



**Brawley City Council &
Successor Agency to Brawley
Community Redevelopment Agency
Regular Meeting Agenda
November 19, 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 Rebollar, 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 2:00 PM, - November 19, 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 5, 2024
(1 attachment)
- b. Approve Accounts Payable: October 19, 2024 to November 1, 2024.
(2 attachments)
- c. Approve to Reject Tort Claim.
(2 attachments)

4. CITY MANAGER REPORT

5. REGULAR BUSINESS

- a. Potential Action for Reclassification of Sr. Accounting Assistant to Payroll Specialist.
Presented by: Silvia Luna, Finance Director.
(3 attachments)
- 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.
(1 attachment)

- 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.
(2 attachments)
- 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.
(2 attachments)
- e. Potential Action to Approve Resolution for City of Brawley Bereavement Leave Policy. Presented by Shirley Bonillas, Human Resource Administrator.
(3 attachments)
- f. Potential Action to Approve Resolution for City of Brawley Jury Duty Policy. Presented by Shirley Bonillas, Human Resource Administrator.
(3 attachments)
- g. Potential Action to Approve Resolution for City of Brawley Crime Victim Leave Policy. Presented by Shirley Bonillas, Human Resource Administrator.
(3 attachments)

6. INFORMATIONAL REPORTS

7. CITY COUNCIL MEMBER REPORTS

8. CITY ATTORNEY REPORT

9. CLOSED SESSION

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 03, 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 5, 2024

3a

The City Council of the City of Brawley, California met in special session at 12:00 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 12:00 p.m.

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

INVOCATION: CM Hamby

PLEDGE OF ALLEGIANCE: CM Nava

1. APPROVAL OF AGENDA:

The Agenda was approved with the following changes: Item 5-a was moved to the Consent Agenda, and Item 5-h was moved to the beginning of Regular Business. m/s/c Castro/Nava 3-0

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 5, 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. 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/42?view_id=1&redirect=true
2. Sam Couchman 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/42?view_id=1&redirect=true

- b. Presentation of IID Residential Energy Assistance and Energy Efficiency Programs Presented by William James, Officer Collections and Sabrina Barber, Assistant Manager. The presentation may be viewed at: https://brawley-ca.granicus.com/player/clip/42?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 3-0

- a. **Approved** City Council Minutes: October 14, 2024 meeting;
- b. **Approved** Accounts Payable: September 28, 2024 to October 18, 2024;
- c. **Approved** 2025 City of Brawley Calendar; and
- d. **Received and Filed** the Fourth Quarter Fiscal Year 2023/24 Treasury Report for Quarter Ended June 30, 2024.

4. CITY MANAGER REPORT:

- a. The City Manager had staff provide Council with an update on the Main Street waterline project; and
- b. The City Manager provided an update on the Lion Center Pool.

5. REGULAR BUSINESS:

- a. Potential action to appoint three members (3) to the Brawley Community Improvement Committee. Presented by Ramon Castro, Mayor.

The Council appointed Gilbert Zazueta and Karl Weir to the Committee. m/s/c Castro/Nava 3-0.

https://brawley-ca.granicus.com/player/clip/42?view_id=1&redirect=true

- b. Potential action to adopt City Resolution establishing a City of Brawley Sick Leave Policy. Presented by: Shirley Bonillas, Human Resources Administrator.

The Policy was adopted. m/s/c Nava/Hamby 3-0.

- c. Potential action to approve renewal of the Operational Agreement between the Brawley Police Department and WomanHaven. Presented by: Jonathan Blackstone, Assistant Chief.

The Operational Agreement was renewed. m/s/c Nava/Hamby 3-0.

- d. Potential action to approve Sure Helpline Crisis Center Operational Agreement. Presented by Jonathan Blackstone, Assistant Chief.

The Operational Agreement was approved. m/s/c Nava/Hamby 3-0.

- e. Potential Action to approve Amendment No. 1 to agreement with Lee & Ro, Inc. for Professional Engineering and Construction Management. Presented by Rom Medina, Public Works Director.

The Amendment was approved. m/s/c Nava/Hamby 3-0.

- f. Potential action to approve the purchase of a Vector Truck for the Public Works Streets & Utilities Division. Presented by Rom Medina, Public Works Director.

The contract was approved. m/s/c Nava/Hamby 3-0.

- g. Potential Action to approve a letter of support for the Fort Yuma Quechan Indian Tribe to obtain national monument protections for their homelands managed by the Bureau of Land Management in Imperial County, California. Presented by Thomas Garcia, Assistant to the City Manager.

Mayor Castro announced that he has been working with the Tribe on various matters so he recused himself from this matter. In Mayor Castro's absence, the Council did not have a quorum so it could not take action. Council members made a presentation to the Council Members in attendance. The presentation may be viewed at:

https://brawley-ca.granicus.com/player/clip/42?view_id=1&redirect=true

6. INFORMATIONAL REPORTS:

- a. Monthly Staff Report for November 1, 2024.

Council members reviewed the report prior to the meeting.

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.

8. CITY ATTORNEY REPORT:

The City Attorney pointed out that the next regularly scheduled Council meeting conflicts with the League of Cities Meeting and that there will be trouble achieving a quorum. Council decided to move the meeting to October 14, 2024 to accommodate the issue.

9. CLOSED SESSION:

CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Property: Future Travel America location.

Agency negotiator: City Manager

Negotiating parties: Trifecta Property & Investments LLC

Under negotiation: Terms of Development Agreement.

The negotiators provided information to Council.

The meeting was adjourned at 2:25 p.m.

https://brawley-ca.granicus.com/player/clip/42?view_id=1&redirect=true

William Smerdon, Deputy City Clerk

City of Brawley

City Council
Nov 19, 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 Oct 19, 2024 to Nov 1, 2024

RECOMMENDATION:

Approve demand check registers processed from Oct 19, 2024 to Nov 1, 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	222	117	0.00	1,651,207.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-15,668.34
Bank Drafts	11	11	0.00	118,044.51
EFT's	15	10	0.00	143,301.95
	248	147	0.00	1,896,886.08

Utility refunds included the following:
None.

FISCAL IMPACT:

No additional fiscal impact to approve these reports.

3b

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 – 11/07/2024

Approved – 11/06/2024



City of Brawley

3b.1 Check Report

By Check Number
Date Range: 10/19/2024 - 11/01/2024

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.	10/25/2024	EFT	0.00	394.50	789
INV-000611	Invoice	10/21/2024	Water Testing/Labs	0.00	394.50	
00248	Brenntag Pacific, Inc.	10/25/2024	EFT	0.00	37,819.12	790
BPI456485	Invoice	10/24/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	7,891.01	
BPI459513	Invoice	10/18/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	7,834.91	
BPI461528	Invoice	10/23/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	7,843.07	
BPI465184	Invoice	10/23/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	7,712.74	
BPI468629	Invoice	10/23/2024	OPEN PO FOR CHEMICALS FY 24-25	0.00	6,537.39	
00281	California JPIA	10/25/2024	EFT	0.00	5,102.00	791
ENVIR01300	Invoice	10/21/2024	Pollution Liability Ins Premium/7/1/24 - 7/...	0.00	5,102.00	
02571	Health and Human Resource Center Inc	10/25/2024	EFT	0.00	329.70	792
E0329609	Invoice	10/21/2024	Employee Assitance Program/Nov 2024	0.00	4.20	
E0329610	Invoice	10/21/2024	Employee Assitance Program/Nov 2024	0.00	325.50	
02588	Karla Rendon	10/25/2024	EFT	0.00	525.00	793
INV0001	Invoice	10/23/2024	FD Open House/Ballons Arrangement/Face..	0.00	525.00	
02488	Top Builders Construction Inc.	10/25/2024	EFT	0.00	3,044.21	794
2184	Invoice	10/21/2024	5% Retention/Senior Center Garden	0.00	3,044.21	
00478	Delta Dental	11/01/2024	EFT	0.00	8,563.67	795
BE006291230	Invoice	10/29/2024	Nov 2024 Dental Insurance	0.00	8,563.67	
00723	GovInvest Inc.	11/01/2024	EFT	0.00	1,000.00	796
2024-5330	Invoice	10/31/2024	FY24 GASB 68 Accounting Valuation Fee	0.00	1,000.00	
02458	Jennette Company Inc.	11/01/2024	EFT	0.00	80,308.25	797
5	Invoice	10/30/2024	UV System Upgrade	0.00	80,308.25	
01044	Lee & Ro Inc	11/01/2024	EFT	0.00	6,215.50	798
122806-01/08	Invoice	10/30/2024	Revised Planning Proposal	0.00	6,215.50	
01286	Office Depot Inc	10/23/2024	Regular	0.00	-407.82	303314
01722	HD Supply, Inc.	10/31/2024	Regular	0.00	-659.24	303994
02531	Aldo Ayon Sanchez	10/22/2024	Regular	0.00	-1,376.20	304081
01074	Lowe's HIW Inc	10/23/2024	Regular	0.00	-1,231.99	304215
02056	John Tang	10/31/2024	Regular	0.00	-257.00	304267
00037	Air Med Care Network	10/29/2024	Regular	0.00	-3,251.00	304334
00239	Brawley Police Sergeant's Asso	10/22/2024	Regular	0.00	400.00	304369
INV0005056	Invoice	10/18/2024	Union Dues	0.00	400.00	
00240	Brawley Public Safety Employee	10/22/2024	Regular	0.00	1,950.00	304370
INV0005055	Invoice	10/18/2024	Union Dues	0.00	1,950.00	
00287	California State Disbursement	10/22/2024	Regular	0.00	897.98	304371
INV0005041	Invoice	10/18/2024	Child Support Deductions	0.00	897.98	
00660	Franchise Tax Boards State Of California	10/22/2024	Regular	0.00	450.00	304372
INV0005058	Invoice	10/18/2024	Earnings Withholding	0.00	450.00	
00799	Imperial County Sheriff Civil Division	10/22/2024	Regular	0.00	50.00	304373
INV0005042	Invoice	10/18/2024	Earnings Withholdings	0.00	50.00	
01658	Teamsters Local #542	10/22/2024	Regular	0.00	1,100.00	304374

Check Report

Date Range: 10/19/2024 - 11/01/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005057	Invoice	10/18/2024	Union Dues	0.00	1,100.00	
01717	United Way of Imperial County	10/22/2024	Regular			5.00 304375
INV0005053	Invoice	10/18/2024	United Way Deductions	0.00	5.00	
00084	Alsco American Linen Div Steiner Corp	10/25/2024	Regular	0.00	346.96	304376
LYUM1835785	Invoice	10/21/2024	Cleaning Services/Supplies/WWTP	0.00	129.21	
LYUM1836450	Invoice	10/21/2024	Cleaning Services/Supplies/City Hall	0.00	37.36	
LYUM1836451	Invoice	10/21/2024	Cleaning Services/Supplies/Rec/Admin	0.00	180.39	
00228	Brawley Ace Hardware	10/25/2024	Regular	0.00	1,219.76	304377
J57573/2	Invoice	10/21/2024	Bottled Water	0.00	53.93	
J61578/2	Invoice	10/22/2024	Paint Roller Covers	0.00	8.18	
J61755/2	Invoice	10/22/2024	Chlorine	0.00	16.15	
J61757/2	Invoice	10/22/2024	9V Batteries	0.00	21.54	
J62588/2	Invoice	10/21/2024	Socket Extension Set	0.00	20.46	
J63228/2	Invoice	10/22/2024	Towels/Nut Driver Set/Gloves/Impact Driv...	0.00	432.95	
J63591/2	Invoice	10/21/2024	Dish Soap/Bottled Water	0.00	27.41	
J63732/2	Invoice	10/18/2024	Filters/Kneeling Mat/Soap/Tire Shine/Utili...	0.00	124.60	
J65612/2	Invoice	10/18/2024	Tension Band/Cartridge Bolt	0.00	41.19	
J65729/2	Invoice	10/18/2024	Bleach/Disinfecting Bleach spray/Fastene...	0.00	33.21	
J65894/2	Invoice	10/18/2024	Hose Seal/Couple/Clamp/Paint/Keycopy/...	0.00	81.34	
J66670/2	Invoice	10/18/2024	Coil Key Chain/Key copies	0.00	26.43	
J68291/2	Invoice	10/24/2024	Steel Basin Hangers	0.00	16.13	
J68455/2	Invoice	10/21/2024	Line post	0.00	74.32	
J68456/2	Invoice	10/24/2024	Concrete bags	0.00	71.08	
J68457/2	Invoice	10/21/2024	Key ring	0.00	8.61	
J68460/2	Invoice	10/24/2024	Concrete bag	0.00	23.69	
J68619/2	Invoice	10/18/2024	Key copies/Accessories	0.00	76.35	
J69654/2	Invoice	10/24/2024	Tape Measure/Tray	0.00	23.96	
J70777/2	Invoice	10/24/2024	Paint brushes & rollers	0.00	21.10	
J71525/2	Invoice	10/24/2024	Couples	0.00	17.13	
	Void	10/25/2024	Regular	0.00	0.00	304378
00230	Brawley Auto Body	10/25/2024	Regular	0.00	432.31	304379
1330693	Invoice	10/23/2024	Rep. Front Door LT Regulator/2009 Ford In...	0.00	213.91	
210	Invoice	10/23/2024	Replace RT Window Regulator/2009 Ford ...	0.00	218.40	
00232	Brawley Chamber of Commerce	10/25/2024	Regular	0.00	40.00	304380
09302024	Invoice	10/21/2024	Business License Tax 7/01/24 - 9/30/24	0.00	40.00	
00265	C.L.E.A.R.S.	10/25/2024	Regular	0.00	650.00	304381
19	Invoice	10/22/2024	CLEARs 2024/MARTHA GARCIA/11/4/24 - ...	0.00	650.00	
02235	California Association of Code Enforcement Offi	10/25/2024	Regular	0.00	1,140.00	304382
200029954	Invoice	10/22/2024	2024 Code Conf./Myra Soto/11/12/24 - 11...	0.00	520.00	
200031698	Invoice	10/22/2024	2024 Code Conf./Filemon Magana/11/12/...	0.00	620.00	
00299	Canon Financial Services Inc	10/25/2024	Regular	0.00	3,073.62	304383
34195372	Invoice	10/18/2024	Copier Usage/Contract Charge/PD/Aug 20...	0.00	1,028.09	
34195378	Invoice	10/18/2024	Copier Usage/Contract Charge/PW/Aug 2...	0.00	371.77	
34287055	Invoice	10/21/2024	Copier Usage/Parks/Jul 2024	0.00	122.94	
34869321	Invoice	10/22/2024	Copier Usage/Contract Charge/PW/Sep 20...	0.00	393.83	
34869590	Invoice	10/18/2024	Copier Usage/Contract Charge/WTP/Sep 2...	0.00	114.81	
34869594	Invoice	10/22/2024	Copier Usg/Contract Chrg/City Hall/Library...	0.00	639.75	
34869881	Invoice	10/22/2024	Contract Charge/PW/Oct 2024	0.00	400.83	
34869882	Invoice	10/22/2024	Copier Usage/Library/Aug 2024	0.00	1.60	
00300	Canon Solutions America	10/25/2024	Regular	0.00	224.94	304384
4040860863	Invoice	10/22/2024	Copier Maintenance/PW/Sep 2024	0.00	224.94	
00377	Clinical Laboratory of San Bernardino Inc	10/25/2024	Regular	0.00	580.00	304385

Check Report

Date Range: 10/19/2024 - 11/01/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2411781	Invoice	10/21/2024	Haoloacetic Acids/Trihalomethanes/Labs	0.00	580.00	
02195	Comite Civico de Valle	10/25/2024	Regular	0.00	100.00	304386
R00172443	Invoice	10/18/2024	Facility Deposit Refund/Parks & Rec	0.00	100.00	
01934	Corbin & Associates Inc	10/25/2024	Regular	0.00	396.00	304387
296	Invoice	10/22/2024	Basic SRO School/Omar Garcia/11/11/24 -...	0.00	396.00	
00392	Core & Main LP	10/25/2024	Regular	0.00	347.04	304388
V701859	Invoice	10/21/2024	Ring Gasket/Nuts/Bolkit/Hydraulic Riser	0.00	347.04	
00462	David Trevino	10/30/2024	Regular	0.00	-1,713.09	304389
00462	David Trevino	10/25/2024	Regular	0.00	1,713.09	304389
11-24Travel	Invoice	10/21/2024	Travel Adv/2024 Code Conference/David T...	0.00	1,713.09	
00484	Department of Conservation	10/25/2024	Regular	0.00	1,117.79	304390
9-24	Invoice	10/22/2024	Collected Strong Motion Fees/QE 9/30/24	0.00	1,117.79	
02560	Desert RV Service & Towing LLC	10/25/2024	Regular	0.00	175.00	304391
630	Invoice	10/22/2024	Window Tint/Unit #I221	0.00	175.00	
00531	EA Electric	10/25/2024	Regular	0.00	4,050.65	304392
INV219	Invoice	10/21/2024	Air Pumb #1 Repair	0.00	1,267.13	
INV220	Invoice	10/21/2024	Replace Wire For Air Pumb Motor	0.00	2,453.36	
INV221	Invoice	10/21/2024	Generator Runtime Hour Meter	0.00	330.16	
00532	EAN Services LLC	10/25/2024	Regular	0.00	201.03	304393
36847952	Invoice	10/21/2024	Vehicle Rental for Tri-State Seminar	0.00	201.03	
00626	Farmers Land Leveling, Inc	10/25/2024	Regular	0.00	48.49	304394
INV0005080	Invoice	10/21/2024	Hydrant meter refund/212800071	0.00	48.49	
00629	Federal Express Corp	10/25/2024	Regular	0.00	151.54	304395
8-592-43137	Invoice	10/22/2024	Postage	0.00	89.47	
8-633-68189	Invoice	10/22/2024	Postage	0.00	49.58	
9-676-12483	Invoice	10/22/2024	Postage	0.00	5.33	
9-681-92534	Invoice	10/22/2024	Postage	0.00	7.16	
02255	Filemon Magana	10/25/2024	Regular	0.00	1,009.10	304396
11-24Travel	Invoice	10/22/2024	Travel Adv/2024 Code Conference/Filemo...	0.00	1,009.10	
00720	GovConnection Inc	10/25/2024	Regular	0.00	49.02	304397
75597356	Invoice	10/22/2024	USB Extension Cable	0.00	7.48	
75623826	Invoice	10/22/2024	Surface Pro 9 Case	0.00	41.54	
00740	Haaker Equipment Co Inc	10/25/2024	Regular	0.00	1,460.47	304398
W3A12B	Invoice	10/18/2024	VMM Replaced/Diagnosed as No Contact I...	0.00	1,460.47	
00741	Hach Company Inc	10/25/2024	Regular	0.00	4,653.85	304399
14196036	Invoice	10/18/2024	Controller, Prognosys 2 Digital Sensors	0.00	4,653.85	
02095	HydroPro Solutions	10/25/2024	Regular	0.00	158.29	304400
0003152-IN	Invoice	10/18/2024	Encoder w/ Nicor Connector	0.00	158.29	
00825	Imperial Valley Resource Management Agency	10/25/2024	Regular	0.00	64,435.59	304401
2425-0001	Invoice	10/23/2024	Membership Dues FY 2024-2025	0.00	39,761.03	
2425-0009	Invoice	10/23/2024	Membership Dues FY 2024-2025	0.00	24,674.56	
00861	Jade Security Systems Inc	10/25/2024	Regular	0.00	34.99	304402
0215766	Invoice	10/22/2024	Electronic Monitoring Security System/Lib...	0.00	34.99	
00924	Johnson Controls Fire	10/25/2024	Regular	0.00	4,244.64	304403
52255479	Invoice	10/18/2024	Service Call/Flowswitch Repair	0.00	4,244.64	
00979	K-C Welding Rentals Inc	10/25/2024	Regular	0.00	152.61	304404

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
202882	Invoice	10/21/2024	Boots/Pablo A. Mendez Cardinas	0.00	152.61	
02251	Kimberly D. Turner	10/25/2024	Regular	0.00	497.00	304405
Invoice-5491	Invoice	10/21/2024	Interpers Skills & Career Surv/S Nickel/10/...	0.00	199.00	
Invoice-5492	Invoice	10/23/2024	Leadership & Account./Regina Kim/Oct 24	0.00	149.00	
Invoice-5493	Invoice	10/21/2024	Managing Generations/S Nickel/12/16/24	0.00	149.00	
01022	L.N. Curtis & Sons	10/25/2024	Regular	0.00	1,654.00	304406
INV865595	Invoice	10/23/2024	Routine Annual Service on Hurst eDraulic ...	0.00	1,654.00	
01025	LaBrucherie Irrigation Supp LLC	10/25/2024	Regular	0.00	3,021.76	304407
OM42358	Invoice	10/22/2024	Brass Closet Spud	0.00	18.40	
OM42463	Invoice	10/22/2024	Perennial Ryegrass Seed	0.00	1,831.75	
OM42464	Invoice	10/22/2024	Fertilizer	0.00	1,070.84	
OM42967	Invoice	10/22/2024	Nozzles	0.00	46.29	
OM42997	Invoice	10/22/2024	24 Vac Solenoid for Irritrol valves	0.00	22.48	
OM43017	Invoice	10/24/2024	Water Valve Cap	0.00	32.00	
01074	Lowe's HIW Inc	10/25/2024	Regular	0.00	1,231.99	304408
88767 & 88769	Invoice	10/02/2024	Freezer/Refrigerator	0.00	1,231.99	
01096	Mallory Safety & Supply LLC	10/25/2024	Regular	0.00	40.95	304409
5984412	Invoice	10/22/2024	Cooling Bandanas	0.00	40.95	
01162	Martha T Garcia	10/25/2024	Regular	0.00	1,681.78	304410
11-24Travel	Invoice	10/22/2024	Travel Adv/2024 CLEARS/Martha T Garcia...	0.00	1,681.78	
02593	Martin Romero	10/25/2024	Regular	0.00	120.00	304411
10-24Refund35	Invoice	10/23/2024	Youth Soccer League/Reg. fee Refund/Oliv...	0.00	60.00	
10-24Refund36	Invoice	10/23/2024	Youth Soccer League/Reg. Refund/Luke R...	0.00	60.00	
01183	McNeece Bros Oil Company	10/25/2024	Regular	0.00	2,080.11	304412
351281	Invoice	10/23/2024	Rubber Water Hose	0.00	2,080.11	
02418	Michael Garcia	10/25/2024	Regular	0.00	695.95	304413
11-24Travel	Invoice	10/22/2024	Travel Adv/Michael Garcia/2024Code Conf...	0.00	695.95	
02591	Myra Soto	10/25/2024	Regular	0.00	1,009.10	304414
11-24Travel	Invoice	10/22/2024	Travel Adv/2024 Code/Myra Soto/11/11/...	0.00	1,009.10	
01891	NV5 Inc	10/25/2024	Regular	0.00	1,128.72	304415
371963	Invoice	10/21/2024	Consulting & Ext of Staff/PM 23-04/Jan 20...	0.00	869.00	
390969	Invoice	10/21/2024	Consulting & Ext of Staff/PM 23-02/Apr 20...	0.00	259.72	
01286	Office Depot Inc	10/25/2024	Regular	0.00	407.82	304416
363964929001	Invoice	05/21/2024	Storage Boxes/Copy Paper	0.00	197.13	
363971637001	Invoice	05/21/2024	USB Flash Drives	0.00	86.16	
363971638001	Invoice	05/21/2024	USB Flash Drive	0.00	118.51	
365860016001	Invoice	05/22/2024	Bulldog Clips	0.00	6.02	
01282	O'Reilly Auto Parts	10/25/2024	Regular	0.00	393.13	304417
2648-101494	Invoice	10/24/2024	Lawn Battery	0.00	51.64	
2648-102467	Invoice	10/24/2024	Grease/Motor oil	0.00	47.38	
2648-103365	Invoice	10/24/2024	Trailer wire connectors	0.00	10.06	
2648-105211	Invoice	10/24/2024	Headlight bulbs	0.00	36.62	
2648-105213	Invoice	10/24/2024	Mini Bulb	0.00	8.23	
2648-105306	Invoice	10/24/2024	Multi-function Switch	0.00	113.29	
2648-105307	Invoice	10/24/2024	Trailer Wire	0.00	21.97	
2648-105433	Invoice	10/24/2024	Trailer Wire	0.00	21.05	
2648-108819	Credit Memo	10/22/2024	Credit for Inv 2648-105305/Multi-Function...	0.00	-59.52	
2648-108830	Invoice	10/22/2024	Capsule Headlight Bulbs	0.00	41.23	
2648-109660	Invoice	10/22/2024	Hydraulic Fluid	0.00	49.54	
2648-110679	Invoice	10/18/2024	Battery/Battery Fee	0.00	51.64	

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Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
01361 0031066	Pro Record Storage Inc Invoice	10/23/2024	10/25/2024 Storage/Tracking/Shredding Srvc/City Hall...	Regular	0.00 0.00	222.72 222.72	304418
01417 P5079143	RDO Equipment Co Invoice	10/22/2024	10/25/2024 Mower Blades	Regular	0.00 0.00	274.63 274.63	304419
01421 1060383580 1060392538 1060398038 1060406017 1060406018	Reddy Ice Corporation Invoice Invoice Invoice Invoice Invoice	10/22/2024 10/22/2024 10/22/2024 10/18/2024 10/18/2024	10/25/2024 Premium Reddy Ice Premium Reddy Ice Premium Reddy Ice Bags of ice Bags of Ice	Regular	0.00 0.00 0.00 0.00 0.00	1,355.25 299.29 233.82 233.82 354.50 233.82	304420
01444 1926495	Rick's Group Diesel Inc Invoice	10/21/2024	10/25/2024 F650 Dump Truck Maintenance	Regular	0.00 0.00	4,395.09 4,395.09	304421
01453 2024-056 2024-057 2024-060 2024-061	RN Enterprises Invoice Invoice Invoice Invoice	10/21/2024 10/21/2024 10/21/2024 10/21/2024	10/25/2024 SCADA Tech support & Licensing SCADA & PLC upgrades/Operating System Blower Motor replasement/Grit Preamp S... SCADA UPGRADE 2024/Operating System ...	Regular	0.00 0.00 0.00 0.00	6,105.00 1,875.00 1,625.00 480.00 2,125.00	304422
01470 36753	Rockwood Chemical Invoice	10/22/2024	10/25/2024 Glystar Plus 2.5 Gl/Pro Ams Plus 2.5 Gl	Regular	0.00 0.00	168.51 168.51	304423
02156 R00177228	Sandy Leon Invoice	10/18/2024	10/25/2024 Facility Deposit Refund/Parks & Rec	Regular	0.00 0.00	100.00 100.00	304424
01569 8008430085	Shred-It Invoice	10/22/2024	10/25/2024 Select Purge Service/On-Site (Paper)/PD	Regular	0.00 0.00	1,131.46 1,131.46	304425
01596 9-24GasPool 9-24GasSrCtr	Southern California Gas Co Invoice Invoice	10/22/2024 10/22/2024	10/25/2024 Natural Gas Consumption/8/2/24 - 9/4/24 Natural Gas Consumption/8/7/24 - 9/6/24	Regular	0.00 0.00	76.90 16.27 60.63	304426
01624 10218	Stills Electric Invoice	10/21/2024	10/25/2024 GFI's Replaced Service	Regular	0.00 0.00	827.66 827.66	304427
02286 9-24Reimburse	Thomas Garcia Invoice	10/23/2024	10/25/2024 Supplies/Snacks for Council Members Mee...	Regular	0.00 0.00	31.88 31.88	304428
01649 7-24TMobileFD#2 8-24T-MobileFD#2 9-24-MobilePD	T-Mobile USA Inc Invoice Invoice Invoice	10/18/2024 10/18/2024 10/21/2024	10/25/2024 Cell Phone Usage/FD#2/7/3/24 - 7/20/24 Cell Phone Usage/FD#2/7/21/24 - 8/20/24 On Call PD Cell Phone Usage/8/21/24 9/20...	Regular	0.00 0.00 0.00	2,244.20 45.40 68.96 2,129.84	304429
01732 14342378 MT	Valley Pest Services Inc Invoice	10/22/2024	10/25/2024 Monthly Pest Control/PD	Regular	0.00 0.00	50.00 50.00	304430
01738 9973204590 9973204592	Verizon Wireless Invoice Invoice	10/18/2024 10/21/2024	10/25/2024 Cell Phone Services/FD#2/8/7/24 - 9/6/24 Cell Phone Services/Library/8/7/24 - 9/6/...	Regular	0.00 0.00 0.00	296.98 254.87 42.11	304431
01768 2338 8104 8492 ... 2802 4029 7094 ... 4740 4537 4181 ... 6202 7960 5453 ... 6428 8562 8092 ... 6629 6511 6470 ... 6648 9830 9819 ...	Wal-Mart Stores Inc #01-1555 Invoice Invoice Invoice Invoice Invoice Invoice Invoice	10/22/2024 10/22/2024 10/23/2024 10/23/2024 10/23/2024 10/22/2024 10/22/2024	10/25/2024 Napkins/Insect Killer/Dish Soap/Scrubber/... Cups/Cutlery/Snacks/Soda/Tea/Plates Shin Guards Ziploc Bags/Bandages Erasures Cookies/Water Cricut Cutting Machine/Adhesive Mat	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	642.25 85.61 103.15 24.37 16.78 57.10 46.03 309.21	304432
01772 82691148	Waxie Sanitary Supply Invoice	10/21/2024	10/25/2024 Bath Tissue	Regular	0.00 0.00	53.53 53.53	304433

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01950	West Coast Arborist Inc	10/25/2024	Regular	0.00	15,634.95	304434
219298	Invoice	10/25/2024	Arborist and Tree maintenance services	0.00	828.60	
219299	Invoice	10/25/2024	Arborist and Tree maintenance services	0.00	3,689.30	
219300	Invoice	10/25/2024	Arborist and Tree maintenance services	0.00	759.55	
219301	Invoice	10/25/2024	Arborist and Tree maintenance services	0.00	4,488.25	
219470	Invoice	10/25/2024	Arborist and Tree maintenance services	0.00	5,869.25	
01802	Xerox Corporation	10/25/2024	Regular	0.00	420.43	304435
022203398	Invoice	10/18/2024	Meter Usage/Charges/Admin/8/21/24 - 9...	0.00	420.43	
02586	Deborah Otero	10/29/2024	Regular	0.00	375.00	304436
Invoice 2024	Invoice	10/29/2024	String Lights with Poles/Pallet Backdrop	0.00	375.00	
02587	Dulce Salgado	10/29/2024	Regular	0.00	1,050.00	304437
Invoice 2024	Invoice	10/29/2024	Mickey & Minnie helpers/Face Painter	0.00	1,050.00	
01937	Pinery Christmas Trees Inc	10/29/2024	Regular	0.00	950.00	304438
2420133	Invoice	10/11/2024	Baby Pams/Pumpkins-Regular Jacks	0.00	950.00	
02381	Richard Zamora	10/29/2024	Regular	0.00	200.00	304439
10302024	Invoice	10/29/2024	DJ Sound/Punkin Patch Package 1	0.00	200.00	
00037	Air Med Care Network	10/29/2024	Regular	0.00	6,772.00	304440
7436/16049-101...	Invoice	10/18/2024	Reach Membership 2024	0.00	3,251.00	
7436/16049-101...	Invoice	10/29/2024	Reach Membership 2024	0.00	3,521.00	
00037	Air Med Care Network	10/29/2024	Regular	0.00	-6,772.00	304440
02327	Garda CL West Inc. Lockbox #233209	10/29/2024	Regular	0.00	667.44	304441
10798986	Invoice	10/29/2024	Armored Transport Service/November 20...	0.00	369.05	
20618550	Invoice	10/29/2024	Excess Items Shipped/September 2024	0.00	298.39	
02401	Ramon Castro	10/29/2024	Regular	0.00	874.98	304442
10-24Refund	Invoice	10/29/2024	Hotel Expense Refund/2024 Annual Conf. ...	0.00	874.98	
00037	Air Med Care Network	10/29/2024	Regular	0.00	3,521.00	304443
7436/16049-101...	Invoice	10/29/2024	Reach Membership 2024	0.00	3,521.00	
00045	Alarm Communication Experts	11/01/2024	Regular	0.00	195.00	304444
010962	Invoice	10/31/2024	Electronic Security Montrg/PW/Streets& U..	0.00	105.00	
010963	Invoice	10/31/2024	Eletronic Security Montrg/PW (Shop)	0.00	90.00	
00075	Allied Waste Services #467	11/01/2024	Regular	0.00	133,407.88	304445
0467-001727478	Invoice	10/30/2024	Solid Waste Services/October 2024	0.00	133,407.88	
00076	Allstar Fire Equipment Inc	11/01/2024	Regular	0.00	4,194.17	304446
259059	Invoice	10/31/2024	Boots/Rivera	0.00	366.89	
259091	Invoice	10/31/2024	Coat/Pants/Stretch Suspenders	0.00	3,827.28	
00084	Alsco American Linen Div Steiner Corp	11/01/2024	Regular	0.00	77.14	304447
LYUM1836458	Invoice	10/31/2024	Cleaning Services/Supplies/WTP	0.00	77.14	
00184	Babcock Laboratories Inc	11/01/2024	Regular	0.00	556.10	304448
CJ40076-2441	Invoice	10/31/2024	Water Testing/Labs	0.00	556.10	
00228	Brawley Ace Hardware	11/01/2024	Regular	0.00	49.06	304449
J62049/2	Invoice	10/31/2024	Ratchet Tie	0.00	25.85	
J66403/2	Invoice	10/31/2024	Copy Keys	0.00	23.21	
00239	Brawley Police Sergeant's Asso	11/01/2024	Regular	0.00	140.00	304450
INV0005131	Invoice	11/01/2024	Union Dues	0.00	140.00	
00240	Brawley Public Safety Employee	11/01/2024	Regular	0.00	1,950.00	304451
INV0005130	Invoice	11/01/2024	Union Dues	0.00	1,950.00	
00287	California State Disbursement	11/01/2024	Regular	0.00	897.98	304452

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005116	Invoice	11/01/2024	Child Support Deductions	0.00	897.98	
00299	Canon Financial Services Inc	11/01/2024	Regular	0.00	224.94	304453
4040872035	Invoice	10/29/2024	Maintenance Equipment Usage/Septemb...	0.00	224.94	
00462	David Trevino	11/01/2024	Regular	0.00	1,193.09	304454
11-24Travel-A	Invoice	10/31/2024	Travel Adv/2024 Code Conference/David T...	0.00	1,193.09	
00479	Demco Inc	11/01/2024	Regular	0.00	289.44	304455
7543615	Invoice	10/30/2024	Finish Paper Rolls	0.00	289.44	
00529	Dynamic Consulting Engineer	11/01/2024	Regular	0.00	21,100.00	304456
275023.02	Invoice	10/30/2024	Ocotillo Springs Sidewalk Design	0.00	21,100.00	
00531	EA Electric	11/01/2024	Regular	0.00	3,588.33	304457
INV217	Invoice	10/31/2024	Differential Pressure Transmitter/Flow Me...	0.00	3,588.33	
00660	Franchise Tax Boards State Of California	11/01/2024	Regular	0.00	450.00	304458
INV0005132	Invoice	11/01/2024	Earnings Withholding	0.00	450.00	
01722	HD Supply, Inc.	11/01/2024	Regular	0.00	1,583.51	304459
INV00322836	Invoice	06/30/2024	Water/Wastewater Thermometer	0.00	659.24	
INV00484416	Invoice	10/29/2024	Buffer,Vinil&Tubing Pack/Elec.Sol./W. Bott...	0.00	924.27	
00748	HDL Coren & Cone	11/01/2024	Regular	0.00	3,307.18	304460
SIN044154	Invoice	10/30/2024	Property Tax Analysis	0.00	3,307.18	
00799	Imperial County Sheriff Civil Division	11/01/2024	Regular	0.00	50.00	304461
INV0005117	Invoice	11/01/2024	Earnings Withholdings	0.00	50.00	
00805	Imperial Irrigation District	11/01/2024	Regular	0.00	14,612.00	304462
9-24CanalWtrMa...	Invoice	10/30/2024	Canal Water/Mansfield/Sep 2024	0.00	14,372.00	
9-24CanalWtrOKY	Invoice	10/30/2024	Canal Water/OKY100-001/Sep 2024	0.00	240.00	
00861	Jade Security Systems Inc	11/01/2024	Regular	0.00	62.99	304463
0216702	Invoice	10/31/2024	Electronic Monitoring Security/WTP	0.00	62.99	
02056	John Tang	11/01/2024	Regular	0.00	257.00	304464
9-24Reimburse...	Invoice	10/09/2024	Grammarly & Supersaas Software subscri...	0.00	257.00	
01012	Knorr Systems Inc	11/01/2024	Regular	0.00	2,708.58	304465
247369	Invoice	10/29/2024	Replace the Spider Gasket and Troublesho...	0.00	1,638.58	
SO-241817	Invoice	10/29/2024	LMI Pumb Replacement	0.00	1,070.00	
01025	LaBrucherie Irrigation Supp LLC	11/01/2024	Regular	0.00	567.63	304466
OM42121	Invoice	10/31/2024	Shut-off connector/Nozzel/Grip/Meter ga...	0.00	67.73	
OM42132	Invoice	10/31/2024	Spectrum Barb/ItemDRIP-SV360B4/Cattle ...	0.00	70.04	
OM42173	Invoice	10/31/2024	Controller with Solenoid/Latching Solenoid	0.00	382.60	
OM42205-A	Invoice	10/31/2024	Solenoid with manual lever/Adapter	0.00	69.36	
OM42205-CR	Credit Memo	10/31/2024	Latching Solenoid	0.00	-69.36	
OM42793	Invoice	10/31/2024	Pump Hose	0.00	47.26	
01026	Landmark Consultants Inc	11/01/2024	Regular	0.00	5,000.00	304467
LE1024-13	Invoice	10/30/2024	Geotechnical Services for Project 1	0.00	2,290.00	
LE1124-17	Invoice	10/30/2024	Geotechnical Services for Project 1	0.00	2,710.00	
01840	LC Paving & Sealing Inc	11/01/2024	Regular	0.00	299,884.03	304468
2	Invoice	10/30/2024	Road Improvements Project	0.00	299,884.03	
01074	Lowe's HIW Inc	11/01/2024	Regular	0.00	50.39	304469
964877 -NBRIMC	Invoice	10/31/2024	Flooring Adhesive/Wood Studs	0.00	50.39	
01153	Mark Dowden Welding	11/01/2024	Regular	0.00	14.86	304470
26444	Invoice	10/30/2024	Expanded Grating Material	0.00	14.86	
01183	McNeece Bros Oil Company	11/01/2024	Regular	0.00	117.67	304471

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
349277	Invoice	10/30/2024	Gasoline	0.00	45.07	
354972	Invoice	10/29/2024	Diesel	0.00	72.60	
01232	MSC Industrial Supply Co., Inc.	11/01/2024	Regular	0.00	691.89	304472
4201093	Invoice	10/29/2024	Drill Set/Tongue & Groove Channellock Set	0.00	691.89	
01891	NV5 Inc	11/01/2024	Regular	0.00	4,270.00	304473
404544	Invoice	10/30/2024	Travel America Truck Stop-WQMP/July 20...	0.00	4,270.00	
01358	Principal Life Insurance Company	11/01/2024	Regular	0.00	3,157.50	304474
11-24LifeInsuran..	Invoice	10/29/2024	Life Insurance/November 2024	0.00	3,157.50	
01373	Quadient Finance USA Inc	11/01/2024	Regular	0.00	39.00	304475
8-24A	Invoice	10/30/2024	Late Fee/8-24 Postage	0.00	39.00	
01489	Rove Engineering Inc	11/01/2024	Regular	0.00	930,876.12	304476
6722	Invoice	10/31/2024	Water Line Installation from 1st St. to East...	0.00	930,876.12	
01513	SA-SO	11/01/2024	Regular	0.00	745.41	304477
24-11341	Invoice	10/30/2024	Replacement Batteries	0.00	745.41	
01563	SHI	11/01/2024	Regular	0.00	5,006.46	304478
B18748754	Invoice	10/30/2024	AutoCAD Civil License	0.00	5,006.46	
01987	STC Traffic, Inc	11/01/2024	Regular	0.00	600.00	304479
7485	Invoice	10/30/2024	Amendment No. 1 for Design & CM Signal ...	0.00	600.00	
01668	The Holt Group	11/01/2024	Regular	0.00	45,600.00	304480
24-09-002	Invoice	10/31/2024	Main Street Water Pipeline and Paving Pro...	0.00	45,600.00	
01649	T-Mobile USA Inc	11/01/2024	Regular	0.00	123.20	304481
9-24MobileBldng	Invoice	10/30/2024	Ipad Usage/Building Dept/8/21/24 - 9/20/...	0.00	123.20	
01717	United Way of Imperial County	11/01/2024	Regular	0.00	5.00	304482
INV0005128	Invoice	11/01/2024	United Way Deductions	0.00	5.00	
01732	Valley Pest Services Inc	11/01/2024	Regular	0.00	200.00	304483
14340791 MT	Invoice	10/30/2024	Monthly Pest Control/Library	0.00	50.00	
14341668 MT	Invoice	10/30/2024	Monthly Pest Control/Library	0.00	50.00	
14342375 MT	Invoice	10/30/2024	Monthly Pest Control/Library	0.00	50.00	
14342604 MT	Invoice	10/30/2024	Monthly Pest Control/Lions Center	0.00	50.00	
01738	Verizon Wireless	11/01/2024	Regular	0.00	657.92	304484
9975625680	Invoice	10/31/2024	Cell Phone Services/City Mgr/9/7/24 - 10/...	0.00	42.12	
9975625681	Invoice	10/31/2024	Cell Phone Sevices/Library/9/7/24 - 10/6/...	0.00	90.94	
9975625682	Invoice	10/31/2024	Cell Phone Services/Parks&Rec/9/7/24 - 1...	0.00	274.25	
9975625683	Invoice	10/31/2024	Cell Phone Services/Building/9/7/24 - 10/6...	0.00	82.13	
9975625684	Invoice	10/31/2024	Cell Phone Services/City Council/9/7/24 - ...	0.00	168.48	
01757	Vision Service Plan (CA), I	11/01/2024	Regular	0.00	1,999.66	304485
821515584	Invoice	10/29/2024	Vision Insurance Plan CA/Nov 2024	0.00	797.26	
821515588	Invoice	10/29/2024	Vision Insurance Plan C/Nov 2024	0.00	1,202.40	
01950	West Coast Arborist Inc	11/01/2024	Regular	0.00	1,242.90	304486
219472	Invoice	10/29/2024	Fan Palm Prune	0.00	1,242.90	
00233	Brawley Firefighters Local #19	10/22/2024	Bank Draft	0.00	845.00	DFT0003313
INV0005054	Invoice	10/18/2024	Union Dues Fire Assoc	0.00	845.00	
00031	Aflac Inc	11/01/2024	Bank Draft	0.00	1,297.09	DFT0003331
INV0005112	Invoice	11/01/2024	Cancer/ICU/Disability Withheld	0.00	1,297.09	
00031	Aflac Inc	11/01/2024	Bank Draft	0.00	1,445.41	DFT0003332
INV0005113	Invoice	11/01/2024	Cancer/ICU/Disability Withheld	0.00	1,445.41	
01255	National Plan Coordinators	11/01/2024	Bank Draft	0.00	3,511.51	DFT0003337

Check Report

Date Range: 10/19/2024 - 11/01/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005120	Invoice	11/01/2024	Def Compensation/Plan #340233-01	0.00	3,511.51	
01257	Nationwide Retirement Solution	11/01/2024	Bank Draft	0.00	3,358.00	DFT0003338
INV0005121	Invoice	11/01/2024	Def Compensation/Entity #05270	0.00	3,358.00	
00233	Brawley Firefighters Local #19	11/01/2024	Bank Draft	0.00	845.00	DFT0003345
INV0005129	Invoice	11/01/2024	Union Dues Fire Assoc	0.00	845.00	
00836	Internal Revenue Service	11/01/2024	Bank Draft	0.00	28,812.67	DFT0003346
INV0005133	Invoice	11/01/2024	Federal Taxes	0.00	28,812.67	
00836	Internal Revenue Service	11/01/2024	Bank Draft	0.00	12,396.16	DFT0003347
INV0005134	Invoice	11/01/2024	Medicare Taxes	0.00	12,396.16	
00836	Internal Revenue Service	11/01/2024	Bank Draft	0.00	53,004.44	DFT0003348
INV0005135	Invoice	11/01/2024	Social Security Taxes	0.00	53,004.44	
00571	Employment Development Dept	11/01/2024	Bank Draft	0.00	12,436.23	DFT0003349
INV0005136	Invoice	11/01/2024	State Taxes	0.00	12,436.23	
00277	California Department of Tax & Fee Administrat	10/31/2024	Bank Draft	0.00	93.00	DFT0003350
9-24Sales Tax	Invoice	10/30/2024	Q3 Sales & Use Tax Return/Period 7/1/24 -...	0.00	93.00	

Bank Code US Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	222	117	0.00	1,651,207.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-15,668.34
Bank Drafts	11	11	0.00	118,044.51
EFT's	15	10	0.00	143,301.95
	248	147	0.00	1,896,886.08

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	222	117	0.00	1,651,207.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	9	0.00	-15,668.34
Bank Drafts	11	11	0.00	118,044.51
EFT's	15	10	0.00	143,301.95
	248	147	0.00	1,896,886.08

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	10/2024	191,948.12
999	POOLED CASH	11/2024	1,704,937.96
			1,896,886.08

City of Brawley

City Council
November 19, 2024
Consent Agenda Item No.



STAFF REPORT

To: City Council
From: William Smerdon, City Attorney
Prepared by: William Smerdon, City Attorney
Subject: Reject Tort Claim

RECOMMENDATION:

Reject tort claim attached hereto as Exhibit 1.

BACKGROUND INFORMATION:

The claimant contends that her car was damaged by a missing drain cover. The City's investigation reveals that the City had no notice of the alleged dangerous condition.

The City's insurance carrier recommends rejection.

FISCAL IMPACT:

None.

ALTERNATIVES:

None.

ATTACHMENTS:

Exhibit 1 – Notice of Claim.

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

JPIA.

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency
William Smerdon, City Attorney

Status – Date of Status
Approved – 11/13/24

3c.1

NOTICE OF CLAIM
AGAINST THE CITY OF BRAWLEY, CALIFORNIA

(Government Code § 910, 910.2)

INSTRUCTIONS (Please read carefully):

Claims related to injury to person or damage to personal property must be presented to the City within six (6) months from the date of loss.

Claims related to any other loss must be presented not later than one (1) year from the date of loss.

Answer all items fully and to the best of your knowledge and information. Failure to do so may result in your claim being found insufficient. If more space is needed to provide requested information, please attach additional pages identifying paragraphs(s) being answered.

TO: City Clerk
City of Brawley, City Hall
383 Main St
Brawley, CA 92227

RECEIVED
SEP 17 2024
CITY OF BRAWLEY
OFFICE OF CITY CLERK

Date and Time Filed with the City Clerk
[City Use Only]

1. Claimant's Name: Nancy Reyes Date of Birth: 7/15/75
Daytime Phone: () _____

2. Claimant's Mailing Address:
725 Adler St Brawley Ca 92227
Street Number - Street - Apt No. - City - State - Zip

3. Claimant's S S N: 553-49-4766
Home Phone: (760) 604-7183

4. Date of Loss: 9/6/24 Time of Loss: 8:55 pm

5. Location of Loss (Specify in as much detail as possible. Example: 5 feet east of west corner of Elmira Road and Peabody):

On Cesar Chavez Street, Coming out of the alley exit of Providencia Store.

6. Description of incident/accident that caused you to make this claim:

There was a drain with a missing cover. The drain is about 20 to 24 inches long and deep.

7. What specific injury, damages or other losses did you incur?

It caused damage to my front bumper of my car.

8. List damages incurred to date (Attach copies of receipts, repair estimates, bills, invoices and any other documentation to prove your loss):

Including photos, estimate of repair

9. What are your total estimated prospective damages?

See Attached

10. What is your basis for claiming that the City or City employee(s) are the cause of your injury, damages or loss?

N/A

11. What are the name(s) of the City employee(s) whom you allege caused your injury, damages or loss, if known?

N/A

12. Name, address and phone number of any witnesses who can substantiate your claim:

Javier Preciado Main St 1045 760-344-2800

13. Any additional information that you believe might be helpful to the City in considering this claim:

N/A

14. All notices and communications with regard to this claim will be directed to the Claimant shown in lines 1 and 2 above unless you complete the following to identify to whom further communication should be directed:

Name: Relationship:

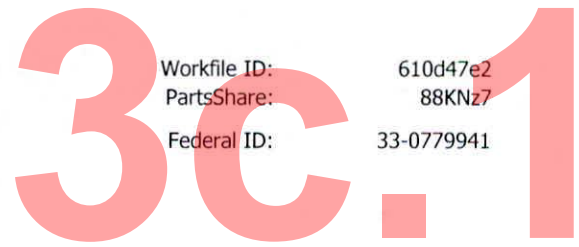
Address: State: ZIP: Daytime Phone: Home Phone:

I/We, the undersigned, declare under penalty of perjury that I/we have read the foregoing claim for damages and know the contents thereof; that the same is true of my/our own knowledge and belief, save and except as to those matters wherein stated on information and belief, and as to them, I/we believe to be true.

Claimant Printed Name Claimant Signature Date Signed
Nancy Reyes [Signature] 9/17/24

WARNING: Penal Code Section 72 makes it a crime punishable by imprisonment to submit a "false or fraudulent claim" for payment to a city or public district, and Code of Civil Procedures Section 1038 authorizes the award of attorney fees against a claimant who brings a claim that is "not brought in good faith and with reasonable cause."

BRAWLEY AUTO BODY
1667 MAIN ST., BRAWLEY, CA 92227
Phone: (760) 344-2888
FAX: (760) 344-2920



Workfile ID: 610d47e2
PartsShare: 88KNz7
Federal ID: 33-0779941

Preliminary Estimate

Customer: REYES, NANCY

Job Number:

Written By: Hector Barcenas

Insured: REYES, NANCY
Type of Loss: Comprehensive
Point of Impact: 12 Front

Policy #:
Date of Loss:

Claim #:
Days to Repair: 4

Owner:

REYES, NANCY
725 ADLER ST.
BRAWLEY, CA 92227
(760) 604-7183 Cell

Inspection Location:

BRAWLEY AUTO BODY
1667 MAIN ST.
BRAWLEY, CA 92227
Repair Facility
(760) 344-2888 Business

Insurance Company:

VEHICLE

2022 KIA K5 GT-Line Automatic FWD 4D SED 4-1.6L Turbocharged Gasoline Gasoline Direct Injection GRAY PEARL

VIN: 5XXG64J27NG144851	Interior Color: BLACK	Mileage In:	Vehicle Out:
License: GOD GME	Exterior Color: GRAY PEARL	Mileage Out:	
State: CA	Production Date: 2/2022	Condition: Good	Job #:

TRANSMISSION

Automatic Transmission

POWER

Power Steering
Power Brakes
Power Windows
Power Locks
Power Mirrors
Heated Mirrors
Power Driver Seat

DECOR

Dual Mirrors
Tinted Glass
Console/Storage
Overhead Console

CONVENIENCE

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Rear Defogger

Keyless Entry

Alarm

Message Center

Steering Wheel Touch Controls

Telescopic Wheel

Climate Control

Navigation System

Remote Starter

Backup Camera

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

Auxiliary Audio Connection

Satellite Radio

SAFETY

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Front Side Impact Air Bags

Head/Curtain Air Bags

Hands Free Device

Rear Side Impact Air Bags

Blind Spot Detection

Lane Departure Warning

SEATS

Cloth Seats

Bucket Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Fog Lamps

Traction Control

Stability Control

Rear Spoiler

Signal Integrated Mirrors

Xenon or L.E.D. Headlamps

Power Trunk/Liftgate

Preliminary Estimate

30.1

Customer: REYES, NANCY

Job Number:

2022 KIA K5 GT-Line Automatic FWD 4D SED 4-1.6L Turbocharged Gasoline Gasoline Direct Injection GRAY PEARL

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		FRONT BUMPER & GRILLE					
2		O/H front bumper				3.2	
3	<>	Repl Bumper cover w/o surround	86510L3300	1	567.80	Incl.	3.3
4		Add for Clear Coat					1.3
5	R&I	RT Molding				Incl.	
6	R&I	LT Molding				Incl.	
7	R&I	Upper cover				Incl.	
8	*	Repl Valance	86532L3300	1	103.18	Incl.	0.0
9		Repl Protector	86591L3300	1	94.40	Incl.	
10	R&I	License mount				0.2	
11		Repl Upper grille w/o surround view	86351L3300	1	220.37	Incl.	
12		Repl Lower grille w/o front radar	86531L3000	1	262.49	Incl.	
13		FRONT LAMPS					
14	R&I	RT Lamp reflector				Incl.	
15	R&I	LT Lamp reflector				Incl.	
16	R&I	RT Fog lamp				Incl.	
17	R&I	LT Fog lamp				Incl.	
18	#	COLOR TINT		1		0.5	
19	#	FLEX ADDITIVE		1	10.00		
20	#	HAZARDOUS WASTE		1	3.00 X		
SUBTOTALS					1,261.24	3.9	4.6

NOTES

Prior Damage Notes:
NONE

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			1,258.24
Body Labor	3.9 hrs @	\$ 75.00 /hr	292.50
Paint Labor	4.6 hrs @	\$ 75.00 /hr	345.00
Paint Supplies	4.6 hrs @	\$ 52.00 /hr	239.20
Miscellaneous			3.00
Subtotal			2,137.94
Sales Tax	\$ 1,497.44 @	7.7500 %	116.05
Grand Total			2,253.99
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			2,253.99

Preliminary Estimate

30.1
Job Number:

Customer: REYES, NANCY

2022 KIA K5 GT-Line Automatic FWD 4D SED 4-1.6L Turbocharged Gasoline Gasoline Direct Injection GRAY PEARL

NATIONWIDE INSURANCE GUARANTEE

THE VEHICLE OWNER IS GUARANTEED THAT THE NATIONWIDE APPRAISAL:

-IS FAIRLY PRICED AND INCLUDES ALL DAMAGE RELATED TO THE ACCIDENT THAT WAS EVIDENT WHEN THE VEHICLE WAS APPRAISED; AND

-WILL ALSO INCLUDE IN THE REPAIRS AND THE SETTLEMENT ANY HIDDEN OR MISSED DAMAGE CAUSED BY THE ACCIDENT.

IN ADDITION, YOUR ASSIGNED NATIONWIDE CLAIM REPRESENTATIVE WILL BE AVAILABLE TO ASSIST IN RESOLVING ANY CONCERNS YOU, THE VEHICLE OWNER, MAY HAVE ABOUT THE QUALITY OF REPAIRS

NATIONWIDE INSURANCE WILL REPLACE ANY DEFECTIVE LIKE KIND AND QUALITY (USED, RECONDITIONED OR REMANUFACTURED) AND ANY NON-OEM PARTS FOR AS LONG AS THE OWNER NAMED BELOW OWNS THE VEHICLE.

THIS IS LIMITED TO REPAIRS AND PARTS SPECIFIED ON THE ATTACHED APPRAISAL.

Date of Issue

Signature of Claim Representative

THIS IS NOT TRANSFERABLE OR ASSIGNABLE TO ANY SUBSEQUENT OWNER OF THE REPAIRED VEHICLE. TO REPORT A NATIONWIDE INSURANCE CLAIM FOR THIS APPRAISAL, PLEASE CALL 1-800-282-9445.

IMPORTANT! ALL SERVICE PROVIDERS MUST COMPLY WITH STATE AND FEDERAL PRIVACY LAWS, INCLUDING THE PRIVACY PROVISIONS OF THE GRAMM-LEACH-BLILEY ACT AND WITH NATIONWIDE'S PRIVACY STATEMENT AND PROCEDURES. ACCORDINGLY, YOU ARE HEREBY NOTIFIED THAT CUSTOMER INFORMATION SHARED WITH OR OBTAINED BY SERVICE PROVIDERS SHALL BE USED SOLELY FOR THE PURPOSE FOR WHICH IT WAS PROVIDED AND FOR NO PURPOSE WHATSOEVER

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM. ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT INFORMATION TO OBTAIN OR AMEND INSURANCE COVERAGE OR TO MAKE A CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

THE FOLLOWING IS A LIST OF ABBREVIATIONS OR SYMBOLS THAT MAY BE USED TO DESCRIBE WORK TO BE DONE OR PARTS TO BE REPAIRED OR REPLACED:

MOTOR ABBREVIATIONS/SYMBOLS: D=DISCONTINUED PART, A=APPROXIMATE PRICE. LABOR TYPES: B=BODY LABOR, D=DIAGNOSTIC, E=ELECTRICAL, F=FRAME, G=GLASS, M=MECHANICAL, P=PAINT LABOR, S=STRUCTURAL, T=TAXED MISCELLANEOUS, X=NON TAXED MISCELLANEOUS. CCC ONE: ADJ=ADJACENT, ALGN=ALIGN, A/M=AFTERMARKET, BLND=BLEND, CAPA=CERTIFIED AUTOMOTIVE PARTS ASSOCIATION, D&R=DISCONNECT AND RECONNECT, EST=ESTIMATE, EXT. PRICE=UNIT PRICE MULTIPLIED BY THE QUANTITY, INCL=INCLUDED, MISC=MISCELLANEOUS, NAGS=NATIONAL AUTO GLASS SPECIFICATIONS, NON-ADJ=NON ADJACENT, O/H=OVERHAUL,

Preliminary Estimate

30.1

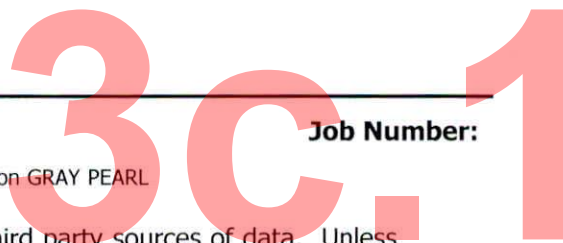
Customer: REYES, NANCY

Job Number:

2022 KIA K5 GT-Line Automatic FWD 4D SED 4-1.6L Turbocharged Gasoline Gasoline Direct Injection GRAY PEARL

OP=OPERATION, NO=LINE NUMBER, QTY=QUANTITY,
RECOND=RECONDITION, REFN=REFINISH, REPL=REPLACE, R&I=REMOVE
AND INSTALL, R&R=REMOVE AND REPLACE, RPR=REPAIR, RT=RIGHT,
SECT=SECTION, SUBL=SUBLET, LT=LEFT, W/O=WITHOUT, W/_=WITH/_
SYMBOLS: #=MANUAL LINE ENTRY, *=OTHER [IE..MOTORS DATABASE
INFORMATION WAS CHANGED], **=DATABASE LINE WITH AFTERMARKET,
N=NOTES ATTACHED TO LINE. OPT OEM=ORIGINAL EQUIPMENT
MANUFACTURER PARTS EITHER OPTIONALLY SOURCED OR OTHERWISE
PROVIDED WITH SOME UNIQUE PRICING OR DISCOUNT.

""CURE TIME"" MEANS THE LENGTH OF TIME THAT, PER THE ADHESIVE
MANUFACTURER, THE WINDSHIELD ADHESIVE NEEDS TO CURE UNTIL THE
WINDSHIELD CAN PROPERLY FUNCTION AS A SAFETY DEVICE PURSUANT
TO THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND THE
VEHICLE MANUFACTURER'S SPECIFICATIONS.



Customer: REYES, NANCY

Job Number:

2022 KIA K5 GT-Line Automatic FWD 4D SED 4-1.6L Turbocharged Gasoline Gasoline Direct Injection GRAY PEARL

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide ARY2440, CCC Data Date 09/04/2024, and potentially other third party sources of data; and (b) the parts presented are OEM-parts. OEM parts are manufactured by or for the vehicle's Original Equipment Manufacturer (OEM) according to OEM's specifications for U.S. distribution. OEM parts are available at OE/Vehicle dealerships or the specified supplier. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships with discounted pricing. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2024 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. CFC=Carbon Fiber. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. STS=Stainless Steel. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Intelligent Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

City of Brawley

City Council
November 19, 2024
Agenda Item No 5a



STAFF REPORT

To: City Council
From: Silvia Luna, Finance Director
Prepared by: Silvia Luna, Finance Director
Subject: **Reclassification of Sr. Accounting Assistant to Payroll Specialist**

RECOMMENDATION:

Review and approve the reclassification of one existing Senior Accounting Assistant position to a Payroll Specialist within the Finance Department.

BACKGROUND INFORMATION:

The Finance Department has traditionally maintained two Senior Accounting Assistant positions: one focused on Accounts Payable and the other dedicated to Payroll processing. Over time, the role responsible for Payroll has become increasingly technical and complex. This evolution demands higher-level skills, in-depth knowledge of accounting procedures, and a thorough understanding of Federal, State, and Local laws, as well as the City's Memorandum of Understanding (MOUs), municipal procedures, policies, and systems.

While payroll processing is a standard accounting function in many industries, municipal payroll is more intricate due to the numerous regulations and policies governing public sector employment. This complexity requires the Finance Department to stay continuously updated through training and coordination with external agencies at both the state and federal levels.

A brief overview of the Payroll Specialist duties includes:

- Bi-weekly payroll processing for 150-200 employees.
- Responding to employee inquiries regarding paychecks.
- Acting as a liaison to department heads for the review and approval of employee timecards.
- Maintaining and troubleshooting the City's timekeeping and payroll systems to ensure accurate calculations.
- Preparing required State and Federal reports, including CalPERS reconciliations and other governmental agency filings.
- Participating in internal and external audits, including the annual financial audit.

Over the past several years, the Finance Department has faced significant challenges in recruiting and retaining qualified candidates for this position. As a result, there is a need to formalize the position with a new job description and updated salary range to reflect the technical expertise required. This adjustment will help the department retain qualified staff and improve the recruitment process by aligning compensation with the level of skills and knowledge needed for the role.

FISCAL IMPACT:

If approved, the fiscal impact for FY24-25 will be \$3,979.74. To offset this increase in Salaries & Benefits, staff recommends utilizing the Contingency for Staffing line item under the account 101-191.000-710.900. A budget adjustment will be necessary to move funds from the contingency account to the appropriate payroll line item (101-151.000-700.100).

5a

ALTERNATIVES:

The City Council may choose not to approve this reclassification; however, this could hinder the City's ability to recruit and retain qualified candidates for the payroll position, potentially impacting the accuracy and timeliness of payroll processing.

ATTACHMENTS:

1. Payroll Specialist Job Description
2. Budgetary Request for Personnel Form- Payroll Specialist

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

Staff, Title or Consultant, Agency

Shirley Bonillas, Personnel &RA Adminsitrator

REPORT APPROVAL(S):

Staff, Title or Consultant, Agency

Jimmy Duran, City Manager

Silvia Luna, Finance Director

Status – Date of Status

Approved - 11/12/2024

Approved - 11/12/2024

CLASS TITLE: Payroll Specialist
Salary Schedule: Unrepresented
Salary Range: Range 24

DEFINITION: Under general supervision, performs specialized technical and administrative work in the preparation and processing of payroll. Reviews, prepares, processes, reconciles and maintains payroll and timekeeping documents and accounting records and reports; assists employees with payroll related questions and problems.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS:

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:

- Oversees and prepares bi-weekly payroll processing in accordance with various Memorandums of Understanding (MOUs), employment contracts, and Federal and State regulations.
- Performs data entry and maintains payroll records related to employee payroll changes, deductions, direct deposits, leave banks, tax adjustments, retirement benefits, etc.;
- Provides effective customer service and communication to all employees, departmental timekeepers, and City management on payroll related matters in a timely and accurate manner;
- Responds to inquiries regarding employee paychecks;
- Coordinates with Human Resources and other City Departments regarding changes in employee status;
- Explains applicable personnel and payroll rules and procedures consistent with bargaining agreements, personnel policies, Fair Labor Standards Act (FLSA) guidelines and other employment related guidelines;
- Verifies data entry to ensure correct calculation of payroll transactions and troubleshoots discrepancies;
- Performs analysis and troubleshoots payroll system processes;
- Receives and verifies timesheets and works with department timekeepers to ensure accurate timekeeping data entry;
- Ensures all payroll and benefit duties are executed in accordance with all Federal, State Wage and Hour laws, tax regulations, and City policies and guidelines;
- Calculates and prepares final checks for employees separating from the City;
- Generates and provides payroll and financial reports;
- Utilizes various financial systems to execute payroll and payroll related accounting entries;
- Reconciles payroll account balances (e.g., time sheets, direct deposits, wage attachments, benefits, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Prepares required State and Federal reports as well as other payroll-related reports and reconciliations for CalPERS and other governmental agencies.
- Perform internal audits of various payroll areas and prepare materials for the annual financial audit.

5a.1

- Verify, reconcile, and process W-2's.
- Assists in the preparation of payroll-related information for investigations, annual and periodic reports, worksheets for City Management, and participates in special projects, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES TO:

- Standard payroll reporting processes and procedures;
- Federal, State and local laws, codes and regulations that pertain to payroll functions;
- City and Departmental policies, procedures, systems, programs and functions related to payroll processing;
- Office practices and the operation of fiscal office equipment;
- Principles and practices of effective record keeping applicable to the maintenance of a variety of administrative, personnel, payroll, statistical and financial records;
- Personal computer, other standard office equipment and software applications used by assigned department;
- Customer relations and public relations techniques, including telephone and online customer etiquette;
- City codes and ordinances, and administrative rules and regulations affecting departmental operations;
- City and Department Mission including strategic goals and objectives;
- General City Operations.
- Maintain accurate, clear payroll and financial records;
- Apply, interpret and explain City and Department administrative rules and regulations affecting payroll operations;
- Make complex mathematical calculations and reconciliations quickly and accurately;
- Use initiative and judgment in discussing problems with the employees involving office practices and policies and maintain confidentiality regarding critical and sensitive information;
- Exercise judgment and tact in dealing with customers in difficult situations;
- Maintain attention to detail in a work environment of frequent interruptions;
- Shift priorities as departmental workload demands require;
- Interact with a wide variety of clientele while retaining a professional work environment;
- Communicate clearly, both orally and in writing and follow oral and written directions;
- Effectively operate a personal computer and other standard office equipment;
- Learn and effectively use automated financial accounting and payroll systems and data processing applications;
- Learn and effectively apply the policies and procedures of assigned work unit;
- Compose letters from general oral and written instructions.

EDUCATION AND EXPERIENCE:

High school graduation or equivalent, preferably including or supplemented by courses in accounting or financial record keeping and two years of progressively responsible experience in performing payroll, statistical or other financial work. Experience working with automated payroll systems is preferred.

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 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.



BUDGETARY REQUEST FOR PERONNEL FORM

Department and Position Information

City Department: Finance

Position Requested: Payroll Specialist

Full-time or Part-time New Position or Existing position to be changed
 Change in hours worked request (increase or decrease)

Desired Pay (indicate Range and Step): Range 24, Step 1

Recommended Funding Source (Fund and/or Account Number): General Fund

Description of Request

If approved, this request shall assist the department in the following manner:

It will provide stability and secure the knowledge and skills essential for the Finance Payroll division. The department has faced challenges in retaining knowledgeable employees over the past few years. Municipal payroll is one of the most complex and critical functions a city can undertake, given the numerous laws, regulations, reporting requirements, audits, and various bargaining units involved.

The purpose of the Payroll Specialist position is to distinguish it from the current Sr. Accounting Assistant role, which primarily focuses on clerical tasks rather than technical responsibilities. This new position aims to emphasize the need for a deeper understanding of not only general accounting but also Federal and State laws, as well as a higher level of expertise in City policies, HR practices, and the analysis of complex scenarios.

I am requesting the conversion of one Sr. Accountant position (Range 22, Step 1) to a Payroll Specialist position (Range 24, Step 1). The proposed salary for the Payroll Specialist, based on average compensation at other agencies in the Imperial Valley and other California cities, ranges from \$53,948.64 to \$64,310.52 (Range 24).

If the change is approved the Fiscal impact for FY24-25 would be \$ 3,979.74. To cover the budget overage under the General Fund, staff proposes the use of Contingency for Staffing line-item budgeted under 101-191.000-710.900.

Thank you for considering this request.

Internal Review and Approval

Position is: _____ Approved _____ Disapproved

Department Head Signature

Date

5a.2

Finance Department Signature

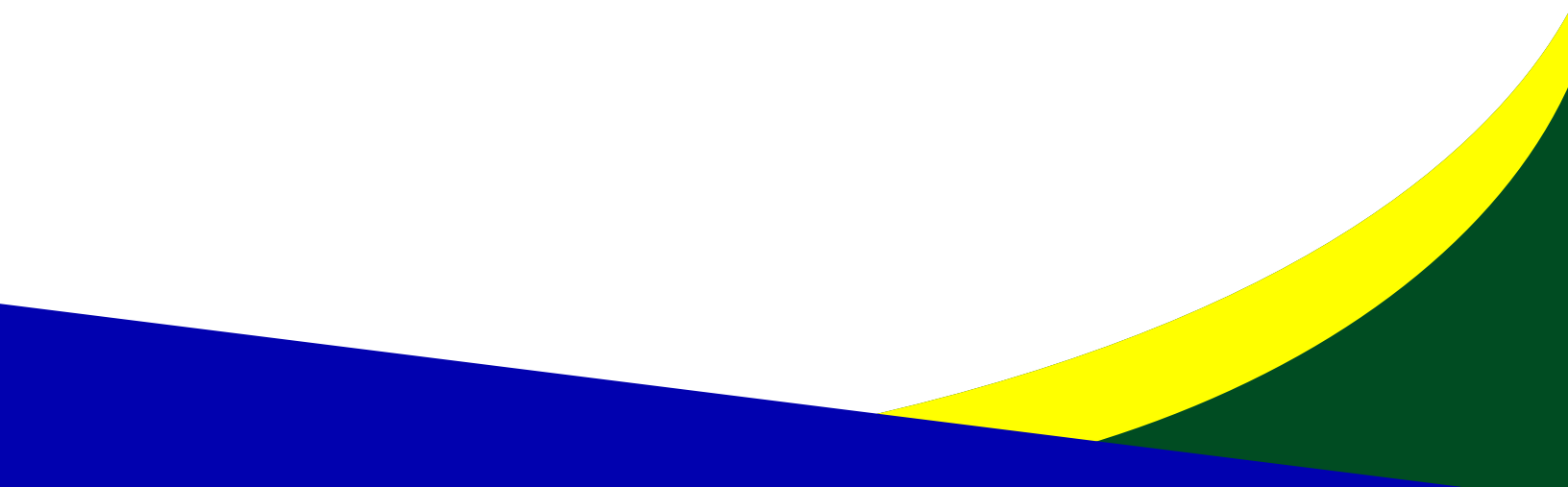
Date

City Manager's Signature

Date

City Council Approval

Date



City of Brawley

City Council
November 19, 2024
Agenda Item No 5b



5b

STAFF REPORT

To: City Council
From: Thomas Garcia, Assistant to the City Manager
Prepared by: Rachel Fronseca, Parks and Recreation Manager
Subject: **Approve waiver of fees for pickleball tournament that will raise funds for Meserve Park Tennis Court Rehabilitation**

RECOMMENDATION:

Approve wavier of fees for pickleball tournament that will raise funds for Meserve Park Tennis Court Rehabilitation

BACKGROUND INFORMATION:

The Imperial Valley Pickleball Association, a non-profit organization, submitted a facility agreement to use the Lions Center Gymnasium on December 14 and 15 for a two-day pickleball tournament. The tournament aims to raise funds to rehabilitate the Meserve Park Tennis Courts.

The Association requests a waiver of the fees associated with the tournament. These fees include the rental fee and staff time for opening and closing and monitoring the facility during both tournament days.

FISCAL IMPACT:

A waiver of \$2,000.00. (\$880.00 rental fees and \$1,200.00 in staff cost)

ALTERNATIVES:

Council may elect not to waive the fees and funds will not be raised for the Meserve Tennis Courts.

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
Silvia Luna, Finance Director
Jimmy Duran, City Manager

Status – Date of Status
Approved - 11/12/2024
Approved - 11/12/2024

City of Brawley

City Council
November 19, 2024
Agenda Item No 5c



5c

STAFF REPORT

To: City Council
From: Thomas Garcia, Assistant to the City Manager
Prepared by: Thomas Garcia, Assistant to the City Manager
Subject: **Imperial County Community Benefit Grant**

RECOMMENDATION:

1. Approve the acceptance of Imperial County Community Benefit Grant award of \$8,000.00.
2. Approve allocation of City's match funding in the amount of \$2,000.00.
3. Approve associated Finance Department budget adjustments.

BACKGROUND INFORMATION:

In February, 2024 the City of Brawley was awarded \$8,000.00 from the Imperial Community Benefit Grant. This award was the result of the application submitted by Parks and Recreation Manager Rachel Fonseca and executed by the City Manager.

The proposed project would make improvements to the Senior Center patio area, creating a tranquility garden. This project will provide extensive improvements to the center, providing a peaceful relaxing place for our seniors to visit and congregate

The guidelines of this grant award are that it is a reimbursement program and requires City match funding of \$2,000.00.

FISCAL IMPACT:

The project was budgeted under FY24-25 Capital Improvement Plan as Project 2024-14 for \$ 8,000. A budget adjustment to include the City's match funding of \$ 2,000 will be needed to complete the total cost of the project by \$ 10,000.

Improvements other than buildings - 101-522.000-800.300 \$ 2,000

ALTERNATIVES:

No alternatives proposed. However, the Council could choose to reject funding.

ATTACHMENTS:

1. County of Imperial application approval letter.

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

Staff, Title or Consultant, Agency

5c

REPORT APPROVAL(S):

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

Status – Date of Status
Approved - 11/12/2024
Approved - 11/12/2024

COUNTY EXECUTIVE OFFICE

Miguel Figueroa
County Executive Officer
miguelfigueroa@co.imperial.ca.us
www.co.imperial.ca.us



501
County Administration Center
940 Main Street, Suite 208
El Centro, CA 92243
Tel: 442-265-1001
Fax: 442-265-1010

February 8, 2024

Rachel Fonseca
City Of Brawley
400 Main Street
Brawley, CA 92227

SUBJECT: Imperial County Community Benefit Grant Program

Dear Ms. Fonseca:

Thank you for your recent Community Benefit Grant Program – Brawley Senior Citizens Center Tranquility Garden application with the County of Imperial.

The County of Imperial received numerous requests within the Third Phase and are faced with selecting projects/programs that provide the best utilization and benefit to the community. At this time, the Community Benefit Grant Program Selection Committee is pleased to inform you that it has recommended your project/program to the Board of Supervisors for approval in the amount of \$8,000.00.

The County Executive Office will be working with your department to disburse the approved allocation. This office reserves the right to request clarification of information submitted, request additional and adequate documentation to permit the determination, through an audit if requested by the County, of the accuracy of the records and the allowability of expenditures.

It is important to note that funds are subject to an audit and inspection at any time during participation in this program and that all requested items must be received prior to the disbursement of funds. Funding for work completed or funds spent before award will not be paid or reimbursed. In accordance with applicable provisions of federal, state and local law governing contracts, a Grant Agreement will be established. We will be reaching out to meet and go over the approved project/program.

Thank you, again for taking the time to apply. Should there be any questions on the requested information and/or any other assistance please contact Rosa Lopez at 442-265-1001 or rosalopez@co.imperial.ca.us.

Sincerely,

Rosa Lopez-Solis
Executive Office Budget and Program Administrator

City of Brawley

City Council
November 19, 2024
Agenda Item No 5d



STAFF REPORT

To: City Council
From: Thomas Garcia, Assistant to the City Manager
Prepared by: Thomas Garcia, Assistant to the City Manager
Subject: **Imperial County Community Benefit Grant**

RECOMMENDATION:

1. Approve the acceptance of Imperial County Community Benefit Grant award of \$25,000.00.
2. Approve allocation of City's match funding in the amount of \$5,000.00.
3. Approve associated Finance Department budget adjustments.

BACKGROUND INFORMATION:

In February, 2024 the City of Brawley was awarded \$25,000.00 from the Imperial Community Benefit Grant. This award was the result of the application submitted by Parks and Recreation Manager Rachel Fonseca and executed by the City Manager.

The proposed project would make improvements to the Lion Center stage, to include a professionally installed curtain, significantly increasing the quality of public programs and events held at the Lion Center.

The guidelines of this grant award is a reimbursement program and requires City match funding of \$5,000.00.

FISCAL IMPACT:

This project was budgeted under the FY24-25 Capital Improvement Program, project 2024-13 Lion Center Stage Renovations for \$ 25,000. A budget adjustment is needed to include the \$ 5,000 City's match funding of \$ 5,000 to complete the total cost of the project by \$ 30,000.

Improvements other than buildings - 101-521.000-800.300 \$ 5,000.00

ALTERNATIVES:

No alternatives proposed. However, the Council could choose to reject funding.

ATTACHMENTS:

1. County of Imperial application approval letter.

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 - 11/12/2024

Approved - 11/12/2024

5d

COUNTY EXECUTIVE OFFICE

Miguel Figueroa
County Executive Officer
miguelfigueroa@co.imperial.ca.us
www.co.imperial.ca.us



County Administration Center
940 Main Street, Suite 208
El Centro, CA 92243
Tel: 442-265-1001
Fax: 442-265-1010

February 8, 2024

Rachel Fonseca
City of Brawley
400 Main Street
Brawley, CA 92227

SUBJECT: Imperial County Community Benefit Grant Program

Dear Ms. Fonseca:

Thank you for your recent Community Benefit Grant Program – Brawley Summer Day Camp application with the County of Imperial.

The County of Imperial received numerous requests within the Third Phase and are faced with selecting projects/programs that provide the best utilization and benefit to the community. At this time, the Community Benefit Grant Program Selection Committee is pleased to inform you that it has recommended your project/program to the Board of Supervisors for approval in the amount of \$25,000.00.

The County Executive Office will be working with your department to disburse the approved allocation. This office reserves the right to request clarification of information submitted, request additional and adequate documentation to permit the determination, through an audit if requested by the County, of the accuracy of the records and the allowability of expenditures.

It is important to note that funds are subject to an audit and inspection at any time during participation in this program and that all requested items must be received prior to the disbursement of funds. Funding for work completed or funds spent before award will not be paid or reimbursed. In accordance with applicable provisions of federal, state and local law governing contracts, a Grant Agreement will be established. We will be reaching out to meet and go over the approved project/program.

Thank you, again for taking the time to apply. Should there be any questions on the requested information and/or any other assistance please contact Rosa Lopez at 442-265-1001 or rosalopez@co.imperial.ca.us.

Sincerely,

Rosa Lopez-Solis
Executive Office Budget and Program Administrator

City of Brawley

City Council
November 19, 2024
Agenda Item No 5e



STAFF REPORT

To: City Council
From: Shirley Bonillas, Human Resources Administrator
Prepared by: Shirley Bonillas, Human Resources Administrator
Subject: **City of Brawley Bereavement Leave Policy**

RECOMMENDATION:

Approval/Adoption of Resolution 2024 -- City of Brawley Bereavement Leave Policy

BACKGROUND INFORMATION:

The City of Brawley has provided paid leave to grieve the loss of an immediate family member. The attached will place that past practice into a policy and provide an additional two days of paid leave to attend services that require travel in excess of 200 miles.

FISCAL IMPACT:

Minimal fiscal impact for the additional two days if services require travel in excess of 200 miles.

ALTERNATIVES:

Withdraw the benefit of paid bereavement leave or retain the current past practice of three days of paid leave.

ATTACHMENTS:

1. Resolution 2024 - City of Brawley Bereavement Leave Policy
2. City of Brawley Bereavement Leave Policy

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 - 11/12/2024
Approved - 11/12/2024

5e.1

**RESOLUTION 2024-
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA
APPROVAL AND ADOPTION OF THE CITY OF BRAWLEY BEREAVEMENT
LEAVEV POLICY.**

WHEREAS, the City of Brawley recognizes that when employees experience the loss of a loved one, the City wants to offer a time for the employee to process the loss and to grieve; and

WHEREAS, the attached City of Brawley Bereavement Leave Policy provides for this time of grieving; and

WHEREAS, the current handbook is silent on this topic; and

WHEREAS, the City's current past practice for unrepresented employees is to provide three days of paid bereavement leave; and

WHEREAS, the attached provides an additional two days of bereavement leave to attend services that are over 200 miles away.

NOW, THEREFORE IT IS RESOLVED that the City Council of the City of Brawley hereby adopts the City of Brawley Bereavement Leave Policy.

PASSED AND ADOPTED this 19th day of November 2024, by the following vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

CITY OF BRAWLEY, CALIFORNIA

Ramon Castro, Mayor

ATTEST:

Thomas Garcia, Deputy City Clerk



City of Brawley

Personnel Policy

5e.2

Subject **City of Brawley Bereavement Leave Policy**

Policy Number 153-44

This policy outlines the bereavement leave entitlements for all full time employees in the event of the death of a family member. Employees governed by a bargaining unit should review their Memorandum of Understanding (MOU). If the MOU is silent on this topic, the City's policy will be used.

Leave Entitlement:

1. **Standard Leave:** Employees are entitled to three (3) days of bereavement leave upon the death of a family member.
2. **Extended Leave:** If the employee must travel 200 miles or more to attend the funeral or memorial service, they are entitled to five (5) days of bereavement leave.
3. **Additional Leave:** Employees may request additional leave beyond the allotted bereavement days by using their accrued vacation or sick leave.

Definition of Family Member:

For the purposes of this policy, a family member is defined as:

- A spouse or domestic partner
- A child (including a biological, step, adopted, or foster child)
- A parent (or parent in-law)
- A sibling (or sibling in-law)
- A grandparent (or grandparent in-law)
- A grandchild

Use of Leave:

- Employees must notify their supervisor or human resources as soon as possible regarding their need for leave and the expected duration of their absence.
- Employees are encouraged to communicate their travel needs, especially if travel of 200 miles or more is required.

Documentation:

While employers may not require documentation for bereavement leave, employees should be prepared to provide reasonable information regarding the relationship of the deceased if requested.

Confidentiality:

All information related to the employee's leave shall be kept confidential, and the

employee's privacy shall be respected during this time.

Non-Retaliation:

Employees taking bereavement leave under this policy will be protected from retaliation or discrimination.

Effective Date:

This policy is effective upon council approval and will remain in effect until amended or revoked.

5e.2

City of Brawley

City Council
November 19, 2024
Agenda Item No 5f



STAFF REPORT

To: City Council
From: Shirley Bonillas, Human Resources Administrator
Prepared by: Shirley Bonillas, Human Resources Administrator
Subject: City of Brawley Jury Duty Policy

RECOMMENDATION:

Approval/Adoption of Resolution 2024 - City of Brawley Jury Duty Policy

BACKGROUND INFORMATION:

The City of Brawley has been relying on the 1980's Employee Handbook to reference topics such as jury duty. The attached document will establish how to be paid/not paid when summoned for jury service. It also establishes the guidelines of being summoned verses volunteering for service.

FISCAL IMPACT:

Currently employees are paid their regular wages when summoned for jury service. Initially no additional monies will be expended for this policy.

ALTERNATIVES:

Continue to rely on the outdated Employee Handbook for reference on this topic.

ATTACHMENTS:

1. Reso 2024 - Adopting the Jury Duty Policy
2. City of Brawley Jury Duty Policy

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

Staff, Title or Consultant, Agency

REPORT APPROVAL(S):

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

Status – Date of Status
Approved - 11/12/2024
Approved - 11/12/2024

**RESOLUTION 2024-
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA
APPROVAL AND ADOPTION OF THE CITY OF BRAWLEY JURY DUTY POLICY.**

WHEREAS, the City of Brawley recognizes the importance of supporting employee’s participation in the justice system by serving as a juror when subpoenaed; and

WHEREAS, the City’s Jury Duty Policy adheres to all state and federal laws; and

WHEREAS, the current handbook does not reflect the most current practices.

NOW, THEREFORE IT IS RESOLVED that the City Council of the City of Brawley hereby adopts the City of Brawley Jury Duty Policy.

PASSED AND ADOPTED this 19th day of November 2024, by the following vote:

- AYES:
- NAYES:
- ABSTAIN:
- ABSENT:

CITY OF BRAWLEY, CALIFORNIA

Ramon Castro, Mayor

ATTEST:

Thomas Garcia, Deputy City Clerk



5f.2

City of Brawley Personnel Policy

<u>Subject</u>	Jury Duty
<u>Policy Number</u>	153-41

This Policy is to define the benefits afforded to all employees who are summoned to jury duty and the process to obtain those benefits. Employees governed by a bargaining unit should review their Memorandum of Understanding (MOU). If the MOU is silent on this topic, the City's policy will be used.

Scope

An employee who is summoned for jury duty service is eligible for paid jury duty leave for the days that he/she actually reports to jury duty. On-call jurors who are not required to report for jury duty are not eligible for paid jury duty leave. The City of Brawley will continue your wages while on jury duty, regardless of the length of jury service. Proof of service should be forwarded to the Human Resources department.

Process

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, the employee should notify their supervisor. The employee is required to provide copies of the jury duty notice to their supervisor and to the Human Resources department.

Employees called to jury duty for superior court, in both civil and criminal cases, may receive reimbursement for mileage traveled attending court as a juror directly from the court.

Employees called to jury duty during regular work hours may receive their regular City of Brawley pay. Compensation is only if the jury service occurs during the employee's regularly scheduled shift. Pay for these hours is what the employee would earn for regular hours worked. If the employee is dismissed for the day prior to the end of the employee's shift, the employee is expected to report to work for the remaining hours of their regular work day.

If the employee receives a daily jury duty pay and it exceeds what the employee would earn for that day, the employee shall retain the jury duty pay and not claim the jury duty hours in payroll. If the employee's pay for the day would exceed the jury duty pay, the employee shall receive their normal pay and remit the jury duty pay to the City.

This policy does not apply to employees who volunteer for jury service either at the state, federal or grand jury level.

City of Brawley

City Council
November 19, 2024
Agenda Item No 5g



5g

STAFF REPORT

To: City Council
From: Shirley Bonillas, Human Resources Administrator
Prepared by: Shirley Bonillas, Human Resources Administrator
Subject: **City of Brawley Crime Victim Leave Policy**

RECOMMENDATION:

Adopt/Approve the City of Brawley Crime Victim Leave Policy

BACKGROUND INFORMATION:

The City of Brawley does not have a current policy of the protected rights of employees who are a victim of crime. The attached will address this issue.

FISCAL IMPACT:

Unknown

ALTERNATIVES:

Since the attached is a matter of law, the City does not have alternative but to, at a minimum, adopt a policy protecting the rights of employees who are victims of a crime.

ATTACHMENTS:

1. Resolution of the City of Brawley Adopting a Crime Victim Leave Policy
2. City of Brawley Crime Victim Leave Policy

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 - 11/12/2024
Approved - 11/12/2024

59-1

**RESOLUTION 2024-
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRAWLEY, CALIFORNIA
APPROVAL AND ADOPTION OF THE CITY OF BRAWLEY CRIME VICTIM LEAVE
POLICY.**

WHEREAS, the City of Brawley recognizes the need for crime victims to have time to access assistance for legal and self-care items; and

WHEREAS, the attached City of Brawley Crime Victim Leave Policy provides for this; and

WHEREAS, the current handbook is silent on this topic; and

WHEREAS, the attached City of Brawley Crime Victim Leave Policy meets all current State and Federal laws.

NOW, THEREFORE IT IS RESOLVED that the City Council of the City of Brawley hereby adopts the City of Brawley Crime Victim Leave Policy.

PASSED AND ADOPTED this 19th day of November 2024, by the following vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

CITY OF BRAWLEY, CALIFORNIA

Ramon Castro, Mayor

ATTEST:

Thomas Garcia, Deputy City Clerk



5g.2

City of Brawley Personnel Policy

Subject **California Crime Victim Leave Policy**

Policy Number 153-42

This Policy is to provide unpaid leave to each eligible employee who is a victim of certain, specified felony crimes or who is an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim of certain, specified felony crimes to attend and participate in judicial proceedings related to the crime. Employees governed by a bargaining unit should review their Memorandum of Understanding (MOU). If the MOU is silent on this topic, the City's policy will be used.

Eligibility

Any employee who is a victim of the specified felonies below or who is an immediate family member, registered domestic partner, or the child of a registered domestic partner who is a victim of these felonies, will be eligible for leave when the employee notifies the City, as soon as practicable, of the need for leave under this policy. Appropriate documentation will be provided before the leave, or if not possible, as soon as it is reasonable to do so.

Covered felonies include:

- A violent felony, as defined in subdivision (c) of §667.5 of the Penal Code.
- A serious felony, as defined in subdivision (c) of §1192.7 of the Penal Code.
- A felony provision of law proscribing theft or embezzlement.

Employees may use accrued, unused leave balances for leave taken under this policy. The notice and eligibility requirements for any such leave will generally apply to an employee's request for use leave under this policy.

Procedures

Employees requesting leave under this policy should comply with the following requirements:

1. On receiving a notice of a scheduled proceeding, subpoena, or other court order requiring an appearance in a judicial proceeding as a witness, the employee should notify their supervisor with a copy to human resources.
2. In support of the employee's request for leave under this policy, the employee should submit appropriate documentation, including a copy of the notice of the scheduled proceeding, subpoena, or other court order with the request for time off, as soon as practicable.
3. If the court proceeding is completed before the end of the employee's regularly scheduled shift, the employee is expected to call their supervisor as soon as possible and report to work if requested.