAFETY (COPS) PROGRAM FUNDING FOR FISCAL YEAR 2023-2024

WHEREAS, the City of Imperial received funding from the State of California Citizens Options for Public Safety (COPS) Program, and is approved for funding for the program in FY 2023-2024 in the amount of $100,000.00;

WHEREAS, the Imperial Police Department will utilize the aforementioned funds for (1) Traffic Data Software, (11) Axon In-Car Camera's (Partial Payment), (4) Speed Radar Equipment, (5) Mobile Radios, (6) Dell Laptops.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. To authorize the request for funding from the State of California COPS Program for Fiscal Year 2023-2024 in the amount of $100,000.00;

2. To authorize the Imperial Police Department to utilize the funds as outlined, upon receipt of funds from the County Auditor.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Imperial on the 6th day of August, 2025

JAMES TUCKER,
Mayor

ATTEST:

KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-43 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 6th day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, on August 6, 2025.

_____

KRISTINA SHIELDS,
City Clerk

RESOLUTION NO. 2025-44

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL APPROVING THE ACCEPTANCE OF STATE CITIZENS OPTIONS FOR PUBLIC SAFETY (COPS) PROGRAM FUNDING FOR FISCAL YEAR 2023-2024 (Growth)

WHEREAS, the City of Imperial received funding from the State of California Citizens Options for Public Safety (COPS) Program, and is approved for funding for the program in FY 2023-2024 in the amount of $106,695.99;

WHEREAS, the Imperial Police Department will utilize the aforementioned funds for (11) Axon In-Car Camera's (Partial Payment).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IMPERIAL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. To authorize the request for funding from the State of California COPS Program for Fiscal Year 2023-2024 in the amount of $106,695.99;

2. To authorize the Imperial Police Department to utilize the funds as outlined, upon receipt of funds from the County Auditor.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Imperial on the 6th day of August, 2025

JAMES TUCKER,
Mayor

ATTEST:

KRISTINA SHIELDS,
City Clerk

I, Kristina Shields, City Clerk of the City of Imperial, California, hereby certify that the foregoing Resolution No. 2025-44 was duly adopted at a meeting of the Imperial City Council at its meeting held on the 6th day of August, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Imperial, California, on August 6, 2025.

_____

KRISTINA SHIELDS,
City Clerk

URBANSDK

City of Imperial, California - License

City of Imperial, California
420 S Imperial Ave, Imperial, CA 92251, USA
Imperial, CA 92251
United States

Quote created: May 6, 2025
Quote expires: August 31, 2025
Quote created by: Eric Wingbermuehle

eric.wingbermuehle@urbansdk.com
+13148094490

David Dale
ddale@imperial.ca.gov
(760) 355-2155

Aaron Reel
areel@imperial.ca.gov
760-355-4327

Comments from Eric Wingbermuehle

URBAN SDK, INC.

Urban SDK will provide **Imperial, CA** with comprehensive Speed data for every roadway. This includes:

- **Speed Data**: A 12-month data backfill starting from the month before the contract signing, with ongoing monthly reports.
- **Historical Data**: Any historical data supplied by Imperial, CA will be uploaded into the platform, ensuring continuity and a robust dataset for analysis.
- **Rules Engine:** Automated Reporting & Notification System queued by Imperial-set thresholds

Contract Start Date 9/1/2025
Contract End Date 8/31/2026

Products & Services

Item & Description	Quantity	Unit Price	Total
Urban SDK Base License Base plan for Urban SDK with 13 Months of Historical Data Archive. License includes: - Insights Analytics & Reporting - Workspace Data Storage - Studio Map Builder - Dashboard Builder - Public Portfolio to Share Dashboards and Maps Speed Data for Functional Road Classes 1-5 - Average Speed - 50% Speed - 85% Speed - 95% Speed - Speed Limit Difference - High & Low Speeds - Daily Refresh	1	$10,500.00 / year	$10,500.00 / year for 1 year
Forms + Workflow Urban SDK Forms and Workflow automations enable customers create forms that capture complaints, feedback, and field reports, which then automatically generate tasks, work orders, and workflows.	1	$0.00 / year	$0.00 / year for 1 year
Customer Support - Live Chat & Email Support - Knowledge Base How To Articles and Videos - Online Training Webinars	1	$0.00 / year	$0.00 / year for 1 year
	Annual subtotal		$10,500.00
		Total	**$10,500.00**
		Total contract value	**$10,500.00**

Terms and Conditions

Our agreement is effective as of the Effective Date set forth below, is entered into by and between the Buyer identified as Customer below ("Customer") and Urban SDK, Inc., a Delaware corporation, with its principal place of business located at 100 N Laura St, Ste 602, Jacksonville, FL 32202 ("Urban SDK"). The parties acknowledge and agree that they have read and understand this Agreement and, upon execution, are legally bound by it.

This Agreement includes this "Signature" or any other ordering document referencing this Agreement, the Terms and Conditions available at Terms and Conditions, all statements of work entered into in connection with this Agreement ("Statement(s) of Work").

Signature

_____ _____

Signature Date

_____

Printed name

Countersignature

_____ _____

Countersignature Date

_____

Printed name

Non-Binding Budgetary Estimate

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-664012-45695.718AS

Issued: 02/07/2025

Quote Expiration: 09/30/2025

Estimated Contract Start Date: 10/01/2025

Account Number: 107244

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Imperial Police Dept. - CA 424 S IMPERIAL POLICE DEPT IMPERIAL, CA 92251 USA	**Imperial Police Dept. - CA** **424 S IMPERIAL POLICE DEPT** IMPERIAL CA 92251 **USA** Email: jschaffer@cityofimperial.org

SALES REPRESENTATIVE	PRIMARY CONTACT
Adam Smith Phone: 602-751-1798 Email: asmith@taser.com Fax: (480) 463-2201	Jeremy Schaffer Phone: 760-460-1226 Email: jschaffer@imperial.ca.gov Fax:

Quote Summary

Program Length	61 Months
TOTAL COST	$114,237.75
ESTIMATED TOTAL W/ TAX	$118,111.25

Discount Summary

Average Savings Per Year	$634.92
TOTAL SAVINGS	$3,227.51

Payment Summary

Date	Subtotal	Tax	Total
Sep 2025	$22,847.55	$774.70	$23,622.25
Sep 2026	$22,847.55	$774.70	$23,622.25
Sep 2027	$22,847.55	$774.70	$23,622.25
Sep 2028	$22,847.55	$774.70	$23,622.25
Sep 2029	$22,847.55	$774.70	$23,622.25
Total	**$114,237.75**	**$3,873.50**	**$118,111.25**

Non-Binding Budgetary Estimate

Quote Unbundled Price:	**$117,465.26**
Quote List Price:	**$114,237.75**
Quote Subtotal:	**$114,237.75**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
Fleet3B	Fleet 3 Basic	11	61	$175.06	$170.25	$170.25	$114,237.75	$3,873.50	$118,111.25
Total							**$114,237.75**	**$3,873.50**	**$118,111.25**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Fleet 3 Basic	100469	AXON FLEET 3 - SIM INSERTION - ATT FIRSTNET	11	1	09/01/2025
Fleet 3 Basic	100989	AXON FLEET - CRADLEPOINT R920-C7A+5YR NETCLOUD	11	1	09/01/2025
Fleet 3 Basic	70112	AXON SIGNAL - VEHICLE	11	1	09/01/2025
Fleet 3 Basic	71200	AXON FLEET - AIRGAIN ANT - 5-IN-1 2LTE 2WIFI 1GNSS BL	11	1	09/01/2025
Fleet 3 Basic	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	11	1	09/01/2025

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	11	10/01/2025	10/31/2030
Fleet 3 Basic	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	22	10/01/2025	10/31/2030

Services

Bundle	Item	Description	QTY
Fleet 3 Basic	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	11

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	11	09/01/2026	10/31/2030
Fleet 3 Basic	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	11	09/01/2026	10/31/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	424 S IMPERIAL POLICE DEPT	IMPERIAL	CA	92251	USA

Payment Details

Sep 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	Fleet3B	Fleet 3 Basic	11	$22,847.55	$774.70	$23,622.25
Total				**$22,847.55**	**$774.70**	**$23,622.25**

Sep 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	Fleet3B	Fleet 3 Basic	11	$22,847.55	$774.70	$23,622.25
Total				**$22,847.55**	**$774.70**	**$23,622.25**

Sep 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	Fleet3B	Fleet 3 Basic	11	$22,847.55	$774.70	$23,622.25
Total				**$22,847.55**	**$774.70**	**$23,622.25**

Sep 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	Fleet3B	Fleet 3 Basic	11	$22,847.55	$774.70	$23,622.25
Total				**$22,847.55**	**$774.70**	**$23,622.25**

Sep 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	Fleet3B	Fleet 3 Basic	11	$22,847.55	$774.70	$23,622.25
Total				**$22,847.55**	**$774.70**	**$23,622.25**

Non-Binding Budgetary Estimate

This Rough Order of Magnitude estimate is being provided for budgetary and planning purposes only. It is non-binding and is not considered a contractable offer for sale of Axon goods or services.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

STALKER radar
applied concepts, inc.

Quote
2107991

855 E. Collins Blvd.
Richardson,TX 75081
Phone:972-398-3780
Fax:972-398-3781

National Toll free: 1-800- STALKER

Inside Sales Partner
Anthony Greene
+1-972-801-4892
anthony.greene@a-concepts.com

Reg Sales Mgr
Brian Wong
+1-310-429-0519
brianw@a-concepts.com

Date: 07/11/2025

Effective From:07/10/2025 **Valid Through**:10/08/2025 **Lead Time**:60 working days

Bill To:	**Ship To:** *Deliver*
Customer ID:036097	
Imperial Police Department	Imperial Police Department
424 S Imperial Ave Accounts Payable	424 S Imperial Ave Sergeant Jeremy Schaffer
Imperial, CA 92251-1637	Imperial, CA 92251-1637

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	821-1101-00	Stalker MC360 Message Trailer (3'x6') w/Strobes	60	$19,667.00	$19,667.00

	Ln	Qty	Part Number	Description	Price	Ext Price
	1	1	015-2684-59	[268459] MC360 Message Trailer (3'x6') w/Solar		$0.00
	2	1	200-1229-01	[414155] Traffic Stats Sensor, 2 Comm Ports		$0.00
	3	1	006-0569-00	Certificate of Accuracy, Speed Sensor II		$0.00
	4	1	015-4120-94	Red/Blue Strobes-2 Strobe Assys, 6 LEDs ea-MC360		$0.00
	5	1	015-1819-00	[275569] SAM 3/SAM/VMS Trailer Wheel Jack		$0.00
	6	1	015-5603-00	[275565] Trailer Wheel Lock		$0.00
	7	1	200-1173-00	(412467) Traffic Data Analysis Package		$0.00
	8	1	200-1448-01	MC360 Trailer User Manual Kit w/USB Comm Cable		$0.00
	9	1	063-0024-60	Message Center Trailer 5-Year Warranty		$0.00
	10	1	005-0001-00	Shipping From BW Trailer Stock		$0.00
					Group Total	$19,667.00

Product	**$19,667.00**	**Sub-Total:**	**$18,917.00**
Discount	**$750.00**	**Sales Tax 7.75%**	**$1,466.07**
Trade-in 0		**Shipping & Handling**	**$675.00**
Payment Terms	**Net 30 days**	**Total: USD**	**$21,058.07**

1 time discount of $750 exp July 31st

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STALKER radar
applied concepts, inc.

Quote
2107993

855 E. Collins Blvd.
Richardson,TX 75081
Phone:972-398-3780
Fax:972-398-3781

National Toll free: 1-800- STALKER

Inside Sales Partner Anthony Greene
+1-972-801-4892
anthony.greene@a-concepts.com

Reg Sales Mgr Brian Wong
+1-310-429-0519
brianw@a-concepts.com

Date: 07/11/2025

Effective From:07/10/2025 **Valid Through**:07/31/2025 **Lead Time**:45 working days

Bill To:	**Customer ID**:036097	**Ship To:**	*FedEx Ground*
Imperial Police Department 424 S Imperial Ave Imperial, CA 92251-1637	Accounts Payable	Imperial Police Department 424 S Imperial Ave Imperial, CA 92251-1637	Sergeant Jeremy Schaffer

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	807-0001-00	DSR 2X Radar with Fast Lock Remote	36	$3,435.00	$3,435.00

	Ln	Qty	Part Number	Description	Price	Ext Price
	1	1	200-0965-50	2X Counting Unit, 1.5 PCB, ARM Processor		$0.00
	2	1	200-1570-00	2X Modular OSC Display		$0.00
	3	1	200-1468-00*	Dual DSR Ka Antenna		$0.00
	4	1	200-1468-01	2X Rear Antenna		$0.00
	5	1	200-0919-00	2X Fast Lock Remote w/Screw Latch		$0.00
	6	1	200-0769-00*	25 MPH/40 KPH KA Tuning Fork		$0.00
	7	1	200-0770-00*	40 MPH/64 KPH KA Tuning Fork		$0.00
	8	1	200-0648-00	Display Sun Shield		$0.00
	9	1	200-1379-00	2020-2024 FI SUV CU/Display/Antenna Mount	$105.00	$105.00
	11	1	200-1378-00	2020-2024 FI SUV Rear Antenna Mount	$128.00	$128.00
	12	1	155-2591-08	8 Foot Antenna Cable, IP67		$0.00
	13	1	155-2591-20	20 Foot Antenna Cable, IP67		$0.00
	14	1	200-0622-00	VSS Cable Kit		$0.00
	15	1	200-0619-00	2X Documentation Kit		$0.00
	16	1	006-0094-00	Fan Noise Suppression Addendum - 2X		$0.00
	17	1	035-0361-00	Shipping Container, Dash Mounted Radar		$0.00
	18	1	060-1000-36	36 Month Warranty		$0.00
					Group Total	$3,668.00

Product	**$3,668.00**	**Sub-Total:**	**$3,168.00**
Discount	**$500.00**	**Sales Tax 7.75%**	**$245.52**
Trade-in 0		**Shipping & Handling**	**$22.50**
Payment Terms	**Net 30 days**	**Total: USD**	**$3,436.02**

Vehicle Information:
2025 Ford Interceptor SUV

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One Time Discount

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STALKER radar
applied concepts, inc.

Quote
2108058

855 E. Collins Blvd.
Richardson,TX 75081
Phone:972-398-3780
Fax:972-398-3781

National Toll free: 1-800- STALKER

Inside Sales Partner: Anthony Greene, +1-972-801-4892, anthony.greene@a-concepts.com

Reg Sales Mgr: Brian Wong, +1-310-429-0519, brianw@a-concepts.com

Date: 07/12/2025

Effective From:07/11/2025 **Valid Through**:10/09/2025 **Lead Time**:45 working days

Bill To:	**Customer ID**:036097	**Ship To:**	*FedEx Ground*
Imperial Police Department 424 S Imperial Ave Imperial, CA 92251-1637	Accounts Payable	Imperial Police Department 424 S Imperial Ave Imperial, CA 92251-1637	Sergeant Jeremy Schaffer

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
2	1	808-5025-00	LIDAR-XLR-C - LI-Ion Handles, Charging Stand, Storage Bag, 24-Month Warranty	24	$2,410.00	$2,410.00

Ln	Qty	Part Number	Description	Price	Ext Price
11	1	200-1539-60	ASSY, STALKER LIDAR XLR, HV		$0.00
12	2	200-0944-11	LI Battery Handle, SII, X-Series, Pro II,Pro 3s		$0.00
13	1	200-0839-00	Desktop Charger for LI-ION Battery Handle		$0.00
14	1	035-0211-00	Soft Storage Bag		$0.00
15	1	011-0002-00	Lidar Certificate of Accuracy		$0.00
16	1	011-0171-00	Lidar X-Series Quick Start Guide		$0.00
17	1	057-1010-00	Label for Documentation Kit		$0.00
18	1	035-0389-00	Lidar Shipping Box w/Foam		$0.00
19	1	060-1000-24	24-Month Warranty		$0.00

Group Total $2,410.00

Product	**$2,410.00**	**Sub-Total:**	**$2,410.00**
Discount	**$0.00**	**Sales Tax 7.75%**	**$186.78**
Trade-in 0		**Shipping & Handling**	**$0.00**
Payment Terms	**Net 30 days**	**Total: USD**	**$2,596.78**

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MOTOROLA SOLUTIONS

QUOTE-3209797
5 APX6000 Radios

Shipping Address:
IMPERIAL POLICE DEPT, CITY OF
424 S IMPERIAL AVE
IMPERIAL, CA 92251
US

Quote Date:07/17/2025
Expiration Date:09/15/2025
Quote Created By:
Andy Grimm
agrimm@daywireless.com
858-864-3660

End Customer:
IMPERIAL POLICE DEPT, CITY OF
Damon Harmon
dharmon@imperial.ca.gov
760-996-1740

Contract: COUNTY OF SAN DIEGO RCS 553982

Freight Terms:FREIGHT PREPAID
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000				
1	H98UCF9PW6BN	PORTABLE RADIO APX6000 700/800 MODEL 2.5	5	$3,924.00	$2,844.90	$14,224.50
1a	G996AU	ADD: PROGRAMMING OVER P25 (OTAP)	5	$118.00	$85.55	$427.75
1b	QA05573AA	ALT: LI-ION IMPRES 2 IP68 5100MAH	5	$167.40	$121.37	$606.85
1c	Q361AR	ADD: P25 9600 BAUD TRUNKING	5	$353.00	$255.93	$1,279.65
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	5	$184.00	$184.00	$920.00
1e	QA00580AC	ADD: TDMA OPERATION	5	$530.00	$384.25	$1,921.25
1f	Q498AY	SOFTWARE LICENSE ENH: ASTRO 25 OTAR W/ MULTIKEY	5	$871.00	$631.48	$3,157.40
1g	H38BT	ADD: SMARTZONE OPERATION	5	$1,412.00	$1,023.70	$5,118.50
1h	QA09113AB	ADD: BASELINE RELEASE SW	5	$0.00	$0.00	$0.00
1i	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	5	$607.00	$440.08	$2,200.40

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

MOTOROLA SOLUTIONS

QUOTE-3209797
5 APX6000 Radios

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	Q629AK	SOFTWARE LICENSE ENH: AES ENCRYPTION AND ADP	5	$560.00	$406.00	$2,030.00
2	NNTN8860B	CHARGER, DESKTOP SINGLE UNIT IMPRES 2, FAST US/NA	5	$199.56	$149.67	$748.35
3	PMMN4069AL	PORTABLE RSM GCAI, IP55, 3.5MM JACK, LARGE	5	$153.69	$115.27	$576.35

Subtotal $33,211.00

Estimated Tax $2,502.55

Grand Total $35,713.55(USD)

Notes:

- Shipping is included at no charge. Warranty is not taxed. Taxable amount is $32,291.00 Tax rate 7.75%.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Product	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus (PB16250) BTX Base	$1,538.00	6	$9,228.00

Subtotal:	**$9,228.00**
Shipping:	**$0.00**
Environmental Fee:	**$30.00**
Non-Taxable Amount:	**$1,224.90**
Taxable Amount:	**$8,033.10**
Estimated Tax:	**$622.56**
Total:	**$9,880.56**

Shipping Group Details

Shipping To
ALEX ESTRADA
CITY OF IMPERIAL
420 S IMPERIAL AVE
IMPERIAL, CA 92251-1637
(760) 481-7672

Shipping Method
Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus (PB16250) BTX Base	**$1,538.00**	**6**	**$9,228.00**

Estimated delivery if purchased today:
Jul. 22, 2025
Contract # C000001115143
Customer Agreement # 23026 / 7-23-70-55-01

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus (PB16250) BTX Base	210-BPCL	-	6	-
Intel(R) Core(TM) Ultra 7 268V vPro(R) (48 TOPS NPU, 8 cores, up to 5.0 GHz) with 32GB Memory	379-BFXL	-	6	-
Windows 11 Pro, Copilot+ PC	619-BBGJ	-	6	-
32 GB: LPDDR5x, 8533 MT/s (onboard)	370-BCNR	-	6	-
Integrated Intel® Arc™ graphics for Intel® Core™ Ultra 7 268V vPro® processor, 32 GB LPDDR5x memory	338-CRJJ	-	6	-
1 TB TLC SSD	400-BSLG	-	6	-

English, French, Spanish, Brazilian Portuguese	619-BBPD	-	6	-
16", Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD+IR Cam	391-BJPT	-	6	-
No Fingerprint Reader, No Smart Card Reader, No RJ-45	346-BLJG	-	6	-
FHD HDR + IR Camera, Facial Recognition, TNR, Camera Shutter, Microphone	319-BBKH	-	6	-
English US backlit Copilot key keyboard with numeric keypad	583-BMQF	-	6	-
Intel® BE201 WLAN Driver	555-BLRT	-	6	-
Intel Wi-Fi 7 BE201, 2x2, 802.11be, Bluetooth 5.4 wireless card	555-BLMQ	-	6	-
3-cell, 55 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDKX	-	6	-
65W AC adapter, USB Type-C	492-BDTG	-	6	-
E4 Power Cord 1M for US	537-BBDO	-	6	-
Quick Start Guide	340-DTVS	-	6	-
Documentation	340-DNBV	-	6	-
ENERGY STAR Qualified	387-BBLW	-	6	-
Fixed Hardware Configuration	998-HKBS	-	6	-
Dell Pro 16 Plus Min Packaging	340-DSMY	-	6	-
POD Label	389-EDJB	-	6	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	6	-
Intel Core Ultra 7 vPro Processor Label	389-FJMJ	-	6	-
iRST not selected	409-BCWL	-	6	-
No WWAN (WLAN only) Tray	321-BLQD	-	6	-
Intel® vPro® Enterprise Technology Enabled	631-BCBJ	-	6	-
Intel(R) Connectivity Performance Suite	640-BBTF	-	6	-
Dell Limited Hardware Warranty	714-0464	-	6	-
ProSupport: Next Business Day Onsite, 1 Year	714-6663	-	6	-
ProSupport: Next Business Day Onsite, 2 Year Extended	714-6670	-	6	-
ProSupport: 7x24 Technical Support, 3 Years	714-6686	-	6	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	6	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	6	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	6	-

Dell Additional SW - Dell Pro Laptop	658-BFVB	-	6	-

Subtotal:	**$9,228.00**
Shipping:	**$0.00**
Environmental Fee:	**$30.00**
Estimated Tax:	**$622.56**
Total:	**$9,880.56**

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Agenda Item No. D-3

DATE SUBMITTED	07/30/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	08/06/2025

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:
1. Approve and Adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:
The City of Imperial is requesting the Council's authorization to approve and adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description. This revised job description will broaden the requirements for certifications and licenses in order to attract a qualified pool of applicants.

FISCAL IMPACT: NOT TO EXCEED
Position is fully budgeted for FY 25-26. There is no fiscal impact as the salary remains at the same range.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:
Recommendation to approve and adopt the revised job description for Building and Code Enforcement Supervisor and replace the current job description.

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: Otty

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

CITY OF IMPERIAL
JOB DESCRIPTION

BUILDING INSPECTION AND CODE ENFORCEMENT SUPERVISOR

SALARY: RANGE 85

FLSA Exempt – MSPC Collective Bargaining Unit
Department: Community Development

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff in the Building and Safety Inspection and Code Enforcement Divisions within the Community Development Department; oversees staff performing building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment on diverse and specialized building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff of the Building and Safety Inspection and Code Enforcement Divisions within the Community Development Department. Incumbents are responsible for providing technical level support to the Community Development Director in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, schedules, assigns, reviews, supervises, and participates in the work of the Building and Safety Inspection and Code Enforcement Divisions in the Community Development Department, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Fosters a collaborative and high-performance work environment, promoting professional growth and development among staff.
- Participates in the development and implementation of goals, objectives, work plans, policies, and

priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Monitors activities of the Building Inspection and Code Enforcement work units; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Reviews construction plans and specifications to verify new and remodeled structures meet all accessibility regulations and Building Code Standards; reviews planning documents to verify projects meet Municipal Zoning codes and regulations.
- Develops and implements enforcement strategies and programs to ensure compliance with local, state, and federal regulations, including zoning, housing, and property maintenance codes.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and supervises task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and oversees requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Oversees the receipt and processing of building permits, construction plans, gas/electrical releases, and related applications; ensures these documents adhere to City standards.
- Conducts enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; ensures inspections adhere to building and municipal codes; governs the interpretation of building and municipal codes and regulations regulating structural, mechanical, electrical, plumbing, and related codes, construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
- Ensures an ongoing focus on responsibly reducing organic waste deposited in landfills and promotes finding ways to use organic waste products to benefit the environment.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Community Development Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of contract administration and management.
- Problems, trends, and approaches used in code inspection and enforcement programs.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, supervisory, and professional leadership for the Building and Safety Inspection and Code Enforcement Divisions.
- Inspire and motivate staff to achieve division goals and maintain high standards of service.
- Mentor and coach staff to enhance their skills and career development.
- Serve as a technical resource concerning building and municipal codes, permit applications and approvals, utility account maintenance, and organic waste reduction.
- Explain violations, issue citations, and recommend corrective actions.
- Investigate reported code violations or nonpayment issues, explain violations and remediation steps, and recommend corrective actions.
- Supervise the establishment of filing, record-keeping, and tracking systems.

- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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

Education:
- Equivalent to an associate degree in a related field, such as construction technology, building inspection, construction management, or civil engineering.

Experience:
- Three (3) years of increasingly responsible experience in building inspection, code enforcement, or building construction, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a minimum of one certification or license, which may consist of the following: a current ICC (either commercial or residential), ICBO combination inspector, a certificated plumbing, electrical, mechanical inspector, a plans examiner, or a Contractor's License in Electrical, Plumbing, General Building Contractors License B, or the equivalent as determined by the Building Official.
- The employee must be able to obtain both the ICC Residential Building Inspector Certificate and the ICC Commercial Building Inspector Certificate within one year of employment and maintain both certifications throughout employment.

PHYSICAL DEMANDS

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

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Agenda Item No. D-4

DATE SUBMITTED	07/30/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	08/06/2025

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:
1. Approve and Adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:
The City of Imperial is requesting the Council's authorization to approve and adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description. This revised job description will enhance scope of work required for this position to better fit the needs of the department and the City.

FISCAL IMPACT: NOT TO EXCEED
Position is fully budgeted for FY 25-26. There is no fiscal impact as the salary remains at the same range.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:
Recommendation to approve and adopt the revised job description for Fleet and Facilities Supervisor and replace the current job description.

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

CITY OF IMPERIAL
JOB DESCRIPTION

FLEET AND FACILITIES SUPERVISOR

SALARY: RANGE 85

FLSA Exempt – MSPC Unrepresented
Department: Public Services

DEFINITION

Under the general direction of the Public Services Manager, plans, schedules, organizes, assigns, reviews, supervises, and participates in the work of staff performing fleet, building, and facilities activities within the Public Services Department, including purchase, maintenance and repair of in-house and leased vehicles, maintenance of building and facilities, and administration of Enterprise vehicle and custodial service contracts; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a full supervisory level classification that exercises independent judgment on diverse and specialized fleet, building, and facility maintenance and repair operations, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and performing daily fleet, building, and facility maintenance, repair, and recordkeeping and are responsible for providing professional technical level support to the Public Services Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, schedules, assigns, reviews, supervises, and participates in the work of fleet, building, and facilities staff in the Public Services Department; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service, and staffing levels;

recommends and administers policies and procedures.

- Monitors activities of the fleet, building, and facilities work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures tools, equipment, and in-house and leased vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Administers Enterprise vehicle contracts; ensures compliance with contract terms and conditions; reviews and records vehicle usage; participates in negotiating contract renewals.
- Administers custodial services contract; coordinates the custodial work performed by contracted staff; assigns, reviews, and approves work schedules and plans; documents performance shortcomings; resolves issues with vendor.
- Inspects City vehicles and equipment for safety violations; ensures safety procedures are followed, and personal protective safety equipment is worn; makes periodic safety presentations to assigned staff.
- Ensures safety committee recommendations are implemented by coordinating the execution of safety plans throughout all City facilities.
- Conducts regular safety audits, inspections, and incident investigations for all City facilities.
- Ensures that assigned staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Manages procurement for the Fleet and Facilities Division, including preparing purchase orders for equipment, materials, supplies, and contracted services, ensuring compliance with all purchasing policies.
- Monitors and reconciles expenditures against budget allocations and coordinates with the Public Services Management on procurement timelines and vendor selection.
- Performs the most complex equipment maintenance and repair duties and provides technical assistance to crews; troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Prepares reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- OSHA and CAL/OSHA regulations.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

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

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

Education:
Equivalent to an associate degree in facilities management, business administration, public administration, automotive technology/maintenance, construction management, industrial technology, or related field.

Experience:
- Three (3) years of increasingly responsible experience in performing journey-level work in the maintenance of fleet vehicles, buildings, and facilities, and safety compliance, including two (2) years of experience in a lead capacity.
- Relevant experience may be substituted for education on a one-year-for-one-year basis. In lieu of an associate degree, a combination of education and experience may be used to meet the requirements of the position.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- OSHA 30-Hour Certification for General Industry (or ability to obtain within 6 months)

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

Agenda Item No. D-5

DATE SUBMITTED	07/30/2025	COUNCIL ACTION	(X)
SUBMITTED BY	Human Resources	PUBLIC HEARING REQUIRED	( )
DATE ACTION REQUIRED	08/06/2025	RESOLUTION	( )
		ORDINANCE 1ST READING	( )
		ORDINANCE 2ND READING	( )
		CITY CLERK'S INITIALS	( )

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:
1. Authorization to delete one (1) vacant Full-Time Allocation for Project Manager and delete the Project Manager job classification.
2. Approve and Adopt the Job Description for Community Development Project Manager.
3. Approve a budget amendment to add and fund one (1) Full-Time Allocation of Community Development Project Manager, Salary Range 92.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

The City of Imperial is requesting the Council's authorization to delete one (1) vacant full-time allocation of Project Manager, Range 92 and delete the Project Manager job classification.

Additionally, the City is requesting the council's consideration to approve and adopt the job description for Community Development Project Manager, and to add and fund one (1) full-time allocation of Community Development Project Manager. The Community Development Project Manager will be classified at salary range 92 and will be an MSPC unrepresented position. This job title and job description will better reflect the current scope of work needed for this position and will replace the Project Manager job classification.

FISCAL IMPACT: NOT TO EXCEED Position is fully budgeted for FY 25-26. There is no fiscal impact as the salary of the Community Development Project Manager remains at the same range as the Project Manager.	FINANCE INITIALS JMS
STAFF RECOMMENDATION: Recommendation to delete one (1) Project Manager allocation and delete the Project Manager job classification. Recommendation to approve and adopt the job description of Community Development Project Manager. Recommendation to approve a budget amendment to add and fund one (1) Community Development Project Manager (salary range 92).	DEPT. INITIALS KWS
MANAGER'S RECOMMENDATION: Approve Staff Recommendation	CITY MANAGER's INITIALS DHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

CITY OF IMPERIAL
JOB DESCRIPTION

COMMUNITY DEVELOPMENT PROJECT MANAGER

SALARY: RANGE 92

FLSA Exempt – MSPC Unrepresented
Department: Community Development

DEFINITION

Under general direction, plans, develops, organizes, coordinates, and manages construction and engineering activities relating to City infrastructure development and repair projects; develops and coordinates construction projects and ensures compliance with applicable regulatory policies related to design and construction; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the construction and engineering activities of the Community Development Department's infrastructure projects. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

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

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the City's construction and engineering activities. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees program budget(s); determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and equipment; ensures compliance with budgeted funding.

- Identifies, evaluates, and secures grant funding by preparing and submitting compelling applications, and oversees awarded grants to ensure compliance and alignment with the City's strategic vision and project goals.
- Strategically plan and envision City projects several years in advance, aligning with long-term community goals and infrastructure needs.
- Supports all phases of project development for various streets, traffic control, water and sewer facilities, or related projects, including preparation and tracking of development budgets, planning, and entitlement; oversees and directs design consultants, as well as procurement, bidding, contracting, and construction administration processes; oversees and directs project closeout and post-construction evaluations.
- Develops requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality; prepares specifications and cost estimates for Public Works projects; monitors contracted staff to ensure compliance with contract specifications, rules, and policies.
- Continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities and makes recommendations for improvement.
- Plans, manages, organizes, controls, and supervises construction projects; conducts field inspections of projects to ensure contract compliance; prepares and reviews construction schedules, schedules of values, change orders, and prices.
- Participates in the review of plans; evaluates compliance with laws, ordinances, and acceptable engineering standards; coordinates design plans to meet accessibility standards within public Right of Way.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Community Development Director; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains of working and official program files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of construction and engineering.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Construction and engineering principles, methods, and practices as applied to public works, including planning, development, design, and construction.
- Record keeping and purchasing procedures.
- Principles of budgetary administration and control.
- Methods and practices of public works construction management.
- Proper use of construction materials and equipment.
- Safety requirements and procedures pertaining to work practices.
- Principles and practices of public agency contract negotiation, administration, project management and evaluation.
- Principles and methods of cost estimating and evaluating appropriate construction materials for projects.
- Business information systems principles including design and related software applications.
- Mathematics through trigonometry as applied to land surveying and pertinent standard engineering calculations.
- Specialized equipment and technology used in surveying including surveying instruments, scanner, plotter, computed assisted drafting, geographic information systems and associated software, and/or database programs.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program.
- Record keeping principles and procedures.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, develop, implement, and administer a comprehensive construction and engineering program.
- Develop and implement long-range plans for City projects, demonstrating the ability to anticipate future needs and envision complex initiatives years ahead of execution, ensuring sustainable growth and resource optimization.

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively provide staff leadership and work direction.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Coordinate and manage assigned projects and programs.
- Conduct strategic planning for assigned projects.
- Advance and oversee the implementation of solutions to difficult construction-related problems.
- Detect and locate faulty materials and work and determine the stage of construction during which defects are most easily found and remedied.
- Read and interpret construction and engineering plans and specifications.
- Direct and maintain multiple projects simultaneously consisting of a variety of contractual activity in multiple areas.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare, maintain, and update accurate detailed records and files.
- Interpret and evaluate statistical data.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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

Education:
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering, business or public administration, or a related field.

Experience:
- Three (3) years of engineering experience including at least two (2) years of related experience in a municipal agency.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- The possession of or the ability to obtain a Professional Engineer (PE) license is desired.

PHYSICAL DEMANDS

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

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

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

City of Imperial
Classification and Compensation Schedule

CLASSIFICATION TITLE	BARGAINING UNIT NAME	RANGE
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Accounting Technician	Teamsters	69
Administrative Analyst	Unrepresented MSPC	78
Administrative Assistant	Teamsters	60
Administrative Services Director	Unrepresented MSPC	102
Administrative Technician I	Unrepresented MSPC	72
Administrative Technician II	Unrepresented MSPC	75
Animal Control Officer	IPOA	57
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Inspector III	Unrepresented MSPC	80
Building Service Worker	Teamsters	60
Code Enforcement Inspector	Teamsters	69
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Manager	Unrepresented MSPC	92
Community Development Technician	Teamsters	57
Community Services Director	Unrepresented MSPC	102
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
Cybersecurity Administrator	Unrepresented MSPC	86
Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Engineering Technician/Inspector	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102

City of Imperial
Classification and Compensation Schedule

Finance Manager	Unrepresented MSPC	98
Financial Analyst	Unrepresented MSPC	78
Fleet and Facilities Supervisor	Unrepresented MSPC	85
General Maintenance Technician I	Teamsters	64
General Maintenance Worker I	Teamsters	57
General Maintenance Worker II	Teamsters	60
General Maintenance Worker III	Teamsters	64
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems Project Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	98
Human Resources Specialist	Unrepresented MSPC	80
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60
Information Technology Technician II	Teamsters	63
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
Library Administrator	Unrepresented MSPC	81
Library Assistant	Teamsters	60
Library Assistant	Unrepresented Part-Time	60
Library Page	Unrepresented Part-Time	55
Library Supervisor	Unrepresented MSPC	77
Library Technician	Teamsters	63
Lifeguard I	Unrepresented Seasonal	55
Lifeguard II	Unrepresented Seasonal	56
Lifeguard III	Unrepresented Seasonal	57
Literacy Coordinator	Unrepresented MSPC	75
Literacy Coordinator	Unrepresented Part-Time	75
Lunch at the Library Intern	Unrepresented Part-Time	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	80
Organic Waste Monitor	Unrepresented Limited Term	65
Parks and Recreation Director	Unrepresented MSPC	102
Park Maintenance Worker I	Teamsters	57

City of Imperial
Classification and Compensation Schedule

Park Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Planner II	Teamsters	77
Planner III	Unrepresented MSPC	80
Police Captain	Unrepresented MSPC	98
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
~~Project Manager~~	~~Unrepresented MSPC~~	~~92~~
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Recreation Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55
Recreation Leader II	Unrepresented Seasonal	56
Recreation Leader III	Unrepresented Seasonal	57
Recreation Specialist	Teamsters	60
Special Events Coordinator	Unrepresented MSPC	75
Wastewater Operator I	Teamsters	71
Wastewater Operator II	Teamsters	74
Wastewater Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT I)	Teamsters	60
Wastewater Operator Trainee II (OIT II)	Teamsters	64
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Operator Trainee I (OIT I)	Teamsters	60
Water Operator Trainee II (OIT II)	Teamsters	64
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Operator I	Teamsters	71
Water Treatment Operator II	Teamsters	74
Water Treatment Operator III	Teamsters	80

Agenda Item No. D-4

DATE SUBMITTED	07/30/2025
SUBMITTED BY	Human Resources
DATE ACTION REQUIRED	08/06/2025

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

IMPERIAL CITY COUNCIL
AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:

1. Authorization to delete one (1) vacant Full- Time Allocation for Police Services Officer I.
2. Approve and Adopt the Job Description for Animal Control Coordinator.
3. Approve a budget amendment to add and fund one (1) Full-Time Allocation of Animal Control Officer, Salary Range 57.

DEPARTMENT INVOLVED: Human Resources

BACKGROUND/SUMMARY:

The City of Imperial is requesting the Council's authorization to delete one (1) vacant full-time allocation of Police Services Officer I (Range 60).

Additionally, the City is requesting the council's consideration to approve and adopt the job description for Animal Control Coordinator, and to add and fund one (1) full-time allocation of Animal Control Coordinator. This assigned staff will be responsible for the city's animal control. The Animal Control Officer will be classified at salary range 57 and will be an IPOA represented position. This job title and job description will better reflect the current scope of work needed for this position.

FISCAL IMPACT: NOT TO EXCEED

The Police Services Officer I was fully budgeted for FY 25-26 and there is a salary savings for this current fiscal year with these changes.

FINANCE INITIALS: VMS

STAFF RECOMMENDATION:

Recommendation to delete one (1) Police Services Officer I allocation. Recommendation to approve and adopt the job description of Animal Control Officer. Recommendation to approve a budget amendment to add and fund one (1) Animal Control Officer (salary range 57).

DEPT. INITIALS: KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER's INITIALS: OHM

MOTION:

SECONDED:
AYES:
NAYES:
ABSENT:

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

REFERRED TO:

CITY OF IMPERIAL
JOB DESCRIPTION

ANIMAL CONTROL OFFICER

SALARY: RANGE 57

FLSA Non-Exempt – IPOA
Department: Police Development

DEFINITION

Under general supervision, performs duties involved in the enforcement and communication of animal control codes, ordinances, laws, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; provides information to the public on regulations regarding the care and control of animals; participates in the care and feeding of animals; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Patrols the City and enforces animal control codes, ordinances, and regulations; investigates reports of animal abuse; issues citations, collects fees, and takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter(s); arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Determines if calls meet the criteria for emergency response and call-out and how animal quarantines should be handled; evaluates and authorizes immediate care or euthanasia for sick and injured animals, emergency seizure of animals, and owner relinquishments in the field; determines if complaints and/or dangerous/vicious animal investigation should be initiated.
- Assists Police Officers with animal related issues, for example when an individual gets arrested while their pet(s) need to be cared for.
- Registers animals; follows up on registration violations including the collection of fees.

- Provides public education regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animal regulations; may make presentations to community groups and participate in the preparation of informational material regarding care and regulations.
- Identifies and investigates animal related crimes, interviews witnesses, collects evidence, drafts reports, and testifies in court.
- Investigates reports of animal bites; completes State mandated animal quarantines, as necessary.
- Provides testimony and participates as the investigating official in court proceedings.Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Participates in the care, feeding, control, euthanasia, and disposal of animals; assists in the cleaning and maintenance of cages, shelter facilities, and grounds.
- Prepares reports and maintains records, logs, and files of activities.
- Acts at liaison with the Imperial County Humane Society for animal control related issues.
- Performs assigned disaster service worker responsibilities, as directed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Applicable federal, state, and local laws, codes, and regulations.
- Identification of various breeds of dogs, cats, and other domestic animals.
- Identification of abnormal behaviors or signs of illness of animals.
- Principles of animal behavior and care.
- Principles and practices used in dealing with the public.
- Methods and procedures of kennel cleaning and maintenance.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Safe driving rules and practices.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, explain, apply, and enforce laws, ordinances, and regulations pertaining to animal control.
- Effectively respond to calls for services.
- Meet and deal tactfully and effectively with the public.
- Respond to requests and inquiries for information regarding animal services.
- Understand and interpret rules and regulations governing the impounding and release of animals.
- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe and efficient manner.

- Operate and maintain a variety of animal control equipment.
- Prepare and maintain accurate and complete records.
- Access, retrieve, enter, and update information using a computer terminal.
- Understand and follow oral and written instructions.
- Understand, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, prioritize, meet deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar.
- Establish, maintain, and foster positive and effective working relationships.

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

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- One (1) year of experience in the enforcement and communication of animal services codes, ordinances, and regulations, and the humane care and handling of animals in a kennel, veterinary, or related setting or similarly related experience with animals.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition of an ASPCA or Cal-Animals Certified Animal Control Officer course within 12 months of appointment, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various City and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing in work areas and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry animals that typically weigh up to 100 pounds.

ENVIRONMENTAL CONDITIONS

Employees primarily work outside in variable weather conditions and under exposure to potentially infectious diseases and hazardous physical substances. May involve exposure to dangerous and/or diseased animals. This position will be around animals known to cause allergies. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

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

City of Imperial
Classification and Compensation Schedule

CLASSIFICATION TITLE	BARGAINING UNIT NAME	RANGE
Accountant	Unrepresented MSPC	75
Accounting Assistant I	Teamsters	57
Accounting Assistant II	Teamsters	61
Accounting Assistant III	Teamsters	66
Accounting Technician	Teamsters	69
Administrative Analyst	Unrepresented MSPC	78
Administrative Assistant	Teamsters	60
Administrative Services Director	Unrepresented MSPC	102
Administrative Technician I	Unrepresented MSPC	72
Administrative Technician II	Unrepresented MSPC	75
Animal Control Officer	IPOA	57
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
Building Inspector I	Teamsters	75
Building Inspector II	Teamsters	77
Building Inspector III	Unrepresented MSPC	80
Building Service Worker	Teamsters	60
Code Enforcement Inspector	Teamsters	69
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Manager	Unrepresented MSPC	92
Community Development Technician	Teamsters	57
Community Services Director	Unrepresented MSPC	102
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
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Distribution Utility Worker I	Teamsters	64
Distribution Utility Worker II	Teamsters	67
Engineering Technician/Inspector	Teamsters	74
Equipment Mechanic	Teamsters	67
Executive Assistant	Unrepresented MSPC	74
Finance Director	Unrepresented MSPC	102

City of Imperial
Classification and Compensation Schedule

Finance Manager	Unrepresented MSPC	98
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General Maintenance Worker I	Teamsters	57
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General Maintenance Worker III	Teamsters	64
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems Project Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	98
Human Resources Specialist	Unrepresented MSPC	80
Information Technology Analyst	Unrepresented MSPC	78
Information Technology Director	Unrepresented MSPC	102
Information Technology Technician I	Teamsters	60
Information Technology Technician II	Teamsters	63
Information Technology Technician III	Teamsters	69
Lead Equipment Mechanic	Teamsters	70
Librarian	Unrepresented MSPC	78
Library Administrator	Unrepresented MSPC	81
Library Assistant	Teamsters	60
Library Assistant	Unrepresented Part-Time	60
Library Page	Unrepresented Part-Time	55
Library Supervisor	Unrepresented MSPC	77
Library Technician	Teamsters	63
Lifeguard I	Unrepresented Seasonal	55
Lifeguard II	Unrepresented Seasonal	56
Lifeguard III	Unrepresented Seasonal	57
Literacy Coordinator	Unrepresented MSPC	75
Literacy Coordinator	Unrepresented Part-Time	75
Lunch at the Library Intern	Unrepresented Part-Time	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	80
Organic Waste Monitor	Unrepresented Limited Term	65
Parks and Recreation Director	Unrepresented MSPC	102
Park Maintenance Worker I	Teamsters	57

City of Imperial
Classification and Compensation Schedule

Park Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Planner II	Teamsters	77
Planner III	Unrepresented MSPC	80
Police Captain	Unrepresented MSPC	98
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
~~Project Manager~~	~~Unrepresented MSPC~~	~~92~~
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Recreation Coordinator	Unrepresented MSPC	75
Recreation Leader I	Unrepresented Seasonal	55
Recreation Leader II	Unrepresented Seasonal	56
Recreation Leader III	Unrepresented Seasonal	57
Recreation Specialist	Teamsters	60
Special Events Coordinator	Unrepresented MSPC	75
Wastewater Operator I	Teamsters	71
Wastewater Operator II	Teamsters	74
Wastewater Operator III	Teamsters	80
Wastewater Operator Trainee I (OIT I)	Teamsters	60
Wastewater Operator Trainee II (OIT II)	Teamsters	64
Wastewater Plant Chief Operator	Unrepresented MSPC	85
Water Operator Trainee I (OIT I)	Teamsters	60
Water Operator Trainee II (OIT II)	Teamsters	64
Water Plant Chief Operator	Unrepresented MSPC	85
Water Treatment Operator I	Teamsters	71
Water Treatment Operator II	Teamsters	74
Water Treatment Operator III	Teamsters	80