



**Brawley City Council &
Successor Agency to Brawley
Community Redevelopment Agency
Regular Meeting Agenda
December 03, 2024 at 6:00 PM
City Council Chambers
383 Main Street
Brawley, California 92227**

This meeting will be broadcast live at
https://brawley-ca.granicus.com/ViewPublisher.php?view_id=1

Ramon Castro, Mayor
Donald L. Wharton, Mayor Pro-Tempore
Gil Rebolgar, Council Member
Luke Hamby, Council Member
George A. Nava, Council Member

William Smerdon, Acting Deputy City Clerk
William Smerdon, Acting City Treasurer
William S. Smerdon, City Attorney
Jimmy Duran, City Manager/
Executive Director

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA

2. PUBLIC APPEARANCES/COMMENTS (Not to exceed 4 minutes.)

This is the time for the public to address the Council **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the City Council. The Mayor will recognize you and when you come to the microphone, please state your name for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous, or which may invade an individual's personal privacy. Please direct your questions and comments to the City Council.

Any member of the public is invited to submit public comments in advance of the meeting to be read at the meeting. Please email your questions to cityclerk@brawley-ca.gov or call 760-351-3048 any time before 6:00 PM, December 03, 2024.

- a. Public Comments for Items not on the Agenda

3. CONSENT AGENDA

Items are approved by one motion. Council Members or members of the public may request consent items be considered separately at a time determined by the Mayor.

- a. Approve City Council Minutes: November 19, 2024
(1 attachment)
- b. Approve Accounts Payable: November 2, 2024 to November 15, 2024.
(2 attachments)

4. CITY MANAGER REPORT

5. REGULAR BUSINESS

- a. Receive and accept the 2023/24 General Fund Year-End Budget Report. Presented by: Silvia Luna, Finance Director.
(2 attachments)
- b. Receive and execute Notice of Assignment- Clean Water Ventures. Presented by: Jimmy Duran, Chief of Police/Interim City Manager.
(2 attachments)

- c. Potential Action to review and approve the Special Projects Manager position. Presented by: Jimmy Duran, Chief of Police/Interim City Manager. (2 attachments)
- d. Potential Action to Approve and Authorize the Chief of Police to sign and execute the agreement with the Imperial County Narcotic Task Force. Presented by: Jonathan Blackstone, Assistant Chief of Police. (2 attachments)
- e. Potential Action to Approve Brawley Municipal Airport Hanger Rental agreements for aeronautical and Non-Aeronautical use. Presented by: Rom Medina, Public Works Directors. (4 attachments)
- f. Potential Action to Award contract for purchase and installation of 12 backflow preventers throughout the City. Further, approve the recommended budget adjustments and allow the City Manager to execute the agreement. Presented by: Rom Medina, Public Works Director. (2 attachments)
- g. Potential Action to Approve the Ordinance for Zone Change (ZC) 24-01. Presented by: Cynthia Mancha, Consultant City Planner. (2 attachments)
- h. Potential Action to Approve the Certificate of Acceptance for a right-of-way associated with Latigo Ranch Unit 1. Presented by: Cynthia Mancha, Consultant City Planner. (2 attachments)

7. CITY COUNCIL MEMBER REPORTS

8. CITY ATTORNEY REPORT

9. CLOSED SESSION

a. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Latigo Ranch Subdivision
 Agency negotiator: City Manager, City Attorney, Director of Public Works Operations.
 Negotiating parties: Brawley Investment Ventures
 Under negotiation: Acceptance of Subdivision Improvements and Real Property Dedications

ADJOURNMENT: *Regular Meeting December 17, 2024 @ 6:00 PM*, 383 Main Street, Brawley, California. Supporting Documents are available for public review in the Office of the City Clerk, 383 Main Street, Brawley, California 92227 - Monday through Friday during Regular Business Hours; Individuals who require special accommodations are requested to give 48 hours prior notice. Contact: Office of the City Clerk @ 760-351-3048.

William Smerdon, Deputy City Clerk

**CITY OF BRAWLEY
November 19, 2024**

The City Council of the City of Brawley, California met in regular session at 6:00 p.m., City Council Chambers, the date, time and place of said meeting was duly established. The Deputy City Clerk attests to the posting of the agenda pursuant to Cal. Govt. Code § 54954.2.

REGULAR MEETING:

Mayor Castro called the meeting to order at 6:00 p.m.

PRESENT: Nava, Hamby, Rebollar, Wharton, Castro
PRESENT VIA ZOOM: None
ABSENT: None

INVOCATION: CM Hamby

PLEDGE OF ALLEGIANCE: CM Wharton

1. APPROVAL OF AGENDA:

The Agenda was approved. m/s/c Rebollar/Hamby 5-0

2. PUBLIC APPEARANCES/COMMENTS: (Not to exceed four minutes) this is the time for the public to address the Council on any item not appearing on the agenda that is within the subject matter jurisdiction of the City Council. The Mayor will recognize you and when you come to the microphone, please state your name for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual’s personal privacy. Please direct your comments to the City Council.

Any member of the public is invited to submit public comments in advance of the meeting to be answered at the meeting. Please email your questions to cityclerk@brawley-ca.gov or call 760-351-3080 any time before 9:00 am, November 19, 2024.

Procedures to “swiftly” accommodate any reasonable request to accommodate access by disabled individuals to meetings that are accessible telephonically or through other electronic means in accordance with the Americans with Disabilities Act (“ADA”) are in place.

Notice of the procedure is provided for making requests for such reasonable accommodation is provided with the notice of the public meeting.

- a. Public Comments Not on the Agenda:

1. Leticia Plancarte-Garcia made comments about the County’s plan to apply for a grant to remodel the old courthouse in order to locate a behavioral health clinic in the space. Her comments may be viewed at:
https://brawley-ca.granicus.com/player/clip/43?view_id=1&redirect=true
2. Kay Day Pricola made comments about the County’s plan to locate a substance abuse clinic on Main Street. Her comments may be viewed at:
https://brawley-ca.granicus.com/player/clip/43?view_id=1&redirect=true
3. Sam Couchman made comments about the County’s plan to locate a substance abuse clinic on Main Street. His comments may be viewed at:
https://brawley-ca.granicus.com/player/clip/43?view_id=1&redirect=true
4. Superintendent Ronna Fox made comments about the County’s plan to locate a substance abuse clinic on Main Street. Her comments may be viewed at:
https://brawley-ca.granicus.com/player/clip/43?view_id=1&redirect=true

3. CONSENT AGENDA: Items are approved by one motion. Council members or members of the public may request consent items be considered separately at a time determined by the Mayor. m/s/c Nava/Hamby 5-0

- a. **Approved** City Council Minutes: November 5, 2024 meeting;
- b. **Approved** Accounts Payable: October 19, 2024 to November 1, 2024;
- c. **Approved** to Reject Tort Claim.

4. CITY MANAGER REPORT:

- a. The City Manager provided a report on the Cattle Call activities. There were record numbers in attendance and no incidents reported to the Police Department; and
- b. The City Manager requested direction on a date for reorganization. Council directed that the reorganization meeting be tentatively set for December 4, 2024. The meeting will be contingent upon the certification of the election results.

5. REGULAR BUSINESS:

- a. Potential action for reclassification of Sr. Accounting Assistant to Payroll Specialist. Presented by: Silvia Luna, Finance Director.

The Council approved the reclassification. m/s/c Rebollar/Nava 5-0.

- b. Potential action to approve waiver of fees for pickleball tournament that will raise funds for Meserve Park Tennis Court Rehabilitation. Presented by Thomas Garcia, Assistant to the City Manager.

The fee waiver was granted. m/s/c Rebollar/Nava 5-0.

- c. Potential action to approve budget adjustment for the Imperial County Community Benefit Grant, Senior Center Project. Presented by: Thomas Garcia, Assistant to the City Manager.

The budget adjustment was approved. m/s/c Nava/Hamby 5-0.

- d. Potential action to approve budget adjustment for the Imperial County Community Benefit Grant, Lions Center Project. Presented by Thomas Garcia, Assistant to the City Manager.

The budget adjustment was approved. m/s/c Nava/Wharton 5-0.

- e. Potential Action to approve Resolution for City of Brawley Bereavement Leave Policy. Presented by Shirley Bonillas, Human Resource Administrator.

The Resolution was approved. m/s/c Nava/Hamby 5-0.

- f. Potential action to approve Resolution for City of Jury Duty Policy. Presented by Shirley Bonillas, Human Resource Administrator.

The Resolution was approved. m/s/c Wharton/Rebollar 5-0.

- g. Resolution for City of Brawley Crime Victim Leave Policy. Presented by Shirley Bonillas, Human Resource Administrator.

The Resolution was approved. m/s/c Wharton/Rebollar 5-0.

6. INFORMATIONAL REPORTS:

No Reports

7. CITY COUNCIL MEMBER REPORTS:

The City Council reports are available on the City of Brawley's website and are available on the City's audio record of the meeting.

https://brawley-ca.granicus.com/player/clip/43?view_id=1&redirect=true

8. CITY ATTORNEY REPORT:

9. CLOSED SESSION:

CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Property: Latigo Ranch Subdivision.

Agency negotiator: City Manager; City Attorney, Director of Public Works

Negotiating parties: Brawley Investment Ventures

Under negotiation: Acceptance of Subdivision Improvements and Real Property Dedications.

The Council provided direction to the City Attorney.

The meeting was adjourned at 8:00 p.m.

William Smerdon, Deputy City Clerk

City of Brawley

City Council
Dec 03, 2024
Agenda Item No.



3b

STAFF REPORT

To: City Council
From: Silvia Luna, Finance Director
Prepared by: Jesse Sanchez, Sr. Accounting Assistant
Subject: Demand check registers processed from Nov 2, 2024 to Nov 15, 2024

RECOMMENDATION:

Approve demand check registers processed from Nov 2, 2024 to Nov 15, 2024.

BACKGROUND INFORMATION:

Routine bills and payroll processed between Council meetings included the following:

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	93	0.00	235,650.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	471,203.78
EFT's	26	13	0.00	73,759.59
	189	120	0.00	780,613.97

Utility refunds included the following:
None.

FISCAL IMPACT:

No additional fiscal impact to approve these reports.

FISCAL IMPACT:

No additional fiscal impact to approve these reports.

ALTERNATIVES:

None.

ATTACHMENTS:

- 1. Check Report by Check Number

REPORT COORDINATED WITH (other than person preparing the staff report):

None.

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency
Jimmy Duran, Chief of Police/Interim City Manager
Silvia Luna, Finance Director

Status – Date of Status
Approved – 11/22/2024
Approved – 11/19/2024



City of Brawley

3b.1

Check Report

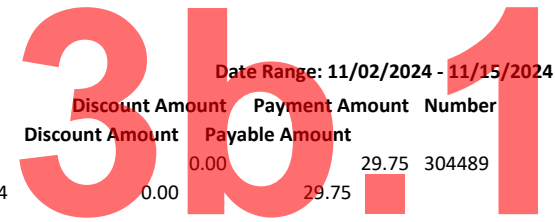
By Check Number
Date Range: 11/02/2024 - 11/15/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: US Bank-US Bank Operating Account						
02405	Brawley Analytical Inc.	11/08/2024	EFT	0.00	2,645.75	799
000664	Invoice	11/05/2024	Water Testing/Labs	0.00	2,223.75	
INV-000644	Invoice	11/05/2024	Water Testing/Labs	0.00	422.00	
00248	Brenntag Pacific, Inc.	11/08/2024	EFT	0.00	23,428.40	800
BPI463284	Invoice	11/04/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	7,843.07	
BPI466530	Invoice	11/04/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	6,537.39	
BPI471224	Invoice	11/04/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	9,047.94	
02278	Grady Dexter Dutton	11/08/2024	EFT	0.00	3,422.50	801
24045	Invoice	11/06/2024	Rancho Los Lagos Project Consulting Servi...	0.00	2,590.00	
24050	Invoice	11/07/2024	Rancho Los Lagos Project Consulting Servi...	0.00	832.50	
02571	Health and Human Resource Center Inc	11/08/2024	EFT	0.00	329.70	802
E0331096	Invoice	11/06/2024	Employee Assitance Program/Dec 2024	0.00	4.20	
E0331097	Invoice	11/06/2024	Employee Assitance Program/Dec 2024	0.00	325.50	
02304	Townsend Public Affairs Inc.	11/08/2024	EFT	0.00	15,000.00	803
21464	Invoice	11/05/2024	Lobbyist Consulting Services	0.00	5,000.00	
21734	Invoice	11/06/2024	Lobbyist Consulting Services	0.00	5,000.00	
22035	Invoice	11/06/2024	Lobbyist Consulting Services	0.00	5,000.00	
02405	Brawley Analytical Inc.	11/15/2024	EFT	0.00	2,436.00	804
000494	Invoice	11/13/2024	Water Testing/Labs	0.00	442.50	
000621	Invoice	11/13/2024	Water Testing/Labs	0.00	110.00	
INV-000592	Invoice	11/13/2024	Water Testing/Labs	0.00	394.50	
INV-000623	Invoice	11/13/2024	Water Testing/Labs	0.00	1,117.00	
INV-000671	Invoice	11/13/2024	Water Testing/Labs	0.00	372.00	
00248	Brenntag Pacific, Inc.	11/15/2024	EFT	0.00	3,905.94	805
BPI473168	Invoice	11/12/2024	Ferric Sulfate 50%	0.00	3,905.94	
02439	Fifth Asset Inc.	11/15/2024	EFT	0.00	8,400.00	806
DB2006113	Invoice	11/12/2024	FY24-25 Software Subscription	0.00	8,400.00	
01001	Kemira Water Solutions Inc	11/15/2024	EFT	0.00	10,227.26	807
9017861614	Invoice	11/14/2024	OPEN PO FOR FERRIC SULFATE FY 24-25	0.00	10,227.26	
02346	LexisNexis Risk Solutions FL Inc.	11/15/2024	EFT	0.00	770.00	808
1300030672	Invoice	11/14/2024	AVCC Subscription Fee/Sep 2024	0.00	385.00	
7031539-202408..	Invoice	11/14/2024	AVCC Subscription Fee/August 2024	0.00	385.00	
02602	Mared Industries Inc	11/15/2024	EFT	0.00	542.10	809
600950	Invoice	11/12/2024	Diamond Blades	0.00	542.10	
02349	One World Fleet Services LLC	11/15/2024	EFT	0.00	1,464.34	810
INV-4658	Invoice	11/12/2024	Service/Basic Lube Oil & Filters/unit 3911A	0.00	1,174.34	
INV-4902	Invoice	11/12/2024	Diagnose for unit 3903/Not repaired	0.00	290.00	
02194	PeopleReady Inc	11/15/2024	EFT	0.00	1,187.60	811
28862897	Invoice	11/12/2024	Temp/Utility Billing Clerk/Finance	0.00	1,187.60	
00009	AA Electric	11/08/2024	Regular	0.00	7,726.16	304487
2240	Invoice	11/04/2024	Accident on 9/21/24 at Wildcat and Weste...	0.00	7,726.16	
02601	Aavery Daniel Caudill	11/08/2024	Regular	0.00	29.75	304488
9-24Travel	Invoice	11/05/2024	Travel Adv/De-Escalation Training/9/10/24	0.00	29.75	

Check Report

Date Range: 11/02/2024 - 11/15/2024

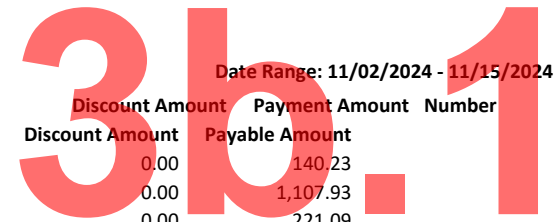
Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
00023 9-24Travel	Adriana C Ruiz Invoice	11/05/2024	11/08/2024 Travel Adv/De-Escalation Training/9/10/24	Regular	0.00	29.75	304489
02531 11-24Travel	Aldo Ayon Sanchez Invoice	11/07/2024	11/08/2024 Travel Adv/AWWA Backflow Course/Nov ...	Regular	0.00	1,131.54	304490
00075 0467-001725317	Allied Waste Services #467 Invoice	11/05/2024	11/08/2024 Street Sweeping Services/Sep 2024	Regular	0.00	21,597.38	304491
00076 257293	Allstar Fire Equipment Inc Invoice	11/07/2024	11/08/2024 Ventilation Fan	Regular	0.00	6,811.79	304492
00143 000849906	APWA Invoice	11/01/2024	11/08/2024 Public Agency - Base 6 San Diego Chapter ...	Regular	0.00	1,870.00	304493
01952 71884	Asset Monitoring Solutions Inc Invoice	11/05/2024	11/08/2024 FM Lite Hosting	Regular	0.00	17.00	304494
00176 02804217280 02804218626 02804233842 02804234582 02804234665 02804238130	Auto Zone Inc #2804 Invoice Invoice Invoice Invoice Invoice Invoice	11/05/2024 11/05/2024 11/05/2024 11/05/2024 11/05/2024 11/05/2024	11/08/2024 Baterry/Flat Strap Headlight Bulbs Battery/Battery Install Kit Antifreeze/Coolant Antifreeze/Coolant/Steering Wheel Cover Dry towel/Auto Wash Soap	Regular	0.00	698.37 126.48 44.16 302.12 142.17 41.45 41.99	304495
00184 CG40266-2441 CH41560-2441 CH41941-10480 CJ40319-2441 CJ40421-10480 CJ40770-2441 CJ41787-2441 CJ41788-2441 SINV112105 SINV112123	Babcock Laboratories Inc Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024 11/06/2024	11/08/2024 Water Testing/Labs Liquid Testing/Labs Water Testing/Labs Water Testing/Labs Water Testing/Labs Water Testing/Labs Water Testing/Labs Water Testing/Labs Finance Charge for Invoice CG41126-10480 Finance Charge for Invoice CG40266-10480	Regular	0.00	6,957.42 556.10 59.43 1,675.62 59.43 1,794.52 2,160.24 59.43 556.10 26.55 10.00	304496
00215 BRAWL0124	Biometrics4All Inc Invoice	11/04/2024	11/08/2024 Relay Fees/P&R/Sep 2024	Regular	0.00	11.25	304497
02326 753158	Blue-White Industries Invoice	11/05/2024	11/08/2024 Chemfeed Flowmeter	Regular	0.00	2,346.92	304498
02075 INV00415049	Boot Barn Invoice	11/01/2024	11/08/2024 Safety Boots/WProof Spray/Leather/Gabri...	Regular	0.00	175.71	304499
01850 1740 1743	Brawley Plumbing LLC Invoice Invoice	11/05/2024 11/05/2024	11/08/2024 Turn Lav Faucet Trash Bags/Clorox	Regular	0.00	235.71 118.42 117.29	304500
02076 10-24Refund17 10-24Refund19	Brittany Cardenas Invoice Invoice	11/05/2024 11/05/2024	11/08/2024 Youth Soccer League/Reg.Refund/Erin Car... Youth Soccer League/Reg.Refund/Leighan...	Regular	0.00	120.00 60.00 60.00	304501
00268 0226986	CA Police Chiefs' Associati Invoice	11/06/2024	11/08/2024 Active Dues/8/1/24 - 12/31/25/Memb./J B...	Regular	0.00	190.00	304502
00273 18247	CALBO Invoice	11/04/2024	11/08/2024 2024-2025 Gov. Member/Oscar Escalante	Regular	0.00	245.00	304503
02600 10-24Reimburse	Carla Sandoval Invoice	11/04/2024	11/08/2024 Ballons/Snacks/Youth Center Grand Openi...	Regular	0.00	81.36	304504
00324	CDW Government Inc		11/08/2024	Regular	0.00	1,469.25	304505



Check Report

Date Range: 11/02/2024 - 11/15/2024

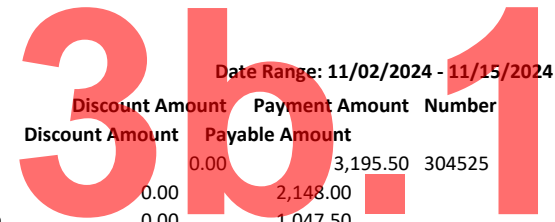
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SD30136	Invoice	11/05/2024	Mount Box	0.00	140.23	
SH49313	Invoice	11/05/2024	Laptop	0.00	1,107.93	
SJ59920	Invoice	11/06/2024	USB C Dock Dual Display Hub	0.00	221.09	
00397	Costco Wholesale #121	11/08/2024	Regular	0.00	117.31	304506
C-045759	Invoice	11/04/2024	Halloween event/candies and supplies for ...	0.00	117.31	
00427	D & H Water Systems Inc	11/08/2024	Regular	0.00	5,235.88	304507
12024-1159	Invoice	11/04/2024	Digital Indicator with Dual Channel	0.00	2,970.41	
12024-1160	Invoice	11/04/2024	Echo-Scale Ultrasonic Sensor/Mounting Kit	0.00	2,265.47	
00462	David Trevino	11/08/2024	Regular	0.00	620.00	304508
10-24Reimburse	Invoice	11/05/2024	Reimb./Ca. Building Officials/Reg. Fee/10/...	0.00	520.00	
11-24Reimburse	Invoice	11/07/2024	Reimburse/Professional Membership Dues...	0.00	100.00	
00499	Desert Veterinary Group	11/08/2024	Regular	0.00	111.00	304509
304919	Invoice	11/06/2024	K-9 Vaccination	0.00	111.00	
00569	Empire Southwest LLC	11/08/2024	Regular	0.00	1,894.85	304510
EPWK0622100	Invoice	11/06/2024	Replace Engine Coolant Heater	0.00	1,894.85	
02046	FCS International Inc	11/08/2024	Regular	0.00	7,264.45	304511
00076665	Invoice	11/07/2024	Rancho Los Lagos - Technical Reports & A...	0.00	7,264.45	
00629	Federal Express Corp	11/08/2024	Regular	0.00	95.86	304512
8-669-59718	Invoice	11/05/2024	Postage	0.00	91.89	
9-684-27407	Invoice	11/06/2024	Postage	0.00	3.97	
00657	Forensic Drug Testing Services Inc	11/08/2024	Regular	0.00	843.85	304513
2024-2280	Invoice	11/06/2024	Drug Prevention & Program Mgmt/Drug &...	0.00	843.85	
00714	Gold Coast Environmental	11/08/2024	Regular	0.00	2,711.72	304514
13957	Invoice	11/01/2024	Instalation new cables on Influent meter	0.00	2,711.72	
00838	International Code Council	11/08/2024	Regular	0.00	170.00	304515
Q15.000026988	Invoice	11/04/2024	Governmental Member (population <50K)	0.00	170.00	
00861	Jade Security Systems Inc	11/08/2024	Regular	0.00	34.99	304516
0216700	Invoice	11/04/2024	Electronic Monitor Security System/Finan...	0.00	34.99	
00925	Johnson Controls Security Solutions	11/08/2024	Regular	0.00	365.41	304517
40664438	Invoice	11/06/2024	Alarm Monitoring/Admin/Nov. 2024	0.00	365.41	
00927	Jonathan Blackstone	11/08/2024	Regular	0.00	36.79	304518
10-24Reimburse	Invoice	11/04/2024	Shadow Box for Santiago	0.00	36.79	
01026	Landmark Consultants Inc	11/08/2024	Regular	0.00	640.00	304519
LE1124-71	Invoice	11/06/2024	Geotechnical Services for Project 1	0.00	640.00	
01840	LC Paving & Sealing Inc	11/08/2024	Regular	0.00	51,062.50	304520
3	Invoice	11/06/2024	Road Improvements Project	0.00	51,062.50	
01966	Loose Wire Electric & Air Inc	11/08/2024	Regular	0.00	6,400.00	304521
INV0851	Invoice	11/07/2024	AC Work/Rep. & Rewire/WWTP unit office	0.00	2,200.00	
INV0856	Invoice	11/07/2024	Remove and reinstall Condensing Unit/Wi...	0.00	4,200.00	
01096	Mallory Safety & Supply LLC	11/08/2024	Regular	0.00	459.83	304522
5999941	Invoice	11/04/2024	Glove Dispensers	0.00	431.00	
6010361	Invoice	11/04/2024	Vests	0.00	28.83	
01184	MCR Technologies, Inc	11/08/2024	Regular	0.00	2,715.30	304523
42882	Invoice	11/04/2024	Refrigerator with compressor	0.00	2,715.30	
02418	Michael Garcia	11/08/2024	Regular	0.00	147.05	304524
9-24Travel	Invoice	11/04/2024	Travel Adv/2024 Gang & Transnational Cr...	0.00	147.05	



Check Report

Date Range: 11/02/2024 - 11/15/2024

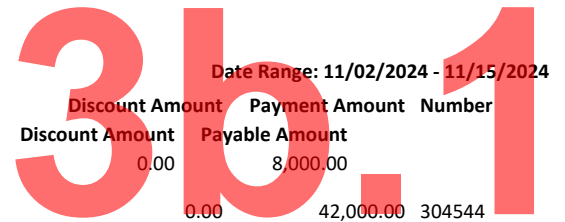
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01891	NV5 Inc	11/08/2024	Regular	0.00	3,195.50	304525
412457	Invoice	11/06/2024	Engineering Services	0.00	2,148.00	
412461	Invoice	11/07/2024	Consulting & Ext of Staff/Malan St. Housin...	0.00	1,047.50	
02603	Omar Garcia	11/08/2024	Regular	0.00	1,076.05	304526
11-24Travel	Invoice	11/07/2024	Travel Adv/Basic School Resource Officer/...	0.00	1,076.05	
01311	Packers Mini Storage	11/08/2024	Regular	0.00	126.50	304527
11-24Storage	Invoice	11/04/2024	Storage Unit B209/November 2024	0.00	126.50	
01361	Pro Record Storage Inc	11/08/2024	Regular	0.00	892.72	304528
0031199	Invoice	11/05/2024	Storage/Tracking/Shredding Srvc/City Hall...	0.00	892.72	
01649	T-Mobile USA Inc	11/08/2024	Regular	0.00	2,071.67	304529
10-24MobilePD	Invoice	11/07/2024	On Call PD Cell Phone Usage/9/21/24-10/...	0.00	2,071.67	
01738	Verizon Wireless	11/08/2024	Regular	0.00	1,673.02	304530
9975625677	Invoice	11/07/2024	Cell Phone Services/PD/9/7/24 - 10/6/24	0.00	1,673.02	
01744	Veronica Zavala	11/08/2024	Regular	0.00	29.75	304531
9-24Travel	Invoice	11/05/2024	Travel Adv/De-Escalation Training/9/10/24	0.00	29.75	
01706	U.S. Bank Corporate	11/13/2024	Regular	0.00	6,732.81	304532
09232024	Invoice	11/13/2024	Sep 2024 Corporate Credit Card Statement	0.00	6,732.81	
02452	Brawley Investment Ventures LLC	11/15/2024	Regular	0.00	5,865.42	304533
11-24Reimburse...	Invoice	11/14/2024	Latigo Ranch Subdiv/Devp Impact Fees Re...	0.00	5,865.42	
02605	Daniel Camargo	11/15/2024	Regular	0.00	290.00	304534
BR1078	Invoice	11/13/2024	Citation Refund to customer/Daniel Cama...	0.00	290.00	
02191	Data Ticket Inc	11/15/2024	Regular	0.00	400.00	304535
166037	Invoice	11/12/2024	Code Enforcement Processing/May 2024	0.00	200.00	
170692	Invoice	11/12/2024	Code Enforcement Processing/Sep 2024	0.00	200.00	
02477	Desert RV. Service & Repair, Inc.	11/15/2024	Regular	0.00	8,079.84	304536
660	Invoice	11/12/2024	Towing/Ford F-150 Lic 1252145/ Unit 178	0.00	100.00	
671	Invoice	11/12/2024	Window Tint/2024 Ford F-150/VIN66099	0.00	425.00	
681	Invoice	11/12/2024	Towing/Ford Explorer/Unit 202	0.00	100.00	
690	Invoice	11/12/2024	Window Tint/2024 Ford Escape/Unit 235	0.00	500.00	
691	Invoice	11/12/2024	Window Tint/2024 Ford Escape/Unit 244/...	0.00	500.00	
692	Invoice	11/12/2024	Removal of safety equip. & lighting/163/1...	0.00	2,850.00	
736	Invoice	11/12/2024	Unit 201/Faceplates & Switches/Remove ...	0.00	3,604.84	
00629	Federal Express Corp	11/15/2024	Regular	0.00	35.60	304537
8-592-02854	Invoice	11/08/2024	Postage	0.00	12.41	
8-655-02488	Invoice	11/08/2024	Postage	0.00	18.51	
9-683-84454	Invoice	11/08/2024	Postage	0.00	4.68	
02301	Fon Jon Pet Care	11/15/2024	Regular	0.00	732.70	304538
FD-09112024	Invoice	11/08/2024	K9 Dog Food	0.00	732.70	
00657	Forensic Drug Testing Services Inc	11/15/2024	Regular	0.00	89.00	304539
2024-2055	Invoice	11/08/2024	Drug Prevention & Program Mgmt (Month...	0.00	89.00	
02610	Gael Cerda	11/15/2024	Regular	0.00	57.00	304540
10-24Soccer	Invoice	11/13/2024	Brawley Youth Soccer 2024/Parks/Oct 21,...	0.00	57.00	
00720	GovConnection Inc	11/15/2024	Regular	0.00	94.82	304541
75736614	Invoice	11/14/2024	Central AP Fnd 1y Sub E-STU	0.00	94.82	
02595	Grace Verduzco	11/15/2024	Regular	0.00	31.92	304542
P1002336	Invoice	11/14/2024	Library Fines Reimbursement for Returned...	0.00	31.92	
00820	Humane Society of Imperial County	11/15/2024	Regular	0.00	8,000.00	304543



Check Report

Date Range: 11/02/2024 - 11/15/2024

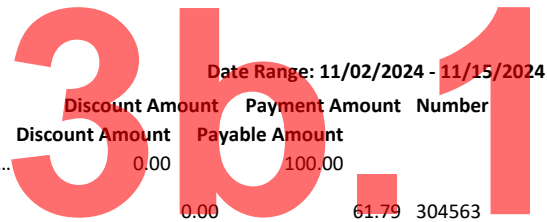
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
10042024	Invoice	11/14/2024	Humane Society - Monthly October	0.00	8,000.00	
00800	Imperial County Sheriff's Office	11/15/2024	Regular	0.00	42,000.00	304544
09112024-3	Invoice	11/14/2024	Pro Phoenix Software	0.00	21,000.00	
12272023-3	Invoice	11/14/2024	PROPHOENIX RMS (PD GL SOFTWARE)	0.00	21,000.00	
02606	Jennissa J Herrera Soto	11/15/2024	Regular	0.00	114.00	304545
10-24Soccer	Invoice	11/13/2024	Brawley Youth Soccer 2024/P&R/Oct 22,23..	0.00	114.00	
01919	Jimmy Duran	11/15/2024	Regular	0.00	455.84	304546
10-24Travel	Invoice	11/14/2024	Travel Adv/League of Cal Annual Conf/Oct...	0.00	455.84	
02426	Juan Manuel Barragan	11/15/2024	Regular	0.00	6,900.00	304547
INV0005159	Invoice	11/13/2024	TREE SERVICE	0.00	6,900.00	
00979	K-C Welding Rentals Inc	11/15/2024	Regular	0.00	250.00	304548
F85648	Invoice	11/12/2024	Safty Boots/Gustavo Rodriguez	0.00	250.00	
01012	Knorr Systems Inc	11/15/2024	Regular	0.00	36.35	304549
252213	Invoice	11/14/2024	Spider Gasket-Diverter Pac-Fab	0.00	36.35	
02609	Lucca Aguilera	11/15/2024	Regular	0.00	76.00	304550
10-24Soccer	Invoice	11/13/2024	Brawley Youth Soccer 2024/Parks/Oct 23,...	0.00	76.00	
02204	Luis Emmanuel Somoza	11/15/2024	Regular	0.00	57.00	304551
10-24Soccer2	Invoice	11/13/2024	Brawley Youth Soccer 2024/Parks/Oct 21,...	0.00	57.00	
02344	Martin Angel Barajas	11/15/2024	Regular	0.00	750.00	304552
35	Invoice	11/15/2024	Commercial Driver Training/Jose Sandoval	0.00	750.00	
01183	McNeece Bros Oil Company	11/15/2024	Regular	0.00	85.28	304553
355344	Invoice	11/12/2024	Turbo T 32	0.00	85.28	
01184	MCR Technologies, Inc	11/15/2024	Regular	0.00	626.03	304554
42918	Invoice	11/14/2024	ISCO Assy WRG Temp Sensor	0.00	626.03	
01282	O'Reilly Auto Parts	11/15/2024	Regular	0.00	257.46	304555
2648-106486	Credit Memo	11/08/2024	Battery Core Charge/Ref. Invoice 2648-10...	0.00	-44.00	
2648-116049	Invoice	11/08/2024	Batteries For Vehicles	0.00	301.46	
01352	Precision Electric Co Inc	11/15/2024	Regular	0.00	405.00	304556
0117676-IN	Invoice	11/12/2024	Labor to Inspect & Diagnose/VAUGHAN/R...	0.00	405.00	
01379	R & K Air Conditioning	11/15/2024	Regular	0.00	689.38	304557
51618	Invoice	11/12/2024	Checked System/Turned disconect ON	0.00	120.00	
52009	Invoice	11/12/2024	Checked System/No Failures/Vehicle ID 39...	0.00	120.00	
52205	Invoice	11/12/2024	Replace Condenser Motor/Serial NABNM0...	0.00	449.38	
01903	Rachel Fonseca	11/15/2024	Regular	0.00	56.50	304558
Aug-24Reimburse	Invoice	11/13/2024	Clerk Recorder Fee/Declaration of Conven...	0.00	56.50	
02608	Serenity Gonzalez	11/15/2024	Regular	0.00	114.00	304559
10-24Soccer	Invoice	11/13/2024	Brawley Youth Soccer 2023/Parks/Oct 21,...	0.00	114.00	
01596	Southern California Gas Co	11/15/2024	Regular	0.00	168.10	304560
10-24GasComSrv	Invoice	11/12/2024	Natural Gas Consumption/9/4/24 - 10/4/24	0.00	14.79	
10-24GasFD#2	Invoice	11/08/2024	Natural Gas Comsumption/8/30/24 - 10/2...	0.00	47.88	
10-24GasPD	Invoice	11/12/2024	Natural Gas Consumption/9/6/24 - 10/8/24	0.00	25.44	
10-24GasPool	Invoice	11/12/2024	Natural Gas Consumption/9/04/24 - 10/04...	0.00	14.79	
10-24GasSrCtr	Invoice	11/08/2024	Natural Gas Consumption/9/6/24 - 10/8/24	0.00	65.20	
01924	Spectrum	11/15/2024	Regular	0.00	339.96	304561
189457801090724	Invoice	11/13/2024	Internet Service/FD#9/8/24 - 10/7/24	0.00	169.98	
189457801100724	Invoice	11/13/2024	Internet Service/FD#10/8/24 - 11/7/24	0.00	169.98	
01612	Stephanie Corona	11/15/2024	Regular	0.00	100.00	304562



Check Report

Date Range: 11/02/2024 - 11/15/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
10-24Refund	Invoice	11/08/2024	Lion's Center Facility Deposit's Refund/10/...	0.00	100.00	
01896	Stericycle Inc	11/15/2024	Regular	0.00	61.79	304563
8008477412	Invoice	11/12/2024	Steri-Safe Budget Subscription/PD/Oct 20...	0.00	61.79	
01884	Sunbelt Rentals	11/15/2024	Regular	0.00	415.91	304564
157560527-0001	Invoice	11/12/2024	Hedge Pole Trimmer Repair	0.00	116.32	
159157363-0001	Invoice	10/24/2024	Repairs/Riding Mower	0.00	672.00	
159222419-0001	Credit Memo	10/24/2024	Credit for Inv 159157363-0001/Repairs/Ri...	0.00	-672.00	
159289084-0001	Invoice	11/12/2024	Chainsaw/Repair Starter	0.00	165.70	
160794036-0001	Invoice	11/12/2024	Rear Tine Tiller Rental	0.00	133.89	
01712	United Parcel Service Inc	11/15/2024	Regular	0.00	32.90	304565
00002XX926454	Invoice	11/12/2024	Postage	0.00	32.90	
01725	V & V Manufacturing Inc	11/15/2024	Regular	0.00	123.84	304566
60310	Invoice	11/13/2024	Brawley Police Nametag & Plate	0.00	123.84	
01732	Valley Pest Services Inc	11/15/2024	Regular	0.00	50.00	304567
14343382 MT	Invoice	11/13/2024	Monthly Pest Control/PD	0.00	50.00	
01738	Verizon Wireless	11/15/2024	Regular	0.00	255.19	304568
9975625679	Invoice	11/13/2024	Cell Phone Services/FD#2/9/7/24 - 10/6/24	0.00	255.19	
02607	Victor Ramirez	11/15/2024	Regular	0.00	38.00	304569
10-24Soccer	Invoice	11/13/2024	Brawley Youth Soccer/Parks/Oct 28 & 29	0.00	38.00	
01766	W.W. Grainger Inc	11/15/2024	Regular	0.00	1,255.25	304570
9273514654	Invoice	11/14/2024	Speed Bumps	0.00	1,255.25	
01768	Wal-Mart Stores Inc #01-1555	11/15/2024	Regular	0.00	1,697.26	304571
2112 0889 0445 ...	Invoice	11/13/2024	Cano's Office Supplies/Curtain Rod/Curtai...	0.00	38.76	
2530 4679 4421 ...	Invoice	11/13/2024	Poster Frames	0.00	64.52	
2928 0831 6807 ...	Invoice	11/13/2024	Table Cover/Hot Dogs Condiments/Drinks	0.00	567.27	
5138 8257 8172 ...	Invoice	11/13/2024	Baking Tray/Hod Dogs/Drinks/Table Cover	0.00	86.09	
5246 8962 9923 ...	Invoice	11/13/2024	Helium Kit/Tri-Fold boards/Grand Opening...	0.00	147.76	
6288 3308 9924 ...	Invoice	11/13/2024	Meeting Supplies/Paper plates/Cups/Ink c...	0.00	51.13	
8276 4930 7924 ...	Invoice	11/13/2024	LED Smarth TV/Chief's Monitor	0.00	466.09	
8998 4855 2889 ...	Invoice	11/13/2024	Pumkin Patch Event/Snacks/Gifts	0.00	249.27	
9721 2887 2763 ...	Invoice	11/13/2024	Youth Center Opening/Hot Dogs/Oatmeal	0.00	26.37	
01772	Waxie Sanitary Supply	11/15/2024	Regular	0.00	1,073.11	304572
82630090	Invoice	11/12/2024	Paper Towel/Trash bags	0.00	438.39	
82691154	Invoice	11/13/2024	Janitorial Supplies	0.00	536.55	
82760585	Invoice	11/12/2024	Dish Soap	0.00	98.17	
00239	Brawley Police Sergeant's Asso	11/15/2024	Regular	0.00	470.00	304573
INV0005185	Invoice	11/15/2024	Union Dues	0.00	470.00	
00240	Brawley Public Safety Employee	11/15/2024	Regular	0.00	1,950.00	304574
INV0005184	Invoice	11/15/2024	Union Dues	0.00	1,950.00	
00287	California State Disbursement	11/15/2024	Regular	0.00	1,041.98	304575
INV0005170	Invoice	11/15/2024	Child Support Deductions	0.00	1,041.98	
00660	Franchise Tax Boards State Of California	11/15/2024	Regular	0.00	450.00	304576
INV0005187	Invoice	11/15/2024	Earnings Withholding	0.00	450.00	
00799	Imperial County Sheriff Civil Division	11/15/2024	Regular	0.00	50.00	304577
INV0005171	Invoice	11/15/2024	Earnings Withholdings	0.00	50.00	
01658	Teamsters Local #542	11/15/2024	Regular	0.00	1,054.00	304578
INV0005186	Invoice	11/15/2024	Union Dues	0.00	1,054.00	
01717	United Way of Imperial County	11/15/2024	Regular	0.00	5.00	304579



Check Report

Date Range: 11/02/2024 - 11/15/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005182	Invoice	11/15/2024	United Way Deductions	0.00	5.00	
01784	WEX Bank	11/05/2024	11/05/2024 Bank Draft	0.00	24,062.25	DFT0003352
100609718	Invoice	11/05/2024	Monthly Fuel Cost/October 2024	0.00	24,062.25	
00269	CalPERS Health Insurance	11/05/2024	11/05/2024 Bank Draft	0.00	1,619.30	DFT0003355
100000017710492	Invoice	11/14/2024	Medical Insurance Premium/Non-Pers/Nov..	0.00	1,619.30	
00269	CalPERS Health Insurance	11/05/2024	11/05/2024 Bank Draft	0.00	150,440.83	DFT0003356
100000017710491	Invoice	11/14/2024	Medical Insurance Premium/Pers/Nov 20...	0.00	150,440.83	
01368	CalPERS Employees Retirement	11/05/2024	11/05/2024 Bank Draft	0.00	86,014.16	DFT0003359
INV0005161	Invoice	11/14/2024	Retirement Contributions for P/R 10/18/24	0.00	86,014.16	
01368	CalPERS Employees Retirement	11/08/2024	11/08/2024 Bank Draft	0.00	86,721.46	DFT0003360
INV0005162	Invoice	11/14/2024	Retirement Contributions for P/R 11/01/24	0.00	86,721.46	
00031	Aflac Inc	11/15/2024	11/15/2024 Bank Draft	0.00	1,297.09	DFT0003361
INV0005166	Invoice	11/15/2024	Cancer/ICU/Disability Withheld	0.00	1,297.09	
00031	Aflac Inc	11/15/2024	11/15/2024 Bank Draft	0.00	1,445.41	DFT0003362
INV0005167	Invoice	11/15/2024	Cancer/ICU/Disability Withheld	0.00	1,445.41	
01255	National Plan Coordinators	11/15/2024	11/15/2024 Bank Draft	0.00	3,511.51	DFT0003367
INV0005174	Invoice	11/15/2024	Def Compensation/Plan #340233-01	0.00	3,511.51	
01257	Nationwide Retirement Solution	11/15/2024	11/15/2024 Bank Draft	0.00	3,358.00	DFT0003368
INV0005175	Invoice	11/15/2024	Def Compensation/Entity #05270	0.00	3,358.00	
00233	Brawley Firefighters Local #19	11/15/2024	11/15/2024 Bank Draft	0.00	845.00	DFT0003375
INV0005183	Invoice	11/15/2024	Union Dues Fire Assoc	0.00	845.00	
00836	Internal Revenue Service	11/15/2024	11/15/2024 Bank Draft	0.00	30,131.29	DFT0003376
INV0005188	Invoice	11/15/2024	Federal Taxes	0.00	30,131.29	
00836	Internal Revenue Service	11/15/2024	11/15/2024 Bank Draft	0.00	12,937.62	DFT0003377
INV0005189	Invoice	11/15/2024	Medicare Taxes	0.00	12,937.62	
00836	Internal Revenue Service	11/15/2024	11/15/2024 Bank Draft	0.00	55,319.14	DFT0003378
INV0005190	Invoice	11/15/2024	Social Security Taxes	0.00	55,319.14	
00571	Employment Development Dept	11/15/2024	11/15/2024 Bank Draft	0.00	13,500.72	DFT0003379
INV0005191	Invoice	11/15/2024	State Taxes	0.00	13,500.72	

Bank Code US Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	93	0.00	235,650.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	471,203.78
EFT's	26	13	0.00	73,759.59
	189	120	0.00	780,613.97

All Bank Codes Check Summary

3b.1

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	93	0.00	235,650.60
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	14	14	0.00	471,203.78
EFT's	26	13	0.00	73,759.59
	189	120	0.00	780,613.97

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	11/2024	780,613.97
			780,613.97

City of Brawley

City Council
December 03, 2024
Agenda Item No 5a



5a

STAFF REPORT

To: City Council
From: Silvia Luna, Finance Director
Prepared by: Silvia Luna, Finance Director
Subject: **2023/24 General Fund Year-End Budget Report**

RECOMMENDATION:

Receive and file the 2023/24 General Fund Year-End Budget Report, approve the amended budget carryovers from fiscal year 2023/24 to fiscal year 2024/25, and allocations to reserves.

BACKGROUND INFORMATION:

The City's overall budget is comprised of multiple funds, most of which are restricted for special purposes such as road improvements, housing programs, grants, or enterprise operations such as water, wastewater, or the airport. The year-end budget report focuses only on the General Fund, which supports a variety of city services, programs, and operational expenses.

The report is intended to provide a summary of revenues and expenses for the fiscal year (FY) 2023/24 (from 7/1/2023 through 6/30/2024) and highlight any relevant variances from the final budget, one-time anomalies, and deviations from prior fiscal years. It also provides an update on final carryovers from FY 2023/24 to 2024/25 and reserve balances for the period ended June 30, 2024.

The City is in the process of completing its annual audit and preparing comprehensive financial statements. The General Fund is also included in the annual financial statements; however, this report allows the city to evaluate how the General Fund performed independent of all other funding sources of the City.

FISCAL IMPACT:

Amended expenditure budget carryovers from FY 2023/24 to 2024/25 total \$1,261,304 and are funded with budgetary savings. Revenues not received in FY 2023/24 totaling \$960,611 are anticipated to be received in 2024/25 and also recommended as budget adjustments. A full detailed listing of carryovers is found in Exhibit B of the Budget Report and if approved would be incorporated into the current 2024/25 budget.

ALTERNATIVES:

City Council may choose to not approve or amend recommended carryovers and reserve allocations.

ATTACHMENTS:

- 1.

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Jimmy Duran, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 11/26/2024

Approved - 11/26/2024

2023/24 GENERAL FUND YEAR-END BUDGET REPORT

December 3, 2024

The FY 2023/24 budget continued to be affected by the steep rise in the cost of utilities, higher inflation and vacancies through several departments. However, the City's overall financial performance continued to be strong. Exhibit A provides a summary of both revenues and expenses on one page.

REVENUES

Below is a summary of actual revenues with larger variances described below.

REVENUES:	2023/24 Final Budget	2023/24 Actuals	Variance
TAXES	\$ 12,982,996	\$ 14,005,930	\$ 1,022,934
LICENSES & PERMITS	282,400	247,840	(34,560)
GRANTS	2,155,937	1,073,304	(1,082,633)
FEES & CHARGES FOR SERVICES	5,281,128	5,298,079	16,951
FINES & ASSESSMENTS	13,000	17,601	4,601
INTEREST/MISC./REIMBURSEMENTS	606,519	1,216,594	610,075
TRANSFERS IN	2,255,543	2,219,556	(35,987)
TOTAL REVENUES	\$ 23,577,523	\$ 24,078,904	\$ 501,381

TAX REVENUES

Property Taxes – Current secured property taxes were over budget by \$73,320 and vehicle license fee taxes were over budget by \$101,044 for a total of \$174,364. The City has engaged a consultant to monitor, estimate, and assist with the collection of property tax revenues, which fluctuate based on property sales each year.

Sales Taxes collected were over budget by \$96,053 due to the sustained increase on fuel prices. The continued steady local in person shopping and dining as well as the City's stable farming activities contributed to the increase on collections.

RPTTF (Redevelopment Property Tax Trust Fund) Residual property taxes increased by \$159,714 due to a CA Court of Appeal for the Third Appellate District decision in the case of City of Chula Vista v. Sandoval, et al. As a result of this court decision, the current and ongoing RPTTF payments will increase to each agency in the Imperial County and in turn the County portion will be decreased, with no effect on property taxpayers. The current budget reflects this ongoing redistribution.

Transient Occupancy Taxes (TOT) from hotels was over budget by \$ 63,259 with many hotels operating at full capacity throughout the year.

Utility User Taxes (UUT) totaled \$ 2,774,995 which was \$ 374,995 over budget. The Utility User Taxed increased 4% compared to prior year remittances mainly due to the increase in electric and gas utility costs as well as the addition of modernized telecommunications services such as Zoom and Boomerang.

Non-Tax Revenue Negative Variances were a result of pending revenues not received during FY 2023/24 but anticipated to be received in FY 2024/25. A summary of these revenues is provided below.

Negative Revenue Variance Explained		
Police OTS TRIP Grant	\$ 90,125	Pending from State of CA - Office of Traffic Safety
Police OTS STEP Grant	\$ 43,754	Pending from State of CA - Office of Traffic Safety
State Grant - Officer Wellness	\$ 18,250	Pending from State of CA
Fire Dept.- Services County	\$ 12,650	Pending from Imperial County - Fire Engine Reimbursement
Parks & Recreation Grants	\$ 177,952	Lions Center State funding for pool rehabilitation
Library Grants	\$ 611,050	State of CA- Building Forward Grant
Senior Center - Pedestrian & Bicycle Fund Transf.	\$ 6,830	
TOTAL PENDING REVENUES	\$ 960,611	
Revenue Variance BEFORE pending items	\$ 501,381	
Revenue Variance AFTER pending items	\$ 1,461,992	

If these revenues would have been received as budgeted; revenues would have ended at \$1,461,992 over budget. The City is expecting to collect these deferred revenues in FY 2024/25, therefore, budget adjustments to these revenues is recommended in FY 2024/25 to avoid large budget to actual variances.

EXPENSES

Overall, 88% of departments were within budget. The chart below provides a summary of expenses and highlights savings, or overages explained in the narrative following the chart.

EXPENSES:	2023/24 Final Budget	2023/24 Actuals	Variance
CITY COUNCIL	\$ 85,671	\$ 82,185	\$ 3,486
CITY CLERK	50,912	4,580	46,332
RECORDS ADMINISTRATION	228,428	229,792	(1,364)
CITY MANAGER			
CITY MANAGER	314,668	309,296	5,372
PERSONNEL	455,238	342,408	112,830
INFORMATION TECHNOLOGY	741,665	632,942	108,723
FISCAL SERVICES			
FINANCE	848,736	829,013	19,723
UTILITY BILLING	522,156	504,175	17,981
NON-DEPARTMENTAL	2,028,810	1,577,374	451,436
CITY ATTORNEY	150,511	100,444	50,067
COMMUNITY & ECONOMIC DEVELOPMENT			
PLANNING	421,862	378,583	43,279
BUILDING INSPECTIONS	385,924	356,248	29,676
COMMUNITY DEVELOPMENT	239,255	220,593	18,662
POLICE PROTECTION			
POLICE DEPARTMENT	7,463,271	7,596,596	(133,324)
GRAFFITI ABATEMENT	73,122	65,862	7,260
CODE ENFORCEMENT	-	2,979	(2,979)
ANIMAL CONTROL	211,944	196,724	15,220
FIRE SERVICES			
FIRE STATION 1	4,165,009	3,944,205	220,804
FIRE STATION 2	72,948	60,045	12,903
PUBLIC WORKS			
ENGINEERING	1,062,435	838,295	224,140
PARKS AND RECREATION			
PARKS	1,058,187	969,939	88,248
RECREATION & LIONS CENTER	2,292,187	2,105,511	186,676
SENIOR CITIZEN CENTER	179,666	127,610	52,056
LIBRARY SERVICES			
MAIN LIBRARY	1,086,464	474,093	612,372
TOTAL EXPENSES	\$ 24,139,070	\$ 21,949,492	\$ 2,189,578

EXPENSE OVERAGES

Records Administration- Cost Overages in Salaries, Benefits, and Health Insurance

The increase in costs is primarily due to personnel changes and a contract adjustment related to

the expanded duties of the Assistant to the City Manager position during FY 2023/24. These changes contributed to higher salary, benefit, and health insurance expenses.

Police Department –Increased Salaries and Benefits Costs. The Police Department experienced higher costs totaling \$463,605.23 for sworn officers and \$128,351 for non-sworn overtime, primarily due to staff turnover and limited staff availability.

Code Enforcement- New Division Under Police Department. The Code Enforcement division, established under the Police Department in February 2024, reflects initial unbudgeted expenses for setting up the department and successfully hiring a Code Enforcement Officer.

EXPENSE SAVINGS

Expense savings were generally derived from delayed expenses, multi-year projects, or the vacancy of positions. Most of these savings are recommended to be carried over to FY 2024/25 as indicated below and detailed in Exhibit B.

Expense Savings Before Carryovers	\$2,189,578
Carryovers to FY 2024/25	(\$1,261,304)
Savings After Carryovers	\$928,274

Larger departmental savings are discussed below.

Personnel – Savings of \$112,830 were largely due to professional services savings. These are as a needed basis services. No carryover savings are recommended for FY 2024/25.

Information Technology – Overall savings of \$108,723 were achieved due to unused hardware and software contingency funds, which will no longer be required for FY 2024/25.

Non-Departmental – This department had savings of \$451,436. A request to carryover a total of \$ 364,957 to FY 2024/25 for grant writing services, a potential ballot measure, and contingency for staffing is recommended.

Planning & Building– Vacancies continued through the fiscal year for the Planning Director and Assistant Planner positions generating savings of \$ 43,279. Vacancies at the department are being mitigated through the assistance of various consultants.

Fire – Savings of \$ 220,804 were largely derived from staggered staff turnover and vacancies. Savings on equipment caused by delayed orders and pending engine repairs also contributed to the large savings. A total of \$ 100,407 is being requested as a carryover to FY 2024/25 for the equipment that will be received during FY 2024/25.

Engineering – Savings of \$ 224,140 were largely derived from vacancies in Engineering department and professional services savings that are used to provide operational flexibility and expand the department’s capacity.

Parks – Savings totaling \$88,248 were realized in salaries due to staggered staff turnover and vacancies and pending parks repairs. A total of \$23,062 is being requested as a carryover to FY 2024/25.

Recreation and Lions Center – Savings of \$186,676 were realized from reduced salaries and benefits due to staff turnover and vacancies. The largest savings were achieved through decreased utility costs (electricity, natural gas, chemicals) and overall supplies, as the Lions Center Pool was closed for repairs throughout FY 2023/24.

Library – Savings of \$ 612,372 are associated to Library Building improvements and equipment that will be acquired with the Library Building Forward State grant that was awarded on October of 2023. A total of \$ 611,050 is requested as a carryover to FY 2024/25.

CARRYOVERS

Carryovers from FY 2023/24 to FY 2024/25 were estimated in early June 2024. Invoices for each FY continue to be paid through August of each year. This is known as the accrual period. After all invoices are paid, Finance re-evaluates estimated carryovers to determine final carryovers based on actual expenses and current operational needs. A summary of final recommended carryovers is presented as Exhibit B and includes all City Funds with the largest amounts derived from ongoing multi-year capital projects.

RESERVES

Adequate reserves ensure the City is able to effectively respond to economic uncertainties and fluctuations without drastically reducing services from one year to the next. The chart below depicts reserve balances by category as of June 30, 2024. These reserve balances reflect the financial health of the City at fiscal year-end. The increase in reserves during FY 2023/24 reflects the prudent allocation of resources for carryovers, future known expenses, and the recognition of budget savings.

CITY OF BRAWLEY			
General Fund Reserves Overview			
Based on Actuals for Fiscal Year Ended 2023/24			

FUND BALANCE CATEGORY	ACTUALS BALANCES AT 6-30-2023	CHANGE DURING FY 2023/24	ENDING BALANCES AT 6-30-2024
Non-Spendable (Prepaid Expenses)	\$ 35,711	\$ -	\$ 35,711
Restricted for Library	\$ 48,736	\$ -	\$ 48,736
Committed to Operational Carryovers	\$ 1,884,700	\$ (623,396)	\$ 1,261,304
Committed to Capital Replacement Reserves	\$ 700,000	\$ 100,000	\$ 800,000
Public Safety Personnel Reserve	\$ 200,000	\$ 100,000	\$ 300,000
Unassigned	\$ 5,774,177	\$ 2,552,808	\$ 8,326,985
TOTAL FUND BALANCES	\$ 8,643,324	\$ 2,129,412	\$ 10,772,736

RESERVE TARGET CALCULATION - (15% of Expenses)			
FY 2023/24 Expenses Adopted Budget	15% Target	Unassigned as of 6-30-2024	Surplus/(Shortfall)
\$ 24,139,070	\$ 3,620,860	\$ 8,326,985	\$ 4,706,125

A **Capital Replacement Reserve** was established in FY 2021/22 with an allocation of \$500,000. Staff recommends adding \$100,000 to this reserve from unanticipated savings for future capital replacements. This reserve can be used for matching grant funds, to supplement restricted funds used for capital improvements, or to purchase large equipment.

The **Public Safety Personnel Reserve** was established in FY 2021/22 with an allocation of \$100,000. It is recommended to allocate \$100,000 of unanticipated savings for future expenses associated with grant funded positions whereby the City must retain public safety personnel for an additional term after grant funds are expensed.

Due to unanticipated savings during FY 2023/24, the City's 15% target reserve reached \$ 8,326,985 exceeding the target by \$ 4,706,125. Staff recommends an in-depth analysis of how this surplus should be managed to ensure the City set-asides funds for contingencies while maintaining continued operational flexibility.

**CITY OF BRAWLEY
GENERAL FUND REVENUES AND EXPENSES BY DEPARTMENT/DIVISION
FISCAL YEAR ENDED 2023/24**

REVENUES:	2023/24 Final Budget	2023/24 Actuals	Variance
TAXES	\$ 12,982,996	\$ 14,005,930	\$ 1,022,934
LICENSES & PERMITS	282,400	247,840	(34,560)
GRANTS	2,155,937	1,073,304	(1,082,633)
FEES & CHARGES FOR SERVICES	5,281,128	5,298,079	16,951
FINES & ASSESSMENTS	13,000	17,601	4,601
INTEREST/MISC./REIMBURSEMENTS	606,519	1,216,594	610,075
TRANSFERS IN	2,255,543	2,219,556	(35,987)
TOTAL REVENUES	\$ 23,577,523	\$ 24,078,904	\$ 501,381

EXPENSES:	2023/24 Final Budget	2023/24 Actuals	Variance
CITY COUNCIL	\$ 85,671	\$ 82,185	\$ 3,486
CITY CLERK	50,912	4,580	46,332
RECORDS ADMINISTRATION	228,428	229,792	(1,364)
CITY MANAGER			
CITY MANAGER	314,668	309,296	5,372
PERSONNEL	455,238	342,408	112,830
INFORMATION TECHNOLOGY	741,665	632,942	108,723
FISCAL SERVICES			
FINANCE	848,736	829,013	19,723
UTILITY BILLING	522,156	504,175	17,981
NON-DEPARTMENTAL	2,028,810	1,577,374	451,436
CITY ATTORNEY	150,511	100,444	50,067
COMMUNITY & ECONOMIC DEVELOPMENT			
PLANNING	421,862	378,583	43,279
BUILDING INSPECTIONS	385,924	356,248	29,676
COMMUNITY DEVELOPMENT	239,255	220,593	18,662
POLICE PROTECTION			
POLICE DEPARTMENT	7,463,271	7,596,596	(133,324)
GRAFFITI ABATEMENT	73,122	65,862	7,260
CODE ENFORCEMENT	-	2,979	(2,979)
ANIMAL CONTROL	211,944	196,724	15,220
FIRE SERVICES			
FIRE STATION 1	4,165,009	3,944,205	220,804
FIRE STATION 2	72,948	60,045	12,903
PUBLIC WORKS			
ENGINEERING	1,062,435	838,295	224,140
PARKS AND RECREATION			
PARKS	1,058,187	969,939	88,248
RECREATION & LIONS CENTER	2,292,187	2,105,511	186,676
SENIOR CITIZEN CENTER	179,666	127,610	52,056
LIBRARY SERVICES			
MAIN LIBRARY	1,086,464	474,093	612,372
TOTAL EXPENSES	\$ 24,139,070	\$ 21,949,492	\$ 2,189,578

Continuing Appropriations/Carryovers from FY 2023/24 to FY 2024/25

Vendor/Program	Account Number	Description	Estimate
Unbudgeted, new positions	101-191.000-710.900	Contingency for Staffing	\$ 200,000
Ballot Measure Public Outreach	101-191.000-730.100	Professional Services	\$ 91,380
Citywide Fee Study	101-191.000-730.100	Professional Services	\$ 40,900
Grant writing services	101-191.000-730.100	Professional Services	\$ 32,677
Police Department Fence Project	101-211.000-800.300	Improvements other than bldgs.	\$ 5,000
Police Department Equipment	101-211.000-800.400	Equipment	\$ 150,000
Fire SCBA Compressor	101-221.000-800.400	Equipment	\$ 79,225
Fire Engine repairs	101-221.000-740.100	Repair & Maintenance Vehicles	\$ 21,182
Parks Improvements	101-511.000-740.120	Repair & Maintenance Facility	\$ 23,062
Senior Center ADA Project	101-522.000-800.300	Improvements other than bldgs.	\$ 6,828
Library Building Improvements	101-551.000-800.300	Improvements other than bldgs.	\$ 484,000
Library AC Units	101-551.000-800.400	Equipment	\$ 127,050
GENERAL FUND TOTAL			\$ 1,261,304
Capital Improvements	211-312.000-800.400	Equipment	\$ 100,000
Capital Improvements	213-313.000-920.422	Transfer to General Fund CIP	\$ 6,829
Grant Funded Equipment	227-211.000-800.400	Equipment	\$ 22,628
Grant Funded Equipment	227-211.000-800.400	Equipment	\$ 18,400
Grant Funded Equipment	227-211.000-800.400	Equipment	\$ 100,000
Grant Funded -Program Expenses	228-211.000-700.100	Permanent Salaries	\$ 112,971
Grant Funded -Program Expenses	228-211.000-700.330	Overtime/Grants	\$ 28,290
Grant Funded -Program Expenses	228-211.000-700.500	Holidays	\$ 4,729
Grant Funded -Program Expenses	228-211.000-701.200	Uniform Allowance	\$ 2,800
Grant Funded -Program Expenses	228-211.000-710.100	Health Insurance	\$ 16,350
Grant Funded -Program Expenses	228-211.000-710.200	FICA	\$ 8,610
Grant Funded -Program Expenses	228-211.000-710.300	PERS	\$ 8,698
Grant Funded -Program Expenses	228-211.000-710.400	Unemployment	\$ 596
Grant Funded -Program Expenses	228-211.000-710.500	Workers Compensation	\$ 4,221
Grant Funded -Program Expenses	228-211.000-730.200	Technical Services	\$ 80,000
Grant Funded -Program Expenses	229-211.000-700.100	Permanent Salaries	\$ 52,751
Grant Funded -Program Expenses	229-211.000-750.400	Travel & Training	\$ 11,037
Grant Funded -Program Expenses	229-211.000-800.400	Equipment	\$ 252
Grant Funded -Program Expenses	229-211.000-800.500	Vehicles	\$ 12,422
Capital Improvements	411-511.000-800.300	Improvements other than bldgs.	\$ 33,310
Capital Improvements	421-310.000-800.300	Improvements other than bldgs.	\$ 9,015,878
Capital Improvements	452-211.400-800.200	Buildings	\$ 115,469
Capital Improvements	456-321.400-800.300	Improvements other than bldgs.	\$ 697,985
Capital Improvements	459-511.400-800.300	Improvements other than bldgs.	\$ 336,786
Capital Improvements	459-511.400-800.400	Equipment	\$ 93,635
Capital Improvements	460-551.400-800.600	Office furniture	\$ 40,000
Capital Improvements	501-321.000-800.300	Improvements other than bldgs.	\$ 310,000
Capital Improvements	511-332.000-800.300	Improvements other than bldgs.	\$ 1,129,021
Wastewater Consultants	511-332.000-730.100	Professional Services	\$ 54,023
Capital Improvements	511-333.000-800.400	Equipment	\$ 700,000
Professional studies and analysis	521-341.000-730.100	Professional Services	\$ 16,843

Continuing Appropriations/Carryovers from FY 2023/24 to FY 2024/25			
Vendor/Program	Account Number	Description	Estimate
Capital Improvements	531-351.000-800.300	Improvements other than bldgs.	\$ 186,293
TOTAL OTHER FUNDS			\$ 13,320,826
OVERALL TOTAL			\$ 14,582,130

NOTE: All carryovers are estimates based on projected invoices to end FY 2023/24. Upon completion of the final comprehensive FY 2023/24 audit, Finance will verify account balances and present final carryover amounts based on actual remaining funds prior to adding carryovers to the FY 2024/25 budget.

City of Brawley

City Council
December 03, 2024
Agenda Item No 5b



5b

STAFF REPORT

To: City Council
From: Jimmy Duran, Interim City Manager/Chief of Police
Prepared by: William Smerdon, City Attorney
Subject: Notice of Assignment – Clean Water Ventures.

RECOMMENDATION:

Execute Notice of Assignment, provided that other parties accept proposed changes.

BACKGROUND INFORMATION:

The City has been in ongoing negotiations with Clean Water Ventures, Inc., for the purposes of supporting its proposed project to construct a plant that will convert waste water into hydrogen and potable water. As part of the agreement, the City has committed to paying the sum of \$6 million dollars towards the construction of the project PROVIDED that those funds are received by the City as a grant. Clean Water Ventures, Inc., has assured the City that such a grant is forthcoming. The City has already paid the sum of \$250,000.00 of the \$6 million leaving a balance of \$5,750,000.00.

In order to obtain financing, Clean Water Ventures, Inc., wants to assign its right to receive the payment of \$5,750,000.00 to Growth Lending LLC. To that end, Clean Water Ventures, Inc., has requested that the City execute a notice of assignment. This document would obligate the City to pay the \$5,750,000 in grant funds directly to Growth Lending LLC.

The Notice of Assignment presented by Clean Water Ventures, Inc., did not make it clear that the City's obligation to pay any money is entirely contingent upon receiving the promised grant funding. If and when that grant funding is received, the City is ready and willing to honor the assignment from Clean Water Ventures, Inc. to Growth Lending LLC

The document present by Clean Water Ventures, Inc. has been revised to reflect that the anticipated payment from the City is entirely contingent upon receiving the grant funding. This revised document has been presented to the other parties for comment. Provided that they are agreeable to the revisions, Staff recommends that the Council authorize the Mayor to sign the same on behalf of the City.

FISCAL IMPACT:

None other than the potential positive fiscal impacts that may be realized from the development of Clean Water Ventures, Inc.'s project.

ALTERNATIVES:

None.

5b

ATTACHMENTS:

- 1. Notice of assignment and payment

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Jimmy Duran, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 11/26/2024

Approved - 11/26/2024

5b.1

**NOTICE OF ASSIGNMENT AND PAYMENT RE-DIRECTION LETTER
("Notice")**

NOTICE OF ASSIGNMENT AND PAYMENT DIRECTION

November __, 2024

VIA: CERTIFIED MAIL RETURN RECEIPT REQUESTED/EMAIL

City of Brawley, CA
383 Main Street
Brawley, CA 92227
Attention: Mr. Jimmy Duran

Re: Clean Water Ventures, Inc. Notice of Assignment and Payment Direction (this "Notice")

GROWTH LENDING LLC ("Growth Lending") is pleased to inform you via this Notice that we will be servicing and managing the accounts receivable payment process on behalf of CLEAN WATER VENTURES, INC. ("Clean Water"), as Assignor and GROWTH LENDING LLC ("Growth Lending"), as Assignee. Pursuant to Article 9-406 of the Uniform Commercial Code ("UCC"), you are hereby given notice that an irrevocable assignment of all right, title, interest, and benefit in Clean Water's present and future accounts receivable including, without limitation, all rights to receive payment of any and all funds to be paid by the City of Brawley, CA, under Contract 022024, as amended, between the City of Brawley, CA and Clean Water (the "Brawley Contract"; collectively, the "Clean Water Accounts") have been sold and assigned to Growth Lending. As a result, effective immediately payment of all Clean Water Accounts, including without limitation all amounts payable under the Brawley Contract, including the invoice for \$5,750,000 identified in Amendment 2 to the Master Agreement, payment of which is entirely contingent upon the City of Brawley receiving the anticipated grant funds, must be paid solely and directly to Growth Lending in accordance with the Remittance Instructions set forth below. Please note that a perfected security interest has been duly recorded with respect to the State of Nevada pursuant to Article 9 of the UCC.

Immediately upon your receipt of this Notice, all payments due from Clean Water. in payment of the existing and future Clean Water Accounts, including, without limitation, payable under the Brawley Contract, must be made solely and exclusively to Growth Lending pursuant to the remittance instructions as follows (the "Remittance Instructions"):

For payments by FEDWIRE & ACH, please send to:

Bank Name: JP Morgan Chase
Account Name: Growth Lending LLC
Account Number: 660883136
Routing Number: 021000021
Payment Reference: Clean Water Ventures

Payments for Clean Water Accounts to any other party (including, but not limited to Clean Water Account) or any other remittance other than the Remittance Instructions set forth in this Notice will not discharge your obligations to pay the Clean Water Accounts to Growth Lending. This Notice is effective

5b.1

immediately and may not in any way be changed, modified, altered, revoked except by a writing signed by a duly authorized representative of Growth Lending. Further, the Brawley Contract may not be change, modified, altered, revoked, or amended, without the prior written consent of Growth Lending.

As servicer of the Clean Water Accounts, if you have any questions concerning this Notice, please contact Growth Lending at portfolio@growthlending.com. You must immediately notify Growth Lending of any claim, dispute, or offset in respect to the Clean Water Accounts. In order to prevent potential cyber fraud, you should not change the Remittance Instructions based on an email received from any party, even if such email appears legitimate. Should you receive any change in Remittance Instructions, it is your responsibility to contact Growth Lending immediately and ask to speak with our fraud prevention officer to confirm such change in Remittance Instructions received by you.

We thank you in advance for your cooperation.

GROWTH LENDING LLC

CLEAN WATER VENTURES, INC. as Assignor

By: _____

By: _____

Name: Roy DiBenerdini
Title: CEO

Seen and Agreed:

City of Brawley CA

By: _____

Name: Ramon Castro
Title: Mayor

City of Brawley

City Council
December 03, 2024
Agenda Item No 5c



5c

STAFF REPORT

To: City Council
From: Jimmy Duran, Interim City Manager/Chief of Police
Prepared by: Jimmy Duran, Interim City Manager/Chief of Police
Subject: **Approval of Special Project Manager Position**

RECOMMENDATION:

Review and approve the Special Projects Manager position

BACKGROUND INFORMATION:

The City of Brawley has long prioritized efficiency, transparency, and proactive communication in serving its residents. As the city grows and its operational needs become more complex, the demand for specialized expertise in grants management, communications, and records administration has increased. Establishing a Special Projects Manager position within the City Manager's Office will help the city meet these evolving priorities.

This position is designed to fill critical gaps in grant acquisition, external and internal communications, and assist with records management. The creation of this role aligns with our goals of improving public engagement, securing alternative revenue sources, and maintaining compliance with records retention laws.

Rationale for the Position:

1. Grants Management:

Securing state, federal, and private grants is essential to support city operations and fund new projects. Currently, our grant-seeking efforts are limited by staff capacity and technical expertise. The Special Projects Manager will actively identify funding opportunities, write competitive proposals, and ensure compliance with grant requirements. This will enhance our ability to bring additional resources into the community and reduce reliance on general fund dollars.

2. Strategic Communications:

A cohesive and consistent approach to public communications is critical for maintaining transparency and fostering public trust. This position will serve as a dedicated point of contact for citywide communications, including managing social media platforms, the city website, and public information campaigns. Additionally, this role will develop a strategic communications plan to better engage with residents and stakeholders.

3. Capacity for Special Projects:

As new initiatives arise, there is a need for dedicated support to conduct research, coordinate committees, and lead projects. This role will provide the flexibility and expertise required to address emerging priorities effectively.

5c

FISCAL IMPACT:

The fiscal impact of the Special Projects Manager position at Range 32, Step 2, for the period from December to June 2025 is \$73,903.30. The City Manager’s Department is expected to have a savings of \$154,025.39 in Salaries and Benefits, which will be more than sufficient to cover the partial Salaries and Benefits for this position for FY24-25.

ALTERNATIVES:

The City Council may choose not to approve this position.

ATTACHMENTS:

1. Special Projects Manager Job Description

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Jimmy Duran, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 11/26/2024

Approved - 11/26/2024



CITY OF BRAWLEY

5c.1

CLASS TITLE TITLE: Special Projects Manager

BASIC FUNCTION:

Under the direction of the City Manager and in close collaboration with administrative staff, the Special Projects Manager will manage the City's grant efforts and provide comprehensive analytical and technical support in records management and the City's internal and external communications.

Establishes a cohesive visual identity and voice for external City communications. Manages the Records Management Division for the department by providing responsible and technical review. Develops, organizes, and maintains an ongoing records management program throughout the City to ensure the City's records are collected, maintained, destroyed, or archived in a methodical, efficient and cost-effective manner. The Special Projects Manager is an at-will employee who serves at the pleasure of the City Manager.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks to address business/organizational needs and changing business/organizational practices:

- Continuously search for and identify funding opportunities and revenue enhancement activities that benefit the City and community.
- Plan, develop, write, and submit grant proposals for local, state, federal, and private funding opportunities.
- Research funding sources, write and edit grant proposals, report on grant progress and outcomes, and maintain and reconcile grant databases.
- Review and evaluate the adequacy of grants and assistance policies and procedures.
- Serve as a liaison between the City and awardee organizations.
- Determine awardee eligibility using formulas and methodologies and establish eligibility criteria, including competitive rating factors.
- Announce programs and solicit applications or proposals for funding under assistance awards.
- Negotiate terms and conditions of grants/assistance awards, including costs, schedules, and oversight responsibilities.
- Prepare, process, issue, and track grants/assistance awards and ensure compliance with reporting requirements.
- Collect, compile, and analyze complex information on various specialized topics; prepare reports that present and interpret data, identify alternatives, and make recommendations.

Approved _____ Date _____

5c.1

- Participate in special projects, including complex research of new programs and services for the City.
- Organize and lead committee/commission meetings, including preparing agendas, coordinating with members, facilitating discussions, and ensuring all key decisions and actions are recorded and followed up.
- Manage public information, including the preparation and dissemination of news releases regarding City events, services, and regulations.
- Oversee consultants in the development and distribution of communication, public relations, and crisis communication materials and major video productions.
- Serve as webmaster for the City's website and manage the City's main social media platforms, including tracking engagement and recommending methods to increase reach.
- Organize and coordinate ongoing and special events, including employee newsletters, recognition ceremonies, elected officials' receptions, and other activities.
- Develop, implement, and track the progress of a citywide communications strategic plan.
- Plan and coordinate the City's strategic communication efforts, including internal and external communications, public presentations, and council meetings.
- Produce small-scale videos and design programs for the City's social media platforms.
- Manage graphic arts activities, establishing the quality, content, and design of informational materials in accordance with citywide brand guidelines.
- Manage the records division by evaluating and overseeing the city-wide records management program to ensure records are collected, maintained, destroyed, or archived efficiently and cost-effectively.
- Ensure compliance with state public records statutes and monitor records retention schedules.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of public and private funding sources, fund development, and grant management techniques.
- Familiarity with grant writing, administrative, and budgetary analysis.
- Ability to use online national, state, and local data sources for grant applications and research databases.
- Understanding of current federal, state, and local regulations.
- Strong project management skills with excellent organization and strategic thinking.
- Proficient in written and oral communication, including correct English usage, grammar, spelling, and vocabulary.
- Ability to maintain positive and effective interactions with public, staff, vendors, and Council Members.
- Proficiency in Microsoft Office Suite and other relevant computer applications.
- Design, organize, review, analyze, monitor, and report on grant projects.
- Make timely recommendations to management or staff regarding funding opportunities and project statuses.
- Provide consultation, customer service, and technical expertise to City personnel, Council members, vendors, contractors, and the public.
- Create professional, clear, and comprehensive work products.

5c.1

- Thrive in a busy, deadline-driven environment, managing multiple activities with flexibility.
- Deliver high-quality customer service and demonstrate initiative to learn new skills and improve effectiveness.
- Contribute to process improvements and operational efficiencies.
- Ability to exercise judgement in the release of information.
- Knowledge of principles and practices of managing and coordinating community-based communications.
- Knowledge of methods and techniques of graphic design, videography, photography, web, multimedia, and presentation production.
- Knowledge of planning and preparing media releases, social media posts and other forms of communication.
- Knowledge of principles and practices of municipal record management systems.
- Skill in the operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations and other related areas.
- Ability to make decisions, maintain composure, and works effectively under stressful conditions.
- Ability to maintain confidentiality of information.
- Ability to effectively organize and prioritize own work, coordinate projects, set priorities, meet deadlines and follow-up assignments.

EDUCATION & EXPERIENCE AND LICENSE: Completion of a Bachelor's Degree from an accredited college or university and three (3) years of increasingly responsible administration and analytical work experience in Public Relations, Public Administration, Business Administration or a closely related field preferred. An equivalent combination of education and experience that would be needed to meet the requirements of the position would also be considered. Experience working for a public agency is desired. Possession of a valid California Class C driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to offsite facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Will be required to speak and participate in internal and public meetings. Additionally, the position requires near vision in reading correspondence and statistical data. Acute hearing is required when providing phone and personal service. Noise level in the work environment is usually low. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Disaster Service Workers:

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the

5c.1

City of Brawley take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

City of Brawley

City Council
December 03, 2024
Agenda Item No 5d



5d

STAFF REPORT

To: City Council
From: Jonathan Blackstone, Assistant Chief of Police
Prepared by: Jonathan Blackstone, Assistant Chief of Police
Subject: **Agreement with the Imperial County Narcotics Task Force (ICNTF)**

RECOMMENDATION:

Review, approve and authorize the Chief of police to sign and execute the agreement with the Imperial County Narcotic Task Force

BACKGROUND INFORMATION:

The Imperial County Narcotics Task Force (ICNTF) is a regional team comprised of Officers and Agents from various Law Enforcement Agencies throughout the Imperial Valley. Recently, ICNTF updated its agreement with participating agencies and is requesting the Brawley Police Department enter into the new agreement. Over the past few years, the Brawley Police Department has provided an officer to ICNTF, but for various reasons, we have had to reassign the officers back to patrol. Currently, the Brawley Police Department does not have an officer assigned to ICNTF; however, if a funded position becomes available in the future, we would consider appointing an officer.

FISCAL IMPACT:

Currently, there will be no fiscal impact. If a funded position becomes available, it will be presented to Council for approval.

ALTERNATIVES:

The Council may decline to authorize the Chief of Police to enter into the agreement.

ATTACHMENTS:

1. ICNTF Agreement

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency
Jimmy Duran, City Manager
Silvia Luna, Finance Director

Status – Date of Status
Approved - 11/26/2024
Approved - 11/26/2024



5d.1

IMPERIAL COUNTY NARCOTICS TASK FORCE

AGENCY AGREEMENT

This Agreement is made this **INSERT DATE**, between the Imperial County Narcotic Task Force (hereinafter “ICNTF” or “Task Force”), and the Brawley Police Department (hereinafter “parent agency”). ICNTF is authorized to enter into this cooperative Agreement concerning the use and abuse of controlled substances under the provisions of the ICNTF Policy and Procedure Manual and with permission of the Governing Board and Executive Directors.

WHEREAS there is evidence that trafficking in narcotics and dangerous drugs exists in the Imperial County area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of the Imperial County, the parties hereto agree to the following:

- 1 The ICNTF will perform the activities and duties described below:
 - a. disrupt the illicit drug traffic in the Imperial County area by immobilizing targeted violators and trafficking organizations;
 - b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and
 - c. conduct undercover operations where appropriate and engage in other traditional methods of investigation so that the Task Force’s activities will result in effective prosecution before the courts of the United States and the State of California.
- 2 To accomplish the objectives of the ICNTF, the parent agency agrees to detail one (1) experienced officer to the ICNTF for a period of not less than two years but no more than five. During this period of assignment, the parent agency officers will be under the direct supervision and control of the El Centro Police Department and Imperial County Sheriff’s Office supervisory personnel assigned to the Task Force.
- 3 The parent agency officers assigned to the Task Force shall adhere to ICNTF policies and procedures. Failure to adhere to ICNTF policies and procedures shall be grounds for immediate dismissal from the Task Force. The parent agency agrees to immediately remove their assigned personnel upon request from the Executive Directors.

- 4 To accomplish the objectives of the ICNTF, the El Centro Police Department and Imperial County Sheriff's Department will assign one supervisor equivalent to the rank of sergeant or above and one supervisor equivalent to the rank of lieutenant or higher, respectively, to supervise the Task Force. The parent agency agrees to provide and maintain a vehicle for each of its assigned Task Force Officers. The El Centro Police Department and Imperial County Sheriff's Department will work with the High Intensity Drug Trafficking Area (hereinafter "HIDTA"). There are several fiduciaries that HIDTA uses to pay for OT, Equipment, Travel, etc. and it is understood that HIDTA works through fiduciary agencies to fund the program.
- 5 During the period of assignment to the ICNTF, the parent agency will remain responsible for establishing the salary and benefits, including overtime, of the officers assigned to the Task Force and making all payments due them. HIDTA will reimburse the parent agency for overtime payments, subject to the availability of funds, and in accordance with HIDTA program policy. Reimbursement for all types of qualified expenses shall be contingent upon the availability of funds and submission of a proper request for reimbursement, which shall be submitted monthly or quarterly on a fiscal year basis and which provides the names of investigators who incurred overtime for ICNTF during the invoiced period, the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total cost for the invoiced period. The parent agency will bill overtime as it is performed and no later than 60 days after the end of each quarter in which the overtime is performed. ***Note: Task Force Officer's overtime "shall not include any costs for benefits, such as retirement, FICA, and other expenses.***
- 6 In no event will the parent agency charge any indirect cost rate to ICNTF for the administration or implementation of this Agreement.
- 7 The parent agency shall maintain complete and accurate records and accounts of all obligations and expenditures of funds under this Agreement on a current basis in accordance with generally accepted accounting principles and instructions provided by ICNTF and HIDTA to facilitate on-site inspection and auditing of such records and accounts.
- 8 The parent agency shall permit and have readily available for examination and auditing by ICNTF and HIDTA and any of their duly authorized agents and representatives any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Agreement. The parent agency shall maintain all such reports and records until all audits and examinations are completed and resolved or for a period of six (6) years after termination of this Agreement, whichever is later.
- 9 The parent agency shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, and all requirements imposed by the State of California.

- 10 The parent agency agrees to notify the ICNTF Executive Board of any incidents regarding Brady violations related to any employee assigned to the Task Force.
- 11 The parent agency agrees to refer all press inquiries and requests for press releases, to the Task Force supervisors.
- 12 The term of this Agreement shall be effective from the date in paragraph number one and shall not extend past five (5) years. This Agreement may be terminated by either party on thirty days' advance written notice. HIDTA's support to the Task Force, including reimbursement of overtime, is subject to the availability of funds on a calendar year basis (January 1 through December 31 each year). Billing for all outstanding obligations must be received by HIDTA within 60 days of the end of the fiscal year or within 60 days of the date of termination of this Agreement. HIDTA will be responsible only for obligations incurred by the parent agency during the term of this Agreement on a fiscal year basis, subject to the availability of funds and in accordance with HIDTA program policy.

For the Task Force:

Name: Fred Miramontes
Title: Imperial County Sheriff

Date

Name: Robert Sawyer
Title: El Centro Police Chief

Date

For the Brawley Police Department:

Name: Jimmy Duran
Title: Brawley Chief of Police

Date

City of Brawley

City Council
December 03, 2024
Agenda Item No 5e



STAFF REPORT

To: City Council
From: Rom Medina, Director of Public Works and Operations
Prepared by: Rom Medina, Director of Public Works and Operations
Subject: **Brawley Municipal Airport Hanger Rental Agreements - Aeronautical and Non-Aeronautical**

RECOMMENDATION:

Review and Approve the updated Brawley Municipal Airport hanger rental agreements for aeronautical use and approve the new Non-Aeronautical use rental agreement.

BACKGROUND INFORMATION:

The City of Brawley has traditionally rented and will continue to rent the hangers for aeronautical use and is proposing to rent a section/row of hangers isolated on one wing to separate the aeronautical use from non-aeronautical use as recommended and approved by the Federal Aviation Administration. The City of Brawley Airport Commission has reviewed and approved the use of hangers for non-aeronautical use and completed rental fee study within local storage facilities for a comparable rental cost. The Airport Commission has additionally reviewed and approved both rental agreements including the legal service review process completed by City Attorney.

FISCAL IMPACT:

No negative fiscal impact, intended to increase rental income on hanger space dedicated as non-aeronautical use that are currently vacant as aeronautical use.

ALTERNATIVES:

None

ATTACHMENTS:

1. Aeronautical rental agreement
2. Non-Aeronautical rental agreement
3. Airport site map

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

Alan Chan, Engineering Tech II, , City of Brawley

Thomas Garcia, Assistant to the City Manager, , City of Brawley

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency
Jimmy Duran, City Manager
Silvia Luna, Finance Director

Status – Date of Status
Approved - 11/26/2024
Approved - 11/26/2024

5e

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Aeronautical Use

5e.1

Date: _____

This agreement is between the City of Brawley ("City") and:

_____ ("Tenant")

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Aircraft (Year/Make/Model): _____

ID#: _____ Hangar#: _____ Monthly Rent: _____

Date of Occupancy: _____

1. Specific Use:

- 1.1. The rented hangar shall be used to store the aircraft identified above. In the event the Tenant stores a different aircraft in the specified hangar, the Tenant shall notify the Airport Manager in writing, providing the description and identification number of the aircraft within 30 days. Tenant shall also be responsible for providing the insurance endorsements required in section 3 below for any other aircraft stored in the hanger.

2. Tenancy, Rent and Revisions:

- 2.1. The Tenant shall be entitled to take possession of the assigned hangar as of the date above. The occupancy date shall not be assigned until the prospective tenant has provided the required proof of insurance and this agreement is executed by the tenant and the City. The parties agree that this shall be a month-to-month tenancy and either party may terminate the tenancy by giving the other party a 30-day notice of intent to terminate the tenancy prescribed by Section 1946 of the California Civil Code.
- 2.2. Rents as specified above, shall be payable in advance on the first day of each month.
- 2.3. If any rent is in arrears to the City and is not received with 15 days after the first day of the month a late fee of fifteen dollars (\$15) will be added to the balance due and the total sum will become immediately due and payable to the City. An additional late fee of fifteen dollars (\$15) will be added for each additional month or portion thereof that said payment remains unpaid. The late fee shall be considered additional rent.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Aeronautical Use

5e.1

- 2.4. City reserves the right to increase the monthly rent at any time by giving Tenant notice in writing of such increase at least 30 days prior to the effective date of such increase.
 - 2.5. Failure to pay rent as required shall be considered a material default of this agreement and the City shall have the right to bring an unlawful detainer action to terminate the tenancy.
 - 2.6. The Tenant shall not sublet or assign the Hangar to any other person or entity; nor shall any portion of the Hangar be used to house an aircraft other than the aircraft identified above. Any sublease of assignment shall be considered a non-curable breach of this agreement and the City shall have the right to commence an unlawful detainer action to terminate the tenancy.
3. Insurance: The Tenant agrees to maintain in full force and effect during the term of this Agreement and any extension thereof, a policy of Aircraft Liability and Premises Liability Insurance with a minimum of one million (\$1,000,000) each occurrence for Bodily Injury and Property Damage. The Liability Policy shall be endorsed to name the City of Brawley as an additional insured for the full amount of the policy limits. Such insurance shall contain a standard cross-indemnification endorsement. City approved aircraft construction, repair projects and other use by Tenants need only to provide Premises Liability Insurance as herein provided.
- 3.1. All insurance policies required herein shall contain a provision that written notice of cancellation of changes in coverage limits shall be delivered to the City thirty (30) calendar days in advance. The Tenant shall provide the City with certification or proof of current insurance prior to use of the hangar by the Tenant. All notices certificates shall be sent to: City of Brawley City Clerk, 383 Main Street, Brawley, CA 92227.
 - 3.2. Hold Harmless – The Tenant agrees to defend, indemnify and hold harmless the City of Brawley, its Officers and Employees from all claims for damage to persons and/or property resulting from any act or omission of Tenant, his agents or employees in the said use of said hangar.
4. Tenant Obligations:
- 4.1. The Airport Manager, the City Fire Marshal and other Airport designees shall have the right to periodically enter and inspect the hangar to determine if the Tenant is in compliance with the provision of the Agreement. Under normal circumstances, Tenant will be provided a minimum of 24 hrs. notice before City personnel enter the hangar.
[] CHECK HERE IF 24 HOUR NOTICE IS WAIVED
 - 4.2. Tenant is required to utilize a lock provided by the City. The City will provide the Tenant with one (1) key and (1) padlock, to be placed on the hangar door for a deposit of \$50.00. If the padlock and key are not returned when this agreement is terminated, the Tenant will forfeit the deposit. If the padlock and key are returned deposit will be refunded.
 - 4.3. A portable fire extinguisher with a minimum rating of 2-A 10BC or larger shall be maintained within the hangar at all times, (UFC, Section 2401.13). Additional extinguishers may be required by the Fire Marshal. Extinguishers kept in aircraft are considered separate from hangar requirements.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Aeronautical Use

5e.1

5. Compliance with rules:

5.1. The Tenant shall abide by all federal, state and local laws, rules and regulations, including City of Brawley Airport Rules and Regulations as they may be adopted or amended from time to time.

5.2. Hangar Storage - Permitted

5.2.1. Parking or storage of aircraft. All aircraft must be operational and must have a current registration and insurance.

5.2.2. Tenant may perform routine maintenance on its stored aircraft. As part of the routine maintenance, the Tenant may have on the premises the fluids, lubricants and accessories necessary to maintain the aircraft. All materials stored in the hangar for the purpose of maintenance shall be stored in an approved flammable cabinet with a self-locking door. It is not the intent of this section to allow excessive amounts of flammable materials, oil, brake fluid, hydraulic fluid, or fuel to be stored in the hangar.

5.3. Hangar Storage – Prohibited

5.3.1. Aircraft repair, assembly, alterations and overhauls.

5.3.2. Aircraft engine operation inside hangar.

5.3.3. Hazardous activity, including, but not limiting to, welding, painting, doping, opening fuel lines or application of hazardous materials.

5.3.4. Aircraft washing in or around the hangar.

5.3.5. Human occupancy, including, but not limited to, sleeping in the hangar, conducting business or large gatherings.

5.3.6. Open flames or other sources of ignition, including but not limited to, smoking.

5.3.7. Display of any exterior sign or advertising material.

5.3.8. Discharge or cause discharge any material in to the Airport storm drain system or on any Airport surface.

5.3.9. Impede parking, ingress or egress for aircraft, vehicles or pedestrians using the Airport or other hangars.

5.3.10. Tenant shall not make or cause to be made any alterations or additions to the hangar without prior consent of the City. Any alterations or additions that may be consented to shall be made at the Tenants sole cost and expense, and may, at the option of the City, become the property of the City upon the termination of the Agreement. All alterations need to be returned to the original condition before vacating the hangar.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Aeronautical Use

5e.1

6. **Removal of Personal Property:** Upon termination of this Agreement, Tenant shall remove the aircraft and personal property and restore the hangar to the original condition, ordinary wear and tear excepted.
7. **Taxes:** Tenant is responsible for payment of all taxes arising from issuance of this Agreement, including but not limited to: Possessory interest taxes.
8. **Attorney's Fees:** In the event of legal action to enforce the provisions of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs of suit in such amount as may be fixed by the court.
9. **Termination:**
 - 9.1. The Tenant may terminate this Agreement at any time by giving a written notice of intent to terminate to the following address:

City of Brawley, Attn: City Clerk
383 Main Street
Brawley, CA 92227

The notice shall specify the date that the tenant intends to turnover possession, said date shall not be less than thirty (30) days after the date of the notice.

- 9.2. The City may terminate this agreement without cause by providing the tenant 30 days' notice of its intent to terminate.
- 9.3. 30-day notice provided by the Tenant shall be delivered by First Class Mail, postage prepaid. And shall be deemed effective as of the day the notice is deposited with the Post Office. A 30-day notice provided by the City shall be posted in a conspicuous place at the entrance of the hangar and mailed to the Tenant by First Class Mail, postage prepaid to the address provided by the Tenant above.

Tenant:
Name: _____
Date: _____

City of Brawley:
Name: _____
Mayor
Date: _____

ATTEST:

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Aeronautical Use

5e.1

Name: _____
Brawley City Clerk

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Non-Aeronautical Use

5e.2

Date: _____

This agreement is between the City of Brawley ("City") and:

_____ ("Tenant")

Mailing Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Vehicle/s (Year/Make/Model): _____

VIN#: _____ Hangar#: _____ Monthly Rent: _____

Date of Occupancy: _____

1. Specific Use:

1.1. The rented hangar shall be used to store a vehicle or vehicles listed above. In the event the Tenant stores a different vehicle in the specified hangar, the Tenant shall notify the Airport Manager in writing, the description and identification number of the vehicle within 30 days.

2. Tenancy, Rent and Revisions:

2.1. The Tenant shall be entitled to take possession of the assigned hangar as of the date above. The occupancy date shall not be assigned until the prospective tenant has provided the required proof of insurance and this agreement is executed by the tenant and the City. The parties agree that this shall be a month-to-month tenancy and either party may terminate the tenancy by giving the other party a 30-day notice of intent to terminate the tenancy prescribed by Section 1946 of the California Civil Code.

2.2. Rents as specified above, shall be payable in advance on the first day of each month.

2.3. If any rent is in arrears to the City and is not received with 15 days after the first day of the month a late fee of fifteen dollars (\$15) will be added to the balance due and the total sum will become immediately due and payable to the City. An additional late fee of fifteen dollars (\$15) will be added for each additional month or portion thereof that said payment remains unpaid. The late fee shall be considered additional rent.

2.4. City reserves the right to increase the monthly rent at any time by giving Tenant notice in writing of such increase at least 30 days prior to the effective date of such increase.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Non-Aeronautical Use

5e.2

- 2.5. Failure to pay rent as required shall be considered a material default of this agreement and the City shall have the right to bring an unlawful detainer action to terminate the tenancy.
- 2.6. The Tenant shall not sublet or assign the Hangar to any other person or entity; nor shall any portion of the Hangar be used to house a vehicle other than the vehicle identified above. Any sublease of assignment shall be considered a non-curable breach of this agreement and the City shall have the right to commence an unlawful detainer action to terminate the tenancy.
- 2.7.
3. Insurance: The Tenant agrees to maintain in full force and effect during the term of this Agreement and any extension thereof, a policy of Liability and Premises Liability Insurance with a minimum of one million (\$1,000,000) each occurrence for Bodily Injury and Property Damage. The Liability Policy shall be endorsed to name the City of Brawley as an additional insured for the full amount of the policy limits. Such insurance shall contain a standard cross-indemnification endorsement. City approved repair projects and other use by Tenants need only.
 - 3.1. All insurance policies required herein shall contain a provision that written notice of cancellation of changes in coverage limits shall be delivered to the City thirty (30) calendar days in advance. The Tenant shall provide the City with certification or proof of current insurance prior to use of the hangar by the Tenant. All notice certificates shall be sent to: City of Brawley Clerk, 383 Main Street, Brawley, CA 92227.
 - 3.2. Hold Harmless – The Tenant agrees to defend, indemnify and hold harmless the City of Brawley, its Officers and Employees from all claims for damage to persons and/or property resulting from any act or omission of Tenant, his agents or employees in the said use of said hangar.
4. Tenant Obligations:
 - 4.1. The Airport Manager, the City Fire Marshal and other Airport designees shall have the right to periodically enter and inspect the hangar to determine if the Tenant is in compliance with the provision of the Agreement. Under normal circumstances, Tenant will be provided a minimum of 24 hrs. notice before City personnel enter the hangar.

CHECK HERE IF 24 HOUR NOTICE IS WAIVED
 - 4.2. Tenant is required to utilize a lock provided by the City. The City will provide the Tenant with one (1) key and (1) padlock, to be placed on the hangar door for a deposit of \$50.00. If the padlock and key are not returned when this agreement is terminated, the Tenant will forfeit the deposit. If the padlock and key are returned deposit will be refunded.
 - 4.3. A portable fire extinguisher with a minimum rating of 2-A 10BC or larger shall be maintained within the hangar at all times, (UFC, Section 2401.13). Additional extinguishers may be required by the Fire Marshal. Extinguishers kept in vehicles are considered separate from hangar requirements.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Non-Aeronautical Use

5e.2

- 4.4. Tenant shall not have access to any other areas of the airport, other than the hangar and drive gate, without the permission of the airport manager.
5. Compliance with rules:
 - 5.1. The Tenant shall abide by all federal, state and local laws, rules and regulations, including City of Brawley Airport Rules and Regulations as they may be adopted or amended from time to time.
 - 5.2. Hangar Storage - Permitted
 - 5.2.1. Parking or storage of motorhomes, campers, trailers, boats, motorcycles, UTV's and ATVs. All vehicles must be operational and must have a current registration and current insurance.
 - 5.2.2. Tenant may perform routine maintenance on its stored vehicles. As part of the routine maintenance, the Tenant may have on the premises the fluids, lubricants and accessories necessary to maintain the vehicle. All materials stored in the hangar for the purpose of maintenance shall be stored in an approved flammable cabinet with a self-locking door. It is not the intent of this section to allow excessive amounts of flammable materials, oil, brake fluid, hydraulic fluid, or fuel(s) to be stored in the hangar.
 - 5.3. Hangar Storage – Prohibited
 - 5.3.1. Vehicle repair, assembly, alterations and overhauls.
 - 5.3.2. Vehicle engine operation inside hangar.
 - 5.3.3. Hazardous activity, including, but not limiting to, welding, painting, doping, opening fuel lines or application of hazardous materials.
 - 5.3.4. Vehicle washing in or around the hangar.
 - 5.3.5. Human occupancy, including, but not limited to, sleeping in the hangar, conducting business or large gatherings.
 - 5.3.6. Open flames or other sources of ignition, including but not limited to, smoking.
 - 5.3.7. Display of any exterior sign or advertising material.
 - 5.3.8. Discharge or cause discharge any material in to the Airport storm drain system or on any Airport surface.
 - 5.3.9. Impede parking, ingress or egress for aircraft, vehicles or pedestrians using the Airport or other hangars.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Non-Aeronautical Use

5e.2

- 5.3.10. Tenant shall not make or cause to be made any alterations or additions to the hangar without prior consent of the City. Any alterations or additions that may be consented to shall be made at the Tenants sole cost and expense, and may, at the option of the City, become the property of the City upon the termination of the Agreement. All alterations need to be returned to the original condition before vacating the hangar.
6. **Removal of Personal Property:** Upon termination of this Agreement, Tenant shall remove the stored vehicles and personal property and restore the hangar to the original condition, ordinary wear and tear excepted.
7. **Taxes:** Tenant is responsible for payment of all taxes arising from issuance of this Agreement, including but not limited to: Possessory interest taxes.
8. **Attorney's Fees:** In the event of legal action to enforce the provisions of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit in such amount as may be fixed by the court.
9. **Termination:**
- 9.1. The Tenant may terminate this Agreement at any time by giving a written notice of intent to terminate to the following address:
- City of Brawley, Attn: City Clerk
383 Main Street
Brawley, CA 92227
- The notice shall specify the date that the Tenant intends to turnover possession, said date shall not be less than thirty (30) days after the date of the notice.
- 9.2. The City may terminate this agreement without cause by providing the Tenant 30 days' notice of its intent to terminate.
- 9.3. 30-day notice provided by the Tenant shall be delivered by First Class Mail, postage prepaid. And shall be deemed effective as of the day they are deposited with the Post Office. A 30-day notice provided by the City shall be posted in a conspicuous place at the entrance of the hangar and mailed to the tenant by First Class Mail, postage prepaid to the address provided by the Tenant above.

CITY OF BRAWLEY
BRAWLEY MUNICIPAL AIRPORT
HANGAR RENTAL AGREEMENT
Non-Aeronautical Use

5e.2



Tenant:

City of Brawley:

Name: _____

Name: _____

Mayor

Date: _____

Date: _____

ATTEST:

Name: _____

Brawley City Clerk

5e.3

THIS ROW OF HANGARS TO BE DEDICATED FOR NON-AERONAUTICAL USE. HANGARS N12 THROUGH 22



City of Brawley

City Council
December 03, 2024
Agenda Item No 5f



5f

STAFF REPORT

To: City Council
From: Romualdo Medina, Public Works Director
Prepared by: Ana Gutierrez, Public Works Analyst
Subject: **Backflow Preventer Replacement Project**

RECOMMENDATION:

Award the purchase and installation of 12 backflow preventers in various locations throughout the City and approve the recommended budget adjustments.

BACKGROUND INFORMATION:

The city has 12 backflow control devices that protect the City's water distribution system from cross-connection contamination. Most of these devices have major operational problems, such as improper installations, obsolete parts that are no longer available, and some that have failed and are nonfunctional. These assemblies have a solid potential to cause cross-connection contamination within the city's water distribution system, which may adversely affect the quality of life in the areas in and around the device assemblies. The city's Cross Connection Control Program requires assemblies and is mandated by state law.

The Environmental Compliance Division discovered these units during a state-required Cross Connection Control Survey, a yearly requirement by the State Water Quality Control Board, Water Division. The devices are located throughout the City at sewer lift stations, bus terminals, water treatment facilities, and various parks.

On October 2, 2024, the Engineering Department advertised the Backflow Preventer Replacement Project Specification No. 2024-05. On November 5, 2024, the city received two bids as follows:

Radco Inc. Brawley, CA	\$167,085.46
Lidco Inc. Brawley, CA	\$198,789.00

City staff reviewed the bids and recommends that the contract be awarded to Radco Inc. for \$167,085.46, with a 15% contingency of \$25,062.82, for a total of \$192,148.28 and authorize the City Manager to execute all documentation concerning this project.

The local bidding preference factor is not shown, as both bids were local.

FISCAL IMPACT:

Partial funding will come from the American Rescue Plan Act (ARPA), in the amount of \$134,436.00, and from the Water Treatment Plant, in the amount of \$57,278.83.

A budget adjustment for \$ 57,712.28 is needed under the following account:

501-321.000-800.300- Improvements other than buildings - Expense - \$ 57,712.28

ALTERNATIVES:

No alternative is recommended at this time.

ATTACHMENTS:

- 1. Bid Summary

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

Silvia Luna, Finance Director, ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Jimmy Duran, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 11/26/2024

Approved - 11/26/2024

5f.1

BACKFLOW PREVENTER PREVENTION PROJECT						RADCO		DC	
						615a Highway 111		615 Highway 8 Street	
						Brawley, CA 92227		Brawley, CA 92227	
Bid Summary						(760) 344-4004		(760) 344-8437	
Item No.	QTY	Unit of Measure	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	3	EA	Installation of 1" RP Backflow (Wilkins Brand or Approved Equal) with enclosure and appurtenances.	\$ 8,600.00	\$ 25,800.00	\$ 8,581.82	\$ 25,745.46	\$ 8,850.00	\$ 26,550.00
2	1	EA	Installation of 1.5" RP Backflow (Wilkins Brand or Approved Equal) with appurtenances.	\$ 9,000.00	\$ 9,000.00	\$ 10,531.84	\$ 10,531.84	\$ 13,550.00	\$ 13,550.00
3	1	EA	Installation of 2" RP Backflow (Wilkins Brand or Approved Equal) with enclosure and appurtenances.	\$ 12,000.00	\$ 12,000.00	\$ 11,727.39	\$ 11,727.39	\$ 15,789.00	\$ 15,789.00
4	1	EA	Installation of 4" DC Backflow (Wilkins Brand) with appurtenances	\$ 30,000.00	\$ 30,000.00	\$ 30,325.02	\$ 30,325.02	\$ 37,700.00	\$ 37,700.00
5	4	EA	Installation of a 4" RP Backflow (Wilkins Brand or Approved Equal) with appurtenances	\$ 15,500.00	\$ 62,000.00	\$ 15,967.35	\$ 63,869.40	\$ 18,750.00	\$ 75,000.00
6	1	EA	Installation of 6" RP Backflow (Wilkins Brand or Approved Equal) with appurtenances	\$ 20,000.00	\$ 20,000.00	\$ 20,181.42	\$ 20,181.42	\$ 26,500.00	\$ 26,500.00
7	1	EA	Replacement of the #1 Check Valve for a 4" RP – Ames 4000SS	\$ 4,200.00	\$ 4,200.00	\$ 4,704.92	\$ 4,704.92	\$ 3,700.00	\$ 3,700.00
Sub-Total					\$ 163,000.00		\$ 167,085.46		\$ 198,789.00
15% Contingency					\$ 24,450.00		\$ 25,062.82		\$ 29,818.35
Bid Schedule Total					\$ 187,450.00		\$ 192,148.28		\$ 228,607.35

City of Brawley

City Council
December 03, 2024
Agenda Item No 5g



STAFF REPORT

To: City Council
From: Cynthia Mancha, Consultant City Planner
Prepared by: Cynthia Mancha, Consultant City Planner
Subject: Ordinance to Amend the Brawley Municipal Code for a Specific Property

RECOMMENDATION:

Approve the Ordinance for Zone Change (ZC) 24-01

BACKGROUND INFORMATION:

On August 21, 2024, the Planning Commission recommended for approval Zone Change # 24-01 to convert a 3.98-acre site from C-2 (Medium Commercial) to C-3 (Heavy Commercial). The property is located within City limits, south of Main Street, on the western corner abutting Las Flores Drive, identified as Lot 1 in the Adjustment Plat 24-02 recorded with the Imperial County Recorder's Office. The applicant is seeking to install a luxury, enclosed RV and boat storage and mini-storage facility. Mini-Storage Facilities are not permitted, by right, in the C-2 zone, but are permitted via a Conditional Use Permit (CUP) in the C-3 zone. The Planning Commission reviewed the findings of the petition for Zone Change # 24-01 and determined the zone change was consistent with the City's General Plan, Zoning Ordinance, exiting land uses with the project vicinity, and that approving the project would not be detrimental to the environment. The Planning Commission conditionally approved ZC # 24-01, CUP# 24-01, and project Negative Declaration.

FISCAL IMPACT:

None. The applicant will be responsible for all filing fees, development impact fees, and any required off-site improvements associated with the project.

ALTERNATIVES:

None at this time.

ATTACHMENTS:

1. Zone Change Ordinance

REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency
Jimmy Duran, City Manager
Silvia Luna, Finance Director

Status – Date of Status
Approved - 11/26/2024
Approved - 11/26/2024

5g.1

ORDINANCE NO. 2024-XX

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA, AMENDING THE BRAWLEY MUNICIPAL CODE TO CHANGE THE ZONING FOR A SPECIFIC PROPERTY.

THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA DOES ORDAIN AS FOLLOWS:

Section 1: The zoning map adopted at Chapter 27, Article III, Section 27.60 of the Brawley Municipal Code is hereby amended as follows:

The affected property is described as follows:

A portion of Parcels 2 & 3 of the Parcel Map in Book 2 of Parcel Maps at Page 4, Records of Imperial County, in Tract 53, T13S, R14E, S.B.M., City of Brawley, Imperial County, California, and being further described as follows:

Commencing at the intersection of the south line of State Highway 86, also known as West Main Street, and the west line of Las Flores Drive; thence on the west line of Las Flores Drive S00°19'45"E a distance of 230.24 feet to the Point of Beginning; thence continuing on said west line of Las Flores Drive S00°19'45"E a distance of 160.00 feet to the south line of Parcel 2 shown on the Parcel Map recorded in Book 2 of Maps at Page 4, Records of Imperial County; thence on the south line of said Parcel 2 S89°37'01"W a distance of 571.53 feet to the southwest corner of Parcel 2; thence on the west line of Parcel 2 through the following three courses:

- N24°19'42"W a distance of 93.22 feet,
- N11°30'42"W a distance of 127.52 feet, and
- N00°11'42"W a distance of 172.55 feet

to the south line of State Highway 86; thence on said south line through the following two courses:

- S84°31'09"E a distance of 22.81 feet, and
- N88°37'37"E a distance of 323.14 feet;

thence parallel with and 288.00 feet west, when measured at right angles, of the west line of Las Flores Drive S00°19'45" E a distance of 226.13 feet; thence parallel with and 160.00 feet north, when measured at right angles, of the south line of said Parcel 2 N89°37'01"E a distance of 288.00 feet to the Point of Beginning.

Said parcel contains 3.98 acres.

Recorded with the County of Imperial Recorder's Office as Adjustment Plat 24-02, referenced as Lot 1.

5g.1

The current zoning for the Property is C-2. The zoning for the Property enacted by this ordinance is C-3

PARCEL EXHIBIT AND LEGAL DESCRIPTION - AP 24-02	ZONE CLASSIFICATION	
	As amended by this Ordinance	Existing
LOT 1	C-3 (Heavy Commercial)	C-2 (Medium Commercial)
LOT 2	Remain C-2 (Medium Commercial)	C-2 (Medium Commercial)

SECTION 2: This ordinance shall be effective thirty (30) days after its adoption and the City Clerk shall cause a certified copy of this ordinance to be published one time within fifteen (15) days after its adoption in a newspaper of general circulation printed in Imperial County and circulated in the City of Brawley.

APPROVED, PASSED, AND ADOPTED, at the regular meeting of the Brawley City Council of the City of Brawley, held on DAY MONTH YEAR.

CITY OF BRAWLEY, CALIFORNIA

Ramon Castro, Mayor

ATTEST:

Thomas Garcia, Deputy City Clerk

**STATE OF CALIFORNIA)
COUNTY OF IMPERIAL)**

CITY OF BRAWLEY)

1st Reading

5g.1

I, Thomas Garcia, Deputy City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Ordinance No. 2024-__ was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the ___ day of _____, 2024 and that it was so adopted by the following roll call vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

DATED:

Thomas Garcia, Deputy City Clerk

2nd Reading & Adoption

I, Thomas Garcia, Deputy City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Ordinance No. 2024-__ was passed and adopted by the City Council of the City of Brawley, California, at a adjourned regular meeting held on the ___ day of _____, 2024 and that it was so adopted by the following roll call vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

DATED:

Thomas Garcia, City Clerk

59.1

ZONE CHANGE



5g.2

DRAFT

**Initial Study & Environmental Analysis
for
LUXELocker STORAGE FACILITY**



City of Brawley

383 Main Street
Brawley, CA 92227
760-344-2222

June 2024



**City of Brawley
Initial Study/Environmental Checklist**

5g.2

1. **Project Title:** LUXELOCKER Storage Facility

2. **Lead agency name and address:**
City of Brawley
383 Main Street
Brawley, CA 92227

Contact: Cynthia Mancha, Consultant City Planner
(760) 344-8822
planning@brawley-ca.gov

4. **Property Owner:** Brawley Opportunity, LLC/Richard Mortenson

5. **Project Representative:** LUXELOCKER
David Ferrette

6. **Legal Description:** POR LY S OF US HWY 99 SLY R/W LI TR 53 T13S R14E; PAR 2 & 3 PM 2-4 OF TR 53 13-14 4.23 AC EXC POR E 160FT PAR 2; E 160FT OF S 200FT OF PAR 2 PM 2-4 OF TR 53 13-14
APN's: 048-020-017;048-020-043;048-020-044

7. **Project Location** Corner lot, south of Highway 86, abutting Las Flores Drive and Highway 86 (Main Street)
600 W. Main Street

8. **Project Description:** Conditional Use Permit 24-01 is for the construction of mini-storage facility allowing the storage of RV's, boats, and general storage and including a private RV wash bay and RV dump. The property is an undeveloped 3.97-acre site, zoned C-2 (Medium Commercial) located within City limits. Mini-storage facilities are not allowed in the C-2 zone, by right, but are permitted in the C-3 (Heavy Commercial) zone, subject to the approval of a Conditional Use Permit (CUP) and Zone Change (ZC). The proposed project will require approval from the Planning Commission under CUP#24-01, ZC#24-01, Site Plant (SP) 24-02, and adoption of the project Negative Declaration.

9. **General Plan Designation:**
Existing City General Plan: C - Commercial

Proposed City General Plan: N/A

10. **Zoning:** **Proposed Annexed Territory:** N/A

Existing City Zoning: C-2 (Medium Commercial)

Proposed City Zoning: C-3 Change (Heavy Commercial)

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10. Surrounding Land:

North - C-2 (Medium Commercial)/vacant, previously developed.

South - C-2 (Medium Commercial)/Residential/Commercial Office Rentals

East - C-2 (Medium Commercial)/ Days Inn

West - C-3 (Heavy Commercial)/Agricultural Equipment Sales/Repair

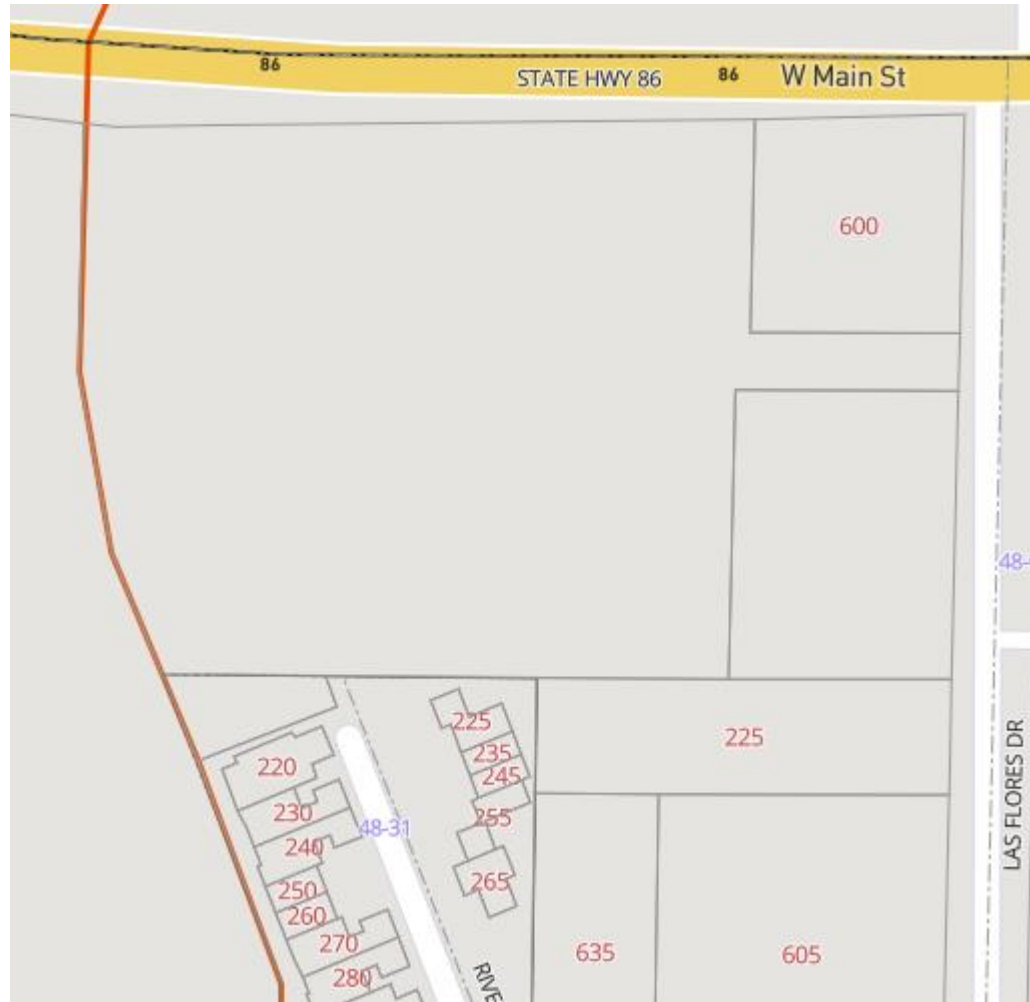
11. Other Agencies whose approval is required: (e.g., permits, financing approval, or participation agreement)

- a) Building
- b) Fire
- c) Public Works

11. Have California Native American tribes traditionally and culturally affiliated with the project area requested consultation pursuant to Public Resources Code section 21080.3.1?

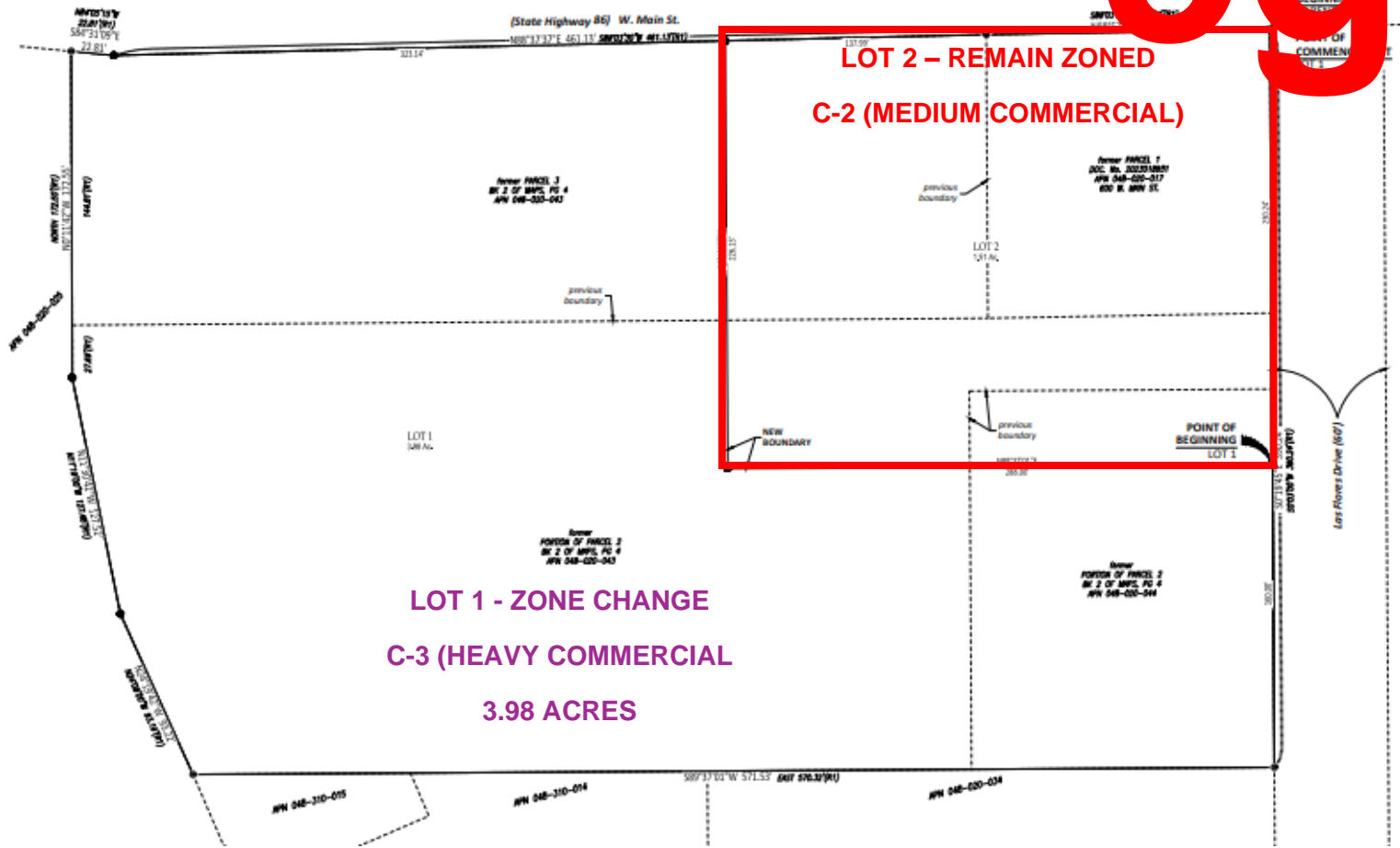
City of Brawley mailed letters mailed on 7/18/2024.

5g.2



**EXHIBIT A
PROJECT VICINITY MAP**

5g.2



**EXHIBIT B
ZONE CHANGE MAP**

5g.2

EVALUATION OF ENVIRONMENTAL IMPACTS:

- 1) A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the responses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g. the project falls outside a fault rupture zone). A “No Impact” answer should be explained where it is based on project-specific factors as well as general standards (e.g. the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) Once the lead agency has determined that a particular physical impact may occur then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect is significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
- 4) “Negative Declaration: Less Than Significant With Mitigation Incorporated” applies where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level (mitigation measures from Section 17, “Earlier Analysis,” may be cross-referenced).
- 5) Earlier analysis may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a. Earlier Analysis Used. Identify and state where they are available for review.
 - b. Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c. Mitigation Measures. For effects that are “Less than Significant with Mitigation Measures Incorporated,” describe the mitigation measures, which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.

Authority: Public Resources Code Sections 21083 and 21087. Reference: Public Resources Code Sections 21080(c), 21080.1, 21080.3, 21082.1, 21083, 21083.3, 21093, 21094, 21151; Sundstrom v. County of Mendocino, 202 Cal. App. 3d 296 (1988); Leonoff v. Monterey Board of Supervisors, 222 Cal. App. 3d 1337 (1990).
- 6) Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g. general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.

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I. AESTHETICS <i>Would the project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Substantially degrade the existing visual character or quality of public views of the site and its surroundings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I. AESTHETICS IMPACT DISCUSSION

The proposed installation of the mini-storage facility will not obstruct scenic views. The proposed structures conform with the City zoning ordinance height limits and will not limit public views. The facility will add visual appeal to the undeveloped site. Lighting features will conform to City zoning standards. Fixtures and lumens will be installed in conformance with California low lighting zone LZ2 requirements to minimize visual impacts.

II. AGRICULTURE AND FORESTRY RESOURCES. <i>Would the project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)), timberland (as defined by Public Resources Code section 4526), or timberland zoned Timberland Production (as defined by Government Code Section 51104(g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Result in the loss of forest land or conversion of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5g.2

forest land to non-forest use?				
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

II. Agriculture and Forestry Resources Discussion

The parcel is undeveloped and located within City limits. The zone change will not be converting existing parcels designated or zoned for agriculture use to commercial uses.

III. AIR QUALITY. <i>Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Create objectionable odors affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

III. AIR QUALITY DISCUSSION

The mini-storage facility will not add additional vehicle miles traveled. The site is located within the existing path of travel of an arterial transportation corridor; and will not generate or emit hazardous gases. The activities are not anticipated to generate significant fumes exceeding air quality thresholds. The applicant will be required to submit a traffic analysis to assess local mobility as part of their Building Permit/Off-Site improvement plan submittal.

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IV. BIOLOGICAL RESOURCES. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact	No Impact (NI)
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IV. BIOLOGICAL RESOURCES DISCUSSION:

The site is an existing, undeveloped parcel within City limits. Best management practices will be implemented during the construction phase. A burrowing owl survey will be conducted prior to the issuance of a grading permit. Should biological resources be found, construction will be paused until it is determined that construction activities will not encroach on or disturb protected species. The City’s General Plan Environmental Impact Report does not identify significant biological resources, and the site is not located within a Natural Community Conservation Plan or within a waterway system.

V. CULTURAL RESOURCES. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Cause a substantial adverse change in the significance of a historical resource as defined in	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5g.2

§15064.5?				
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to §15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

V. CULTURAL RESOURCES DISCUSSION

The site is an existing, undeveloped parcel within City limits with existing residential and commercial uses to the north, east, and west of the property. Best management practices will be implemented during the construction phase. Construction will be paused if cultural artifacts are found. The cultural artifacts will be flagged but will remain undisturbed. Construction will not resume until it is determined that cultural resources will not be impacted. Upon cursory review of the National Register of Historic Places, the project site is not listed as containing historical buildings. The State of California Native American Heritage Commission website did not list any cultural or natural resources. Notice was mailed to tribes within the project site vicinity. No response was received. The City General Plan Environmental Impact Report does not identify the site as culturally significant; however, a qualified paleontologist is to conduct a record search prior to ground disturbing construction activities such as the issuance of a grading permit. A development condition of approval includes that the applicant is to submit a cultural resource survey to the City no later than 30 days prior to the issuance of a grading permit and should the survey require a site specific survey it shall be submitted to the City prior to the issuance of a grading permit.

5g 2

VI. GEOLOGY AND SOILS. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant (LTSI)	No Impact (NI)
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii. Strong Seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iii. Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
iv. Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable or that would become unstable as a result of the project, and potentially result in on- or off-site landslides, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative wastewater disposal systems where sewers are not available for the disposal of wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

VI. GEOLOGY AND SOILS DISCUSSION: A geotechnical report will be provided by the applicant as part of the building and improvement plan submittal. Report data will provide the appropriate design guidelines to ensure health and safety and reduce the risk of structure failure.

VII. GREENHOUSE GAS EMISSIONS. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5g-2

b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Background:

VII. GREENHOUSE GAS EMISSIONS DISCUSSION

The installation of the mini-storage facility will not increase vehicle mile trips. The facility is located along an arterial transportation corridor.

5g.2

VIII. HAZARDS AND HAZARDOUS MATERIALS. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Impact Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonable foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Be located on a site, which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Background:

The project will be required to abide by the City of Brawley Wastewater Discharge limits and will be required to receive a Wastewater Discharge Permit and any required California Water Boards permits. A grease and sediment interceptor or City approved technology will be required for the RV/Boat wash bay.

VIII. HAZARDS AND HAZARDOUS MATERIALS DISCUSSION

IX. HYDROLOGY AND WATER QUALITY. Would the Project:	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated	Less Than Significant Impact (LTSI)	No Impact (NI)
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5g.2

	(P)	(S)	(I)	(N)
a) Violate any water quality standards or waste discharge requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water, which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background:

IX. HYDROLOGY AND WATER QUALITY DISCUSSION

The Project will be required to prepare a grading plan, install 100% on-site retention and abide by

5g.2

the California Water Boards water quality requirements during construction and post construction.

X. LAND USE/PLANNING <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background:

X. LAND USE/PLANNING DISCUSSION

The landscaping will be compatible with desertscape and will abide by the Imperial County Agricultural Commissioner’s plant palette requirements.

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XI. MINERAL RESOURCES. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant (LTSI)	No Impact (NI)
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background:

XI. MINERAL RESOURCES DISCUSSION

No known mineral resources in the project area.

XII. NOISE. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b)) Exposure of persons to or generation of excessive ground borne vibration or ground borne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5g.2

residing or working in the project area to excessive noise levels?		
--	--	--

Background:

XII. NOISE DISCUSSION

The project is located adjacent to an arterial transportation corridor. The noise will not exceed existing travel noise generated. Residential is not proposed within 50 feet of a road. Should residential uses be proposed at a future date a noise study will be required prior to the issuance of a building permit.

XIII. POPULATION AND HOUSING. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and business) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background:

XIII. POPULATION AND HOUSING DISCUSSION

The project is a commercial development that will not generate an increase in population.

XIV. PUBLIC SERVICES. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times, or other performance objectives for any of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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services:				
1) Fire Protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Police Protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3) Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4) Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5) Other Public Facilities? Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Background:

XIV. PUBLIC SERVICES DISCUSSION

The proposed project will require Fire and Police services but will not have a significant impact.

XV. RECREATION. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Would the project increase the use of the existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse effect on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background:

XV. RECREATION DISCUSSION

No impact.

XVI. TRANSPORTATION/TRAFFIC. <i>Would the Project:</i>	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a) Conflict with an applicable plan, ordinance or policy establishing measures of effectiveness for the performance of the circulation system, taking into account all modes of transportation including mass transit and non-motorized travel and relevant components of the circulation system, including but	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5g.2

not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?				
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f) Conflict with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decrease the performance or safety of such facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Background:

XVI. TRANSPORTATION/TRAFFIC DISCUSSION

The project is located along an existing transportation corridor. Design measures will be defined in the project traffic analysis. The traffic analysis will determine any additional traffic measures for the secondary fire access, if the applicant is unable to satisfy the City Fire Department Conditions of Approval.

5g.2

XVII. UTILITIES AND SERVICE SYSTEMS Would the Project:	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Significant Impact (LTSI)	No Impact (NI)
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e) Result in a determination by the wastewater treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g) Comply with federal, state, and local statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Background:

XVII. UTILITIES AND SERVICE SYSTEMS DISCUSSION

Commercial water and wastewater rates will apply to the project. The City Environmental Compliance Department will monitor the effluence from the facility to ensure compliance with allowed daily effluence limits. The applicant has been provided information to consult with the Imperial Irrigation District for electrical service.

5g.2

SECTION 3 - III. MANDATORY FINDINGS OF SIGNIFICANCE

The following are Mandatory Findings of Significance in accordance with Section 15000 of the CEQA Guidelines.

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE Would the Project:	Potentially Significant Impact (PSI)	Potentially Significant Unless Mitigation Incorporated (PSUMI)	Less Than Significant Impact (LTSI)	No Impact (NI)
a)) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? (“Cumulatively considerable” means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Background:

XVIII. MANDATORY FINDINGS OF SIGNIFICANCE DISCUSSION

None.

5g.2

III. PERSONS AND ORGANIZATIONS CONSULTED

Brawley Public Works Department

Brawley Fire Department

5g.2

V. REFERENCES
Brawley General Plan Environmental Impact Report

City of Brawley

City Council
December 03, 2024
Agenda Item No 5h



5h

STAFF REPORT

To: City Council
From: Cynthia Mancha, Consultant City Planner
Prepared by: Cynthia Mancha, Consultant City Planner
Subject: **Certificate of Acceptance for a right-of-way / Latigo Ranch Unit 1**

RECOMMENDATION:

Approve the Certificate of Acceptance for a right-of-way associated with Latigo Ranch Unit 1

BACKGROUND INFORMATION:

The Latigo Ranch Unit 1 Tract Map included a proposed park as part of the approved and recorded map identified in Final Map 24-8. The Latigo Ranch project developer installed a pocket park; however, the pocket park did not include an ADA compliant public right-of-way for ingress/egress. The Latigo Ranch developer secured real property to dedicate to the city via a right-of-way deed for the purpose of installing an ADA compliant public access to the pocket park.

The City of Brawley Acting City Surveyor, Mauricio Lam, P.E., P.L.S, received, reviewed, and approved for recordation the right-of-way legal description identified in Exhibit "A" and plat identified in Exhibit "B" associated with the real property for the pocket park ingress/egress to be dedicated to the City.

The City of Brawley Public Works Department received and reviewed improvement plans associated with the ADA compliant access ramp. The City of Brawley Building Department inspected the installed ADA compliant access ramp at the aforementioned legal description and plat and provided notice of a satisfactory inspection.

The dedicated ADA compliant access ramp will need to be included in the City's Public Works Operation and Maintenance schedule. Maintenance will include inspection and crack sealing, as needed, to ensure the life of the installed concrete.

FISCAL IMPACT:

None anticipated at this time. Staff time and materials will need to be included in a future capital improvement budget year, as determined by Public Works inspection, and operations and maintenance schedules.

ALTERNATIVES:

None at this time.

ATTACHMENTS:

1. Legal Description, Plat & Certificate of Acceptance



REPORT COORDINATED WITH (other than person preparing the staff report):

Staff, Title or Consultant, Agency

Romulado Medina, Public Works Director, ,

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Jimmy Duran, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 11/26/2024

Approved - 11/26/2024

5h.1

RECORDING REQUESTED BY:

City of Brawley
Department of Public Works
180 S. Western Avenue
Brawley, CA. 92227

WHEN RECORDED MAIL TO:

City of Brawley
City Clerk
383 Main Street
Brawley, CA. 92227

Documentary Transfer Tax: Exempt (R & T Code Section 11922)

Recording Fee: Exempt (Government Code Section 11922)

RIGHT OF WAY DEED

BEN SAMUEL RUSSELL AND PATRICIA ENDERS, (the “Grantor”), does hereby grant, convey, and dedicate to the County of Imperial, the right of way and incidents hereto for any public use upon, over, under, and across that certain real property in the County of Imperial, State of California, described as follows:

See attached Exhibit “A” and “B” legal description attached hereto and made a part hereof.

The Grantors, for themselves, their successors and assigns hereby waive any claim for any and all damages to grantors remaining property contiguous to the right of way hereby conveyed by reason of the location, construction, landscaping, or maintenance of said Right of Way.

IN WITNESS WHEREOF, said Grantor has caused their names to be hereunto subscribed this 4 day of OCTOBER, 2024.

GRANTOR:

Signature: _____

Name: Ben Russell

Title: Owner

GRANTOR:

Signature: _____

Name: PATRICIA ENDERS

Title: OWNER

5h.1

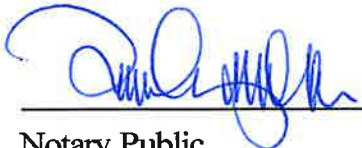
A notary public or other officer completing this certificate verifies the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF IMPERIAL

On October 4, 2024, before me, Marcella M. Zamora, a Notary Public, personally appeared Ben Samuel Russell, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Notary Public

(SEAL)



5h.1

A notary public or other officer completing this certificate verifies the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF IMPERIAL

On October 4, 2024, before me, Marcella M. Zamora, a Notary Public, personally appeared Patricia Enders, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Notary Public

(SEAL)



EXHIBIT A

5h.1

LEGAL DESCRIPTION:

PORTION OF LOT 28 OF McMILLIN LATIGO RANCH UNIT No. 1, IN THE CITY OF BRAWLEY, COUNTY OF IMPERIAL, STATE OF CALIFORNIA, ACCORDING TO MAP ON FILE IN BOOK 24, PAGE 8 OF FINAL MAPS ON FILE IN THE OFFICE OF THE COUNTY RECORDER OF IMPERIAL COUNTY, DESCRIBED AS A WHOLE AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 28;

THENCE ALONG THE EAST LINE OF SAID LOT 28 NORTH 17°20'39" EAST A DISTANCE OF 22.72 FEET;

THENCE SOUTH 82°07'53" WEST A DISTANCE OF 36.51 FEET TO THE BEGINNING OF A 50.00 FOOT RADIUS CURVE, CONCAVE TO THE SOUTH;

THENCE SOUTHEASTERLY ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 21°19'52" AN ARC DISTANCE OF 18.62 FEET TO THE SOUTHWEST CORNER OF SAID LOT 28;

THENCE ALONG THE SOUTH LINE OF SAID LOT 28 NORTH 89°37'53" A DISTANCE OF 21.71 FEET TO THE POINT OF BEGINNING.

SAID AREA CONTAINING 547.66 S.F., MORE OR LESS.

ALL AS SHOWN ON EXHIBIT "B" HEREIN ATTACHED AND MADE A PART OF.

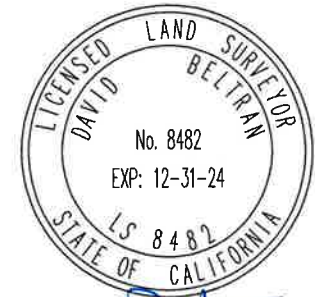
SUBJECT TO ALL CONVENANTS, EASEMENTS, AND AGREEMENTS OF RECORD.



DAVID BELTRAN, PLS 8482
DYNAMIC CONSULTING ENGINEERS, INC.

9/23/24

DATE



PUBLIC RIGHT OF WAY	PAGE
	1
	OF 1
CITY OF BRAWLEY	DATE: 04/24/2024

EXHIBIT B

5h.1

IMPERIAL IRRIGATION DISTRICT EASEMENT
DEDICATED PER DOC No. 2005-038380

N89°35'54"E 84.71'

LEGEND:



AREA: 547.66 SQ.FT

NOTE:

(1) DIMENSIONS SHOWN HEREON
ARE RECORD DATA PER FINAL
MAP 24-8..



David Beltran
9/23/24

F.M. 24-8



NTS

27

N11°26'55"E 103.29'

28

N17°20'39"E 145.58'

EASEMENT AREA OFFERED TO THE
CITY OF BRAWLEY FOR PUBLIC RIGHT
OF WAY AND UTILITIES PURPOSES.

PROPOSED PARK SITE
AND DETENTION BASIN
F.M. 24-8

N54°45'518"E (RAD)

R=50.00'
L=57.94'
Δ=66°23'37"

S82°07'53"W 36.51'

22.72'

MONTEREY STREET

ECHO CANYON DR

R=50.00'
L=18.62'
Δ=21°19'52"

N89°37'53"E
21.71'

N76°05'54"E (RAD)

PUBLIC RIGHT OF WAY

PAGE

1

OF 1

CITY OF BRAWLEY

DATE: 04/24/2024

5h.1

**CERTIFICATE OF ACCEPTANCE
OF THE
CITY OF BRAWLEY, CALIFORNIA**

THIS IS TO CERTIFY that the interest in real property conveyed by the GRANT OF RIGHT OF WAY between THE CITY OF BRAWLEY, A MUNICIPAL CORPORATION and Ben Samuel Russell and Patricia Enders is hereby accepted by the undersigned officer on behalf of the City of Brawley, California, pursuant to authority conferred by Resolution No. 1084 of the City Council of the City of Brawley, California, adopted on the 16th day of July, 1962, and grantee consents to recordation thereof by its duly authorized officer.

CITY OF BRAWLEY, CALIFORNIA

DATED: _____

William Smerdon, Acting City Clerk

5h.1

Fernando Armenta

From: Oscar Escalante <OEscalante@brawley-ca.gov>
Sent: Friday, May 3, 2024 1:53 PM
To: Fernando Armenta
Cc: 'Angel Juarez (angel.juarez67@outlook.com)'
Subject: Latigo Ranch Parking Lot

Good afternoon,

On Wednesday May 1st an inspection was conducted at the park parking lot. All items checked out as per plan. The final inspection passed.